

Tender Fee : Rs.2,000/- (Non Refundable)

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर - ४४००१०
(भारत)

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY,
NAGPUR - 440 010



TENDER DOCUMENT FOR
FURNITURE ITEMS FOR NEW ACADEMIC BUILDING

TENDER NOTICE Advt. NO.: VNIT/STR/PLAN/03 Dt.15.12.2017

DATE OF ISSUE OF TENDER : 15th DECEMBER 2017 at 9.30 a.m
LAST DATE OF SUBMISSION OF TENDER : 16th JANUARY 2018 UPTO 3.00 P.M.
DATE OF OPENING OF TENDER : 16th JANUARY 2018 AT 3.30 P.M.



VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR-440010

TENDER NOTICE Advt. No. VNIT/STR/PLAN/3 Dt.15/12/2017

Sealed Tenders are invited for Supply and Installation of Furniture Items for New Academic Building

For complete details visit our website: www.vnit.ac.in. The bidders can download the tender form/ documents from **15th December 2017 to 15th January 2018** from Institute's website and send self addressed Envelope, invariably along-with bank draft of Rs.2,000/- (Rs. Two Thousand Only, **(Non Refundable)**) drawn in favour of The Director, VNIT, Nagpur, towards the cost of **TENDER FORM** to the Stores section, VNIT, Nagpur.

V.N.I.T will not be responsible for postal delay/ non-receipt of tender form/ D.D, sent through the post. Tender forms duly filled in all respect in Only original prescribed format, supplied by the VNIT, duly super-scribed, should reach office of the Stores officer, VNIT, Nagpur -440010, on or before **16th January 2018 upto 3.00 p.m**. The tenders are likely to be opened at **3.30 p.m** on the same day. The Director, VNIT reserves the right to accept or reject or cancel any or all tender offer.

DIRECTOR



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपूर-४४००१० (भारत)

निविदा सूचना क : VNIT/STR/PLAN/3 DT.15.12.2017

निम्नलिखित मदों की खरीदी हेतु मुहरबंद (Two Bid System) आमंत्रित है।

For Furniture Items for New Academic Building

संपूर्ण जानकारी के लिए इच्छुक विक्रेता संस्थान कि वेबसाइट www.vnit.ac.in पर जा सकते हैं। इच्छुक विक्रेता निविदा प्रपत्र दि. 15 दिसंबर 2017 से 15 जनवरी 2018 तक संस्थान कि वेबसाइट से डाउनलोड करके स्वयं के पते युक्त लिफाफा भेजकर विज्ञापन क्र. उल्लेख कर के निविदा मद प्रपत्र के मूल्य हेतु रु. २०००/- (Non Refundable) बैंक ड्राफ्ट निदेशक, वी.एन.आय.टी., नागपुर, के साथ निविदा प्रपत्र भंडार अनुभाग में भेज सकते हैं। डाक द्वारा विलंब होने पर / निविदा दस्तावेज न मिलने पर/ D.D न मिलने पर, वी.एन. आय. टी. (वि. रा .प्रो.सं) जवाबदेह नहीं होगा। संस्थान द्वारा प्रदत्त केवल वास्तविक निर्धारित प्रपत्र को पूर्ण रूप से भर कर दि. 16 जनवरी 2018 के अपरान्ह ३.०० बजे तक या इससे पूर्व भंडार अनुभाग (वि. रा .प्रो.सं) नागपूर मे जमा करो। निविदा उसी दिन अपरान्ह ३.३० बजे खोली जाएगी। किसी भी या सभी निविदाओं को अस्वीकृत करने का अधिकार निदेशक का होगा।

निदेशक

INVITATION FOR BID/TENDER
FOR FURNITURE ITEMS FOR NEW ACADEMIC BUILDING

To

Dear Sir,

Sub : Tender Enquiry for Procurement of **FURNITURE ITEMS FOR NEW ACADEMIC BUILDING**

