



INST/12(29)/2017 – PUR

Date: 19.05.2017

To

NOTICE INVITING TENDER

Dear Sir,

Sealed Quotations are invited on behalf of Director, INST Mohali for the **Supply of furniture (details given on page no. 10-13)** so as to reach latest by **12.06.2017** on or before 2.00 pm. The Quotations will be opened on the same day at 3 pm in the presence of tenderers, if any:

Before quoting, please read the instructions and technical specifications carefully as enclosed.

Note: Please attach the copies of previous supply order to any Government Institutes/ autonomous bodies/ PSU, if any, with the quotation and provide the contact person and his contact Nos.

The tender form can also be downloaded from the websites www.inst.ac.in or www.eprocure.gov.in.

Yours faithfully

Sd/
Chief Finance & Admin. Officer



INSTRUCTIONS

- i. Inquiry, if any, may be sent by Courier or Speed Post. INST will not be liable for any kind of postal delay.
- ii. The Quotation Should be addressed to the Director INST, Mohali invariably giving on the envelop Quotation for _____, Reference No. With date and due date with time.
- iii. The Quantity mentioned in this inquiry shall be deemed to be only approximate and will not in any manner be binding on the Institute.
- iv. The quotation should be enclosed in a sealed envelope.
- v. Firms will quote separately for each article.
- vi. The rates offered should be FOR Mohali in case of firms situated outside Chandigarh and free delivery at the Institute premises in case of local firms.
- vii. VAT/CST: The Institute is not exempted from the payment of Sales Tax/Service Tax/VAT. The rate (i.e., percentage of taxes applicable should be clearly indicated, wherever chargeable.
- viii. In case of Ex-godown terms the amount of packaging forwarding freight etc. should clearly be indicated by percentage or lump sum amount. Current rate of Sales Tax/VAT must be mentioned. The institute is exempted from Customs and Excise Duty.
- ix. The delivery period should be specifically stated. Ex-Stock and earlier delivery may be preferred.
- x. The firms are requested to give detailed description and specifications together with the detailed drawings, printed leaflets and literature of the Article quoted.
- xi. The name of the manufacturers and country of manufacture should also invariably be stated. In the absence of these particulars the quotation is liable for rejection.
- xii. Quotation should have minimum validity of 90 days from the date of opening.
- xiii. The rates quoted should be for each item separately otherwise your quotation is liable to be ignored.
- xiv. Late or delayed quotation will not be accepted.
- xv. Director has the right to reject to the quotations and to split up the requirements or change any or all the above conditions without assigning any reason.



Institute of Nano Science and Technology

Habitat Centre, Sector 64, Phase X, Mohali -160062, Punjab, India

Ph: +91-172-2210073/75; Fax: +91-172-2211074; E-mail ID: purchase@inst.ac.in

NOTICE INVITING TENDER

INST invites sealed quotations from the reputed manufacturers or their authorized dealers so as to reach this office on or before scheduled date and time for the furniture, as per specifications given in the Annexure attached. All offers should be made in English and should be written in both figures and words.

The bidders are requested to read the tender instructions carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director, INST reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete/conditional tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

1.	Name of the Material	Furniture (for details refer specification enclosed on page no. 10)
2.	Ref. No.	INST/12(29)/2017 – PUR
3.	EMD	Rs. 5,000/- (Rupees Five Thousand Only)
4.	Tender Fee	Rs.500/- (Rupees Five Hundred Only) non-refundable
4.	Time for completion of supply after placing purchase order	One Month
5.	Last Date of submission of Tender	12.06.2017 (Monday) before 2.00PM
6.	Tender to be submitted at the following address	The Director, Institute of Nano Science and Technology, Habitat Centre, Sector 64, Phase –X, Mohali, 160062, Punjab, India
7.	Date and time of opening of bid	12.06.2017 (Monday) at 3.00PM

Note: The Institute shall not be responsible for any postal delay about non-receipt / non delivery of the bids or due to wrong address.



TERMS AND CONDITIONS

Important Conditions of the tender to be abide by the tenderer

1. **Due date:** The tender has to be submitted before the due date. The offers received after the due date and time will not be considered.
2. **Preparation of Bids:** The offer/bid should be submitted in single bid system (i.e.) Technical bid cum financial bid. **The Quotations should be valid for 90 days from the due date.** The Quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to “**The Director, Institute of Nano Science and Technology, Habitat Centre, Sector 64, Phase –X, Mohali, 160062, Punjab**” so as to reach on or before the due date.
3. **Delivery of the tender:** The tender shall be sent to the addressee given in para 2 (above) either by post or by courier so as to reach our office before the due date specified in our Schedule. The offer/bid can also be dropped in the tender box on or before the due date specified in the schedule. The tender box is kept in Foyer area of INST.
4. **Opening of the tender:** The offer/bid will be opened by a committee duly constituted for this purpose. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening. Only one representative will be allowed to participate in the tender opening.
5. **Acceptance/Rejection of bids:** The INST reserves the right to reject any or all offers without assigning any reason.
6. **EMD:** Tender fee/EMD is to be obtained from the bidders except those who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Ministry or Department. The tenderer should submit Tender Fee/EMD amount as per tender ref. no. through NEFT/RTGS in INST Account. Account Details are as follows:
 - a. Name of Beneficiary: Institute of Nano Science and Technology (INST)
 - b. Account No. **2452201001102**
 - c. Name of Bank: **Canara Bank, Sector 34, Chandigarh**
 - d. IFS Code: **CNRB0002452**
 - e. MICR Code: **160015003**
 - f. Swift Code: **CNRBINBBFFC**The details of transaction for EMD viz. Name of bidder firm, Tender Description, Transaction ID/No. of Transfer, Transaction date, Amount of Transaction, Name of Bank, Address of Bank shall be furnished by the tenderer on their letterhead separately along with their tender.
7. **Refund of EMD:** Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. In case of successful Tenderer, it will be retained till the successful and complete installation of the furniture.