1. You are invited to submit your most competitive quotation for the following goods:-

Brief Description of the Equipment / Goods	Specifications *	Unit / Quantity	Delivery Period & Place of Delivery	E.M.D. in Rs.	Installation Requirement if any
Please refer enclosed "QFA/ Bill of Material" for complete details	As per "QFA/ Bill of Material"	As specified in "QFA/ Bill of Material"	Delivery in 8 weeks from the Date of award of contract (for indigenous equipments / goods) at F.O.R. VNIT, Nagpur)	D.D./Pay Order of Nationalized Bank drawn in favour of the Director, VNIT, Nagpur for an amount of Rs.15,84,500=00 Fifteen Lakh Eighty Four Thousand Five Hundred only) to be invariably, enclosed with the quotation in separately sealed envelope.	Items/ Equipment(s) shall be commissioned / installed at VNIT site by the bidder Free of Cost

* Where ISI certification marked goods are available in market, procurement should generally be limited to goods with those or equivalent marking only.

Signature of Vendor with Seal:-

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2. Bid Price

- a) The Prices should be quoted F.O.R. VNIT, Nagpur
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) All duties, taxes and other levies payable by the vendor shall be shown separately in bidding document to be able to calculate the basic price per unit (clearly indicate the detailed break-up such as Price Ex-Works, Packing & Forwarding, Freight, Insurance etc.). (Please note that the dealers should enclose GST registration certificate with the quotation invariably.)
- d) The contract shall be for the full quantity as described in "QFA/Bill of Material". Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
- e) **The bidder should offer / quote special educational discount for the Institute.**

3. Each bidder shall submit only one quotation.

4. Validity of Quotation

Quotation shall remain valid for a period not less than 180 days after the deadline date specified for submission.

5. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Confirm to the terms and conditions, and specifications.

The Quotations would be evaluated in "QFA/Bill of Material" for all items together. Vendor should quote for each item as per "QFA/Bill of Material" failing which the bid will be treated as non-responsive.

Conditional Quotation(s) will not be accepted.

6. Earnest Money Deposit:

The EMD of **Rs.15,84,500=00 (Fifteen Lakh Eighty Four Thousand Five Hundred only)** shall be submitted through Demand Draft, Fixed Deposit Receipt, Bank Guarantee in favour of "Director, VNIT Nagpur" payable at Nagpur, strictly in a separate envelope. Vendor should write name of firm and address on the envelope of DD and also on back side of DD along with stamp. **Bid received without EMD will be summarily rejected. EMD SHOULD BE ATTACHED WITH BID.** For those who are registered with the Central Purchase Organization (CPO), National Small Scale Industries Corporation (NSIC) or the concerned Ministry or Department are exempted from submission of the EMD.

7. GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO THE BIDDER:

- a) The Commercial bids of the bidders who **do not conform** to the eligibility criteria as mentioned in Para 8 will not be opened. However the E.M.D. of such bidder will be returned in due course.
- b) The technical qualification of all the items offered should comply with the Technical Specifications as detailed in "Qualifying/Technical Bid". VNIT has the sole discretion to accept or reject tenders based on deviations, if any, from the technical specification.
- c) **Specification and Make:** Bid should be given for the exact specification and make as shown in the enquiry against Sr. No. of the item. The Bid which is not as per our tender enquiry will be treated as non responsive.
- d) **Client List:** Client list along with the order copy of similar equipment supplied to any IIT/NITs/ any Govt. Organization including detail of price and all charges must be attached.
- e) **ISI certification** Where ISI certification marked goods /items are available in market, procurement should generally be limited to goods with those or equivalent marking only.
- f) **Authorization Certificate** Vendor should enclose latest authorization certificate from their principal / original equipment manufacturer (OEM)
- g) **Items for Research Purpose:** GST or any other taxes as per Govt. norms shall be applicable from time to time. The % of Tax must be indicated separately in the quotation. [As per Notification issued by Govt. of India, Ministry of Finance vide notification no. 45/2017-Central Tax (Rate) dated 14th November, 2017 and VNIT Circular Ref.- VNIT/Acct/2017-18-GST/5390 dated 27th November, 2017, **GST @5% will be applicable in r/o purchase of goods mentioned in Notification for research purposes only**]
- h) **Taxes (For Import Item)** - Govt of India Ministry of Science & Technology, DSIR, NewDelhi vide letter No TU/V/RG-CDE(190)/2016 dated 19/09/2016 has issued Certificate of Registration to VNIT, Nagpur for purposes of availing customs duty exemption in terms of Govt. Notification 51/96-Customs dated 23rd July, 1996 and this registration is valid up to 31.08.2021.VNIT is eligible to avail partially exemption for Customs Duty. Necessary documentation / exemption certificate for the same will be provided by the Institute wherever applicable. The supplier who has quoted the price in Rupees, but importing the items from the foreign country has to sign the High Sea Sale Agreement. Against High Sea Sales Agreement GST is not applicable; Custom Duty is applicable under Notification No 51/96. The charges towards HSS agreement, if any, will have to be borne by the firm.
- i) **Delivery:** All materials/items should be supplied on the basis of free delivery at respective department of VNIT Nagpur. Items should be supplied on the basis of free door delivery on working days. The date of delivery should be strictly adhered to failing which Clause (J) as under will be applicable.

j) **Liquidated Damages Clause:**

Penalty may be imposed as per P.O. terms and conditions. Goods should be securely, safely and adequately packed and dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Firms are requested to deliver the goods in our stores/section/department before 4.00 pm on any working days.

- (a) The Director, V.N.I.T. Nagpur reserves the right to recover from the vendor, liquidated damages a sum equivalent to 1/2 percent of the price of the undelivered stores at the stipulated rate for each week or part there of, during which the delivery of such stores, may be delayed subject to, a maximum limit in the case of an order exceeding Rs. One Lakh in value, upto **10** percent and in the case of an order not exceeding Rs. One Lakh in value upto **5** percent of the stipulated price, of the stores so undelivered.
- (b) To purchase elsewhere, on vendor's accounts, at his risk, the stores etc. undelivered, or other of a similar description, where others exactly employing with the particulars, are in the opinion of the Director, Visvesvaraya National Institute of Technology, Nagpur are not readily procurable, without canceling the contract, in respect of consignment not yet due for delivery.
- (c) To cancel the contract.

In the event of action being taken under (b) or (c) above, the vendor shall be liable to make good for any loss, which the Institute may sustain, by reason of higher price of stores, so purchased or the otherwise, howsoever :

The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Director, Visvesvaraya National Institute of Technology, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of stores.

- k) **Validity Period:** The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of quotations.
- l) **Rate Contract:** If any of the items/ materials mentioned are already under the DGS & D rate contract, you are requested to give us the advantage of the contract rates as VNIT Nagpur is an Educational and Research Institute sponsored by the Government of India.
- m) **Installation:** Items /equipments shall be commissioned / installed at VNIT site by the bidder free of cost. Service centre details with address and contact nos., product literature / information brochure should be enclosed.
- n) **Payment:** For Indigenous goods purchase the 100% payment will be released within 30 days from the date of received of the materials, tested/ inspected/ commissioned and found satisfactory with regards to quality, quantity and specifications ordered. In case of import, the payment term shall be 100% through irrevocable Letter of Credit-(90% against dispatch documents and items/materials received at Nagpur Airport and balance 10% after successful and installation of the items). Letter of Credit amendment charges will be borne by the beneficiary.

- o) **Guarantee/Warranty:** Normal comprehensive **Warranty/ Guarantee of 3 years** shall be applicable to the supplied goods. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises.
- p) The quantity may increase/decrease as per requirement and payment will be made as per actual supply on the rates quoted by your firm.
- q) It will be the sole discretion of VNIT to accept or reject the tenders in case of deviations, if any, from the technical specification.
- r) Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
- s) Bidder should enclose required documents/copies failing which bid will be disqualified.