8. **Performance Security:** The supplier shall be required to submit the performance security in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank for an amount which is equal to the 10% of Purchase value at the time of the installation of the equipment covering warranty period of the equipment and should be kept valid for a period of 60 days beyond the date of completion of warranty period.
9. **Risk Purchase Clause:** In 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 the other source on the total risk of the supplier under risk purchase clause.
10. **Delivery of Goods:**
Delivery should be given at **Institute of Nano Science and Technology, Sector 81, Mohali** within a maximum of one month's time from the date of placement of purchase order.
11. **Delayed delivery:** If the delivery is not made within the due date for any reason, INST will have the right to impose penalty @ 0.5% per week and the maximum deduction is 10% of the contract value / price.
12. **Prices:** The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of taxes & duties shall be clearly indicated.
The price should be quoted without excise duty, since INST is exempted from payment of Excise Duty. Necessary certificate will be issued on demand. **(Please refer Annexure – 2 for the price to be quoted).**
13. **Resolution of Disputes:** The dispute resolution mechanism to be applied pursuant shall be as follows:
 - i. In case of Dispute or difference arising between the Purchaser and the supplier relating to any matter arising out of or connected with this contract, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Institute of Nano Science and Technology (INST) Mohali and if he is unable or unwilling to act, to some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
14. **Applicable Law:** The place of jurisdiction would be Mohali (Punjab) INDIA.
15. **Right to Use Defective Goods**
If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate



or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.

16. **Installation**

The supplier is required to do the installation of the furniture within one month of the arrival of materials at the INST site of installation, otherwise the penalty clause will be the same as per the supply of materials.

17. **Warranty:** One Year Warranty shall have to be provided by the firm. The Warranty should be comprehensive on site.

18. **Taxes and Duties**

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, VAT in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.

19. **Payment:** 100% payment shall be made by the Purchaser after delivery, inspection, successful installation, commissioning and acceptance of the equipment at INST in good condition and to the entire satisfaction of the Purchaser and on production of unconditional performance bank guarantee as specified in Clause 8 of tender terms and conditions.

20. **Acknowledgement:** It is hereby acknowledged that we have gone through all the conditions mentioned above and we agree to abide by them.

SIGNATURE OF TENDERER

ALONG WITH SEAL OF THE COMPANY WITH DATE



BID PARTICULARS

1. Name of the Supplier :
2. Address of the Supplier :
3. Availability of demonstration of equipment : Yes / No
4. Tender cost enclosed: : Yes/No if yes
5. Online EMD submission information enclosed : Yes / No if Yes

Transaction ID/No. of Transfer_____

Transaction date: _____

Amount of Transaction_____

Name of Bank_____

Address of Bank_____

6. Name and address of the Officer/contact person to whom all references shall be made regarding this tender enquiry

Name:

Address:

Ph:

Fax:

Mobile:

Email:

Web:



Compliance statement for the tender specifications

Tender Ref No.: **INST/12(29)/2017 – PUR**

S.No.	Check list of documents/Undertakings	Yes/No	Remarks (give explanation if the answer is No)
1.	Is EMD details attached? (if applicable)		
2.	Validity of 90 days or not?		
3.	Undertaking from bidder regarding acceptance of tender terms & conditions		
4.	Whether free Installation offered?		
5.	Whether warranty as per tender offered?		
6.	Whether free of cost shifting of instrument from transit campus to main campus offered?		

Seal and Signature of the tenderer



Annexure - 2





Name & Address of Manufacturer: _____





Price Quoted





- I. Cost of Furniture (Rs.) _____
- II. Taxes (CST/VAT) (Rs.) _____
- III. Any other charges (Rs.) _____
- IV. Total cost of Furniture(s) (in Rs.) F.O.R, INST, Mohali _____


Signature of Tenderer with date and seal

Furniture Specification and Dimensions:

Sr. No.	Furniture Name	Quantity	Dimensions	Sample Designs
1	Table with keyboard area (wooden : teak wood)	8	42"X 24" X 29"	 <p>Design will be same but there will be no drawers.</p>
2	Wall Cabinets (wooden : teak wood)	3	(31"+ 30"+ 119")X 16"X20" (no division inside)	
3	Granite Table Top with Storage	1= (20"X 7 1/2") X 3 (3 Shelf storage)	5'x3'x30"	
4	Granite Table Top with Storage	1= (20"X 7 1/2") X 3 (3 Shelf storage)	5'x2'x30"	

5	Granite Table Top with Storage	1= (20"X 7 1/2") X 4 (4 storage)	27"X24"X43"	 <p style="text-align: center;">No. of storage = 4</p>
6	Granite Table Top with Storage	1= (20"X 7 1/2") X 3 (3 Shelf and storage)	72"X24"X30"	 <p style="text-align: center;">The top should be of granite and no. of storage on each side = 3</p>
7	Granite Table Top with Storage	1= (20"X 7 1/2") X 3 (3 storage)	27"X24'X30"	 <p style="text-align: center;">No. of storage = 3</p>
8	Conference Table having plug points (wooden : teak wood)	1	8'X4'	

				
9	White Board	2	72"X41"	
10	Visitors Chairs with handle with flexible back and foam seat	8		
11	Lab Stool (revolving) With flexible back and foam seat	6		
12	Black Film	62 sq. ft.		
13	Shoe Rack (10 boxes)	2	(12" X 7") (size of 1 box) Total Height according to 10 boxes	

14	Conference Chairs(revolving) with flexible back and foam seat	8		
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