8. ELIGIBILITY CRITERIA FOR THE VENDOR:

[I] Qualification Requirements:

- a) The bidder should be a manufacturer who must have manufactured, tested and supplied the equipment(s) similar to the type specified in the "QFA/Bill of Material" in any one of the last 3 years i.e (2014-15, 2015-16, 2016-17). (Please attach necessary documents for the same).
- b) Indian Manufacturers or their authorized dealers having a place of business in any of the States of India are eligible to participate in this tender.
- c) The bidder/manufacturer of the equipment offered should be in the business of the supply and installation of same / similar equipment for the last three years.
- d) Bids of a firm/company that has been blacklisted by any Engineering Institutions /debarred by any other State / Central Government's organization shall not be entertained.
- e) The contractors/ Tenders will have to give an affidavit on Rs. 100/- (Rs. One hundred only) Stamp paper duly signed before notary stating that their name is not included in the black list published by the registering authority along with tender.
- f) The OEM should have good manufacturing set up, own powder coating facility, inspection, and quality control set up. Companies should have one of the most superior anti-rust treatment technologies, which will ensure a far longer life for all metallic components.

III) Technical bid should consist of:

- a) Authorized dealer/distributor should attach valid certificate of Authorized Dealership/ Distributorship on the date of opening of Tender.
- b) The catalogue technical literature, drawing etc should be enclosed along with tender.
- c) Relevant test/approval certificate to be attached.
- d) Bidder should give undertaking that in case of selection they are ready to give Security Deposit 10 % of P.O. value.
- e) The authorized supplier /dealer shall provide the following documents of the manufacturing company:
 - 1. Solvency Certificate of 5 Cr.
 - 2. ISO Certified 9001:2008 (for manufacturing and after sales service), ISO 14001: 2004 and OHSAS 18001:2007 certifies conforming to quality management system, environmental management system and for occupational health and safety management standards respectively and should have testing laboratory confirming to BIFMA standards.
 - 3. Green-Guard Certification
 - 4. BIFMA Membership certificate
 - 5. AIOTA certification for chairs mandatory stating for ergonomically designed chairs.
 - 6. BIFMA Level 2 certification for the modular workstation compulsory
 - 7. GRIHA certified modular workstation compulsory.
 - 8. The manufacturer should have In-house facility for testing products as per BIFMA guidelines. Steel component shall be tested for tests like salt spray test, scratch hardness test, impact resistance test, DFT Test.
 - 9. Complete details of machinery, equipments and tools with technological capabilities available in the manufacturing unit along with the photo.
 - 10. In-house facility of Computerized controlled through feed multi station edge preparation machine with gluing and cutting for, flush trimming, scrapping and butting.
 - 11. In-house facility of Computer controlled press brake for sheet metal bending.
 - 12. In-house facility of 8 tank anti-rust surface treatment, conversed powder coating plant with baking oven and powder applications. Test reports conforming to relevant ISI codes for raw material, powder coating/ anodizing with anti-rust surface treatment, etc.
 - 13. Proof of purchase of steel from Steel Authority of India or Tata Steel.
 - 14. Scanned copy of Undertaking stating MOCK Up to be provided as per instructions of Engineer In charge.

15. Scanned copy of Undertaking stating if required the technical team may visit the manufacturing facility.
16. Bidder should have annual turnover (average) amounting to Rs. 25 Crore for last three financial year. Balance sheet & profit & loss account for the proceeding three (3) financial years shall be enclosed with the bid as an evidence of the financial requirement.
17. Scanned copy of Undertaking stating Furniture should be designed modular type; knock down which can be easily installed & uninstalled.
18. In case of Dealer/ Supplier/Supplier Authorization certificate from the original manufacturer that he is authorized to supply furniture.
19. All Furniture are minimum three year warranty and minimum next 3 years spare parts will be supply for binding of bidder.
20. Maker's Test Certificate: Manufacturer's test certificate shall be supplied by the manufacturer along with the invoice / challan. Failure to comply may cause delay in release of payment by VNIT.
21. Bidder / supplier must ensure delivery of material in damage free and as per approved mock up sample failing which the BUYER/VNIT shall have the right to reject goods and hold the supplier liable for non-performance of contract.

9. The item offered for supply must be of the most recent series models incorporating the latest improvements in design.

- a) Bids of bidder quoting as authorized representative of a equipment manufacturer, meeting with the above requirement in full, can also be considered provided (Refer SECTION-XII, XIII):
- b) The manufacturer furnishes authorization in the prescribed format assuring full guarantee and comprehensive warranty obligations for a period of 3 years; and
- c) The bidder, as authorized representatives, has supplied, installed and commissioned satisfactorily similar to the type specified in "QFA/Bill of Material" in the financial years i.e. (2014-15, 2015-16, 2016-17).
- d) The bidder should furnish the information on all past supplies and satisfactory Performance for both (a) and (b) Above, in pro-forma under Section XI & XII.
- e) All bids submitted shall also include the following information along with formats under Section XIV. Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership, etc.
- f) The bidder should furnish a brief write-up, backed with adequate data, explaining his available capacity and experience (both technical and commercial) for the manufacture and supply of the required systems and equipment within the specified time of completion after meeting all their current commitments.

- g) The bidder should clearly confirm that all the facilities exist in his factory for inspection and testing and these will be made available to the Purchaser or his representative for inspection, if required.
- h) Details of Service Centers/ Factory and information on service support facilities that would be provided after warranty period [in the Service Support Form given in Section XIV].
- i) Reports on financial standing of the Bidder such as profit and loss statements, Balance sheets and auditor's report for the past three years, bankers Certificates etc.

The above information shall be furnished by the bidder invariably in appropriate Schedules/ Annexure as may be relevant.

10. Bid System

"TWO BID" viz. **Technical /Qualifying Bid** and **Price/Commercial Bid** Systems will be followed for this tender.

The Technical bid and the Financial bid should be sealed by the bidder **in separate covers duly super-scribed** and both these sealed covers are to be put **in a bigger cover** which should also be sealed and **duly super-scribed** with For **"FURNITURE ITEMS FOR NEW ACADEMIC BUILDING"**

Sealed envelope has to be submitted in the "**Tender Box**" kept in The Stores Section, Old Library Building, 1st Floor, Visvesvaraya National Institute of Technology, Nagpur - 440010 on any working day on or before 3.00 P.M. on **16th January 2018**. Tender received after the last date / time of submission as indicated in the tender notice will not be considered and will lead to rejection. The tender will be opened on **16th January 2018**, at 3.30 P.M.

For Technical /Qualifying Bid - Envelope to be super-scribed with "**TECHNICAL /QUALIFYING BID for FURNITURE ITEMS FOR NEW ACADEMIC BUILDING**", and should be submitted with prescribed **EMD** and the associated supporting documents. Bill of material (without any price), indicating the compliance of technical specification should also be included with the qualifying bid.

For Price/Commercial Bid - Envelope to be super-scribed with "**PRICE/COMMERCIAL BID for FURNITURE ITEMS FOR NEW ACADEMIC BUILDING**". The Price should be indicated in the prescribed format in the Price/Commercial Bid only. Any other format will lead to disqualification.

Both above sealed covers are to be put **in a bigger envelope** which should also be sealed and **duly super-scribed** with For **"FURNITURE ITEMS FOR NEW ACADEMIC BUILDING"**

Each envelope / cover should also indicate clearly the name and address of the bidder.

11. Support and Post Installation Warranty:

1. The bidder should have their office or authorized representative / dealer in Nagpur. They should mention in detail their support infrastructure by which minimum downtime will be ensured.
2. The Vendor should guarantee that the equipment and its accessories supplied are complete in every respect and confirm to the technical specification mentioned in the Bill of Material
3. A performance guarantee of 10% of the total invoice value, 10 Lacs & above, valid for three year covering the entire warranty period is to be submitted by the vendor executing the purchase order.
4. In case of violation of any of the conditions of warranty (for Three years), the aforesaid performance guarantee shall be invoked by VNIT.
5. The Vendor will have to give undertaking that in case of any breakdown during warranty period the equipment will be restored back to its original status within twelve hours (This may include replacing some spares also).

12. Award of Contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

(a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the award of contract.

(b) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

13. Any amendment or corrigendum regarding tender will be issued on the Institute website only.
14. For any disputes, the place of jurisdiction shall be Nagpur, Maharashtra (India) only
15. Payment shall be made after satisfactory delivery and installation of the goods.
16. Normal comprehensive warranty/ guarantee of 3 years shall be applicable to the supplied goods.
17. You are requested to provide your offer on or before or latest by **3.00 PM on 16th January 2018.**
18. All Communication are to be addressed to –
Director
Visvesvaraya National Institute of Technology,
South Ambazari Road,
Nagpur 440 010
Maharastara (India)

We look forward to receiving your quotations and thank you for your interest in this project.

**Sd/-
Dean (P & D)**

Signature of Vendor with Seal:-

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Tender Ref. No: VNIT/STR/PLAN/3 DT.15.12.2017

Item: Procurement of "**FURNITURE ITEMS FOR NEW ACADEMIC BUILDING**"

Schedule & Instructions for Tender Submission

Date of Issue	:	15 th December 2017
Last Date of Submission	:	16 th January 2018 up to 3.00 pm
Amount of EMD	:	Rs.15,84,500/- payable through DD drawn in f/o Director, VNIT, Nagpur
Tender Opening Date & Time	:	16 th January 2018 at 3.30 pm

The Tender document with Demand Draft of EMD amount as above to be submitted to – Stores Section, 1st Floor Old Library Building VNIT, Nagpur – 440010 on or before **16th January 2018** by 3.00 pm.

**QUALIFYING/
TECHNICAL BID**

QUALIFYING/TECHNICAL BID

Please read the instructions given below carefully before submitting your quotation for the required items.

Important Instructions:

1. Fill up the specifications (Yes/No only) in this document format only. **Any other format will lead to disqualification.** Any reference to product brochure without filling **appropriate** entry in the "State Yes/No Compliance" column will lead to disqualification.

2. If there is any deviation from the required specification then, it should be clearly specified in the "**Remarks**" column and appropriate documentary proof, may be enclosed without fail.

3. It will be the sole discretion of VNIT to accept or reject tenders in case of deviations, if any, from the technical specification.

4. If the certificates submitted by the vendor/bidder or any misleading information whether intentional or unintentional are found to be false/incorrect/forged/fake, will lead to disqualification of the quotation. The Institute shall be free to take any action by blacklisting the firm/company.

PRE – BID Document

Sr. No.	Requirement	Details of Certification Enclosed YES/NO	Page No.
1.	EMD of ₹ 15,84,500=00		
2.	Latest Manufacturer's Authorization Letter/OEM/Dealer		
3.	Service Center Details with Address & Telephone Nos.		
4.	Order Copies of Last 3 financial Years 2014-15, 2015-16 & 2016-17 duly certified, indicating details of Order Value executed (Enclose Proof)		
5.	Product Literature / Information Brochure		
6.	Preferably Vender / OEM should have ISO Certified 9001:2008 (for manufacturing and after sales service), ISO 14001: 2004 and OHSAS 18001:2007 certifies		
7.	Solvency Certificate of 5 Cr.		
8.	Green-Guard Certification		
9.	BIFMA Membership certificate		
10.	AIOTA certification for chairs mandatory stating for ergonomically designed chairs		
11.	BIFMA Level 2 certification for the modular workstation compulsory		
12.	GRIHA certified modular workstation compulsory		
13.	Certificate of Incorporations		
14.	Registration Certificate		
15.	Company Profile		
16.	Customer List / Clientele List		
17.	Technical Manpower Employed with Qualifications & Experience & their tenure		
18.	PAN		
19.	GST Registration Certificate		
20.	Methodology of Warranty Support		
21.	Brief History of the Company/ Firm with credentials if any		
22.	Warranty/ Guarantee (3 years)		

QFA”: QUOTATION FORMAT ANNEXURE

(TECHNICAL BID)

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर - ४४००१०(भारत)
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

SCHEDULE TO QUOTATION OTE NO.: VNIT/STR/PLAN/03 Dated: 15.12.2017

LAST DATE OF SUBMISSION OF TENDER : 16th January 2018 Upto 3.00 P.M.
DATE OF OPENING OF TENDER : 16th January 2018 at 3.30 P.M.
QUOTATION MUST REMAIN VALID FOR : 180 days from the date opening of the Tender
TIME LIMIT FOR COMPLETION : **08 Weeks from the date of receipt of Purchase Order**

Sr. No	Item with Specifications	Quantity
	FURNITURE ITEMS FOR NEW ACADEMIC BUILDING (Detailed specification as per Annexure –A attached)	

Signature of Bidder with Seal

SECTION - XI:

PERFORMANCE STATEMENT

Proforma for Performance Statement (since 2014 onwards)

OTE No. VNIT/STR/
Time : (3.30 PM)

Date of Opening : **16th January 2018**

Name of the Firm _____

Order placed by (Complete Address of Purchaser)	Purchase Order No. & Date	Description and Quantity of ordered equipment	Value of order	Date of completion of delivery		Remarks indicating Reasons for late delivery, if any	Has the equipment been satisfactorily Functioning (Attach a certificate from the Purchaser /Consignee)
				As per Contract	Actual date of supply		
1	2	3	4	5	6	7	8

Signature of Vendor with Seal:-

SECTION -XII

MANUFACTURERS' AUTHORIZATION FORM

No. _____ Dated

To

Dear Sir,

IFB No. VNIT/STR/

We _____ who are established and reputable manufacturers of _____
(Name and description of goods offered) having factories at _____
_____ (address of factory do hereby authorize M/s _____ (Name and address of Agent) to submit a bid, and sign the contract with you for the goods manufactured by us against the above IFB No. VNIT/STR/

We hereby extend our full guarantee and warranty of 3 years for the goods and services offered for supply by the above firm against this IFB.

Yours faithfully,

(Name)

(Name of Manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. It should be included by the Bidder in its bid.

SECTION -XIII

SERVICE SUPPORT DETAILS

LOCATION OF NEAREST SERVICE CENTER:-						
Phone No.	Fax / Telex No.	Status of Office working Days & Hours	Number of Engineers	Value of Min. Stock Available at all times	List of Models & Types of Equipment under Service during last 2 years	Name of the Organization where the equipment are currently under AMC/ Service

Signature and Seal of the Manufacturer/Bidder

SECTION -XIV

CAPABILITY STATEMENT (CS)

1. Name & Address of the Bidder:
2. Phone:
3. Classification
(1) Manufacturer : Y/N
(2) Authorized Agent: Y/N
(3) Dealer : Y/N
(4) Other (Please specify)
4. Plant:
(aa) Location:-

(bb) Description, Type & size of building:-

(cc) Is property on lease or free hold? If on lease indicate date of expiry of lease in such case
5. Type of equipment(s) manufactured and supplied during last 3 years.

Name of Equipment	Capacity/Size	Quantity Manufactured	Nos. of Purchase Orders on hand

6. Types of Equipment(s) supplied during last 3 years other than those covered under 5 above.

Name of Equipment	Capacity / Size & Model	Name of Manufacturer & Country of origin	Total Nos. of Equipment(s) Supplied in India	No. of orders on hand

7. Turnover for similar equipments sold in last three years :

- 8. Details of Testing facilities available :
 - i. List of testing equipment available.
 - ii. Give details of type tests, which can be carried out using testing equipment.
 - iii. Details of the staff available for testing.

9. Personnel/Organization: Give Organization chart for following indicating clearly the No. of employees at various levels.

- 0. Quality assurance :
- 1. Production :
- 2. Marketing :
- 3. Service :
- 4. Spare parts :
- 5. Administrative :

10. Nearest Service Centers to each of the destination of installations:

Location _____

Phone No. _____

Year of Establishment _____

11. Details of Organization (Enclose details of Organization Chart & Span Of Control) at Service Center:

(a) No. of skilled employees _____

(b) No. of Unskilled employees _____

(c) No. of Engineering employees _____

(d) No. of Administrative employees _____

(e) List of special repair/workshop Facilities available (Specify Details of Equipments And Test(s) those which are performed) _____

(f) The storage space available for spare parts (sq.m) _____

(g) Value of minimum stock of spares available at all the service center in respective currency _____

(h) Value of the models/types by number of equipment serviced by the center in the last 3 years _____

(Enclose details of services provided duly authenticated by certification from the user in each case)

12. **Names of two buyers to whom similar equipment was supplied in the past and to whom reference may be made by the Purchaser regarding the bidder's technical and delivery ability.**

1) _____

Address with Telephone Nos. _____

2) _____

Address with Telephone Nos. _____

SIGNATURE & SEAL OF BIDDER

PRICE BID

"PRICE / COMMERCIAL BID"

Open Tender No.: VNIT/STR/

Item :: "Furniture Items for New Academic Building"

Sr. No.	ITEM / Specifications	Unit Cost	Quantity	Amount in Rs.
1.	<u>Furniture Items for New Academic Building</u> (Detail specification & quantity as per above)			
Bidder should be quoted Special Educational Discounted price for the Institute.				
Total Cost with Educational Discount				

[A] DUTIES & TAXES (if applicable):

1. Custom Duty (partially exempted) : _____
2. GST : _____
3. Freight/ Transportation : _____
4. Insurance : _____
5. Packing & Forwarding : _____
6. Others, (if any) : _____
7. Final Offer (Including Installation Charges & Taxes) FOR VNIT Nagpur : _____

[B] Others Details (Enclosed)

1. EMD No & Amount : _____
2. Specification as per Requirements: Yes/No
3. Warranty/Guarantee : _____Years
4. Delivery period : _____
5. Authorization Letter : _____
6. Details of client lists : _____
7. PAN/GST No : _____
8. Others, (if any) : _____

Note :- Price/Commercial bid & other details should be furnished as per institute prescribed format if failed, the price/commercial Bid is treated as unresponsive and disqualified

Finally, We agree to supply the above items for **total (₹ _____ Amount in figures)** (_____ Amount in words) included all above within the period specified in the Invitation for Quotations. We also confirm that the **normal commercial warrantee /guarantee of 3 years** shall apply to the offered goods.

Signature of Supplier

Stamp:

Date:

(Authorized Signatory)

Signature of Vendor with Seal:-

FORMAT OF QUOTATION *

Sr. No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit Rate in Rs. /	Total Amount	
						In Figures	In Words
	Please refer enclosed "QFA/Bill Material" of for complete details.	As per "QFA/Bill of Material"					
						GST %	
						GST Amt.	

Gross Total Cost : Rs.

We agree to supply the above equipment / goods in accordance with the technical specifications for a total contract price of ₹ In figures (₹ amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of **Three Years** shall apply to the offered goods.

Signature of Supplier

PRICE SCHEDULE:

1	2	3	4	5					6	7	8
Schedule No	Item Description	Country of Origin	Quantity & Unit	Price for each unit					Unit Price	Total Price	Sales & Other Taxes payable
				Ex-factory, Ex-ware House, Ex-Show Room, Off the shelf	Custom Duty, as per actual	P & F	Inland transportation insurance and other local Costs Incidental to delivery	Incidental services			GST, if any, should be mentioned clearly, as Extra or Inclusive with %
				(a)	(b)	(c)	(d)	(e)	a+b+c+d+e	4 x 6	

Note :

(a) In case of discrepancy unit price and total price, the unit price, shall prevail.

Total Bid Price in ₹ _____

In word _____

Signature of Bidder _____

Name _____

Business Address _____

Place:

Date:

Signature of Vendor with Seal:-