



INSTITUTE OF NANO SCIENCE AND TECHNOLOGY, MOHALI

(An autonomous Research Institute of Department of Science and Technology,
Government of India)

Habitat Centre, Sec-64, Phase X, Mohali – 160062, PUNJAB

Phone No: 0172 – 2210073/74/75, Fax No: 0172 – 2211074

Website: www.inst.ac.in

F. No. INST/12(40)/2020-Pur

Date: 13th July, 2020

To

NOTICE INVITING TENDER

Dear Sir,

Sealed Quotations are invited on behalf of Director, INST Mohali for the purchase of **Furniture for Faculty Apartment (Cupboard) at INST Main Campus at Sector 81, Mohali** so as to reach latest by **5th August, 2020** on or before 2.00 pm. The Quotations will be opened on the same day at 3.00 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.

Tender is also available on Institute website: www.inst.ac.in or CPPP website: www.eprocure.gov.in.

Yours faithfully

Sd/-
Head of Office



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Chapter I- Instruction to bidders

Notice Inviting Tender

INST invites tender 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 to the Tender form. All offers should be made in English and should be written in both figures and words. Tender forms can be downloaded from the website (www.inst.ac.in) of the Institute.

The bidders are requested to read the tender document 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 tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected

Sr. No.	Item Description	Quantity
1.	Steel Cupboard for Faculty Apartment (detailed specification attached with NIT)	19 sets

1. Interested parties may send their tender in sealed cover addressed to the Director, INST superscripted with tender number and complete in all respects latest by **5th August, 2020 up to 2:00 pm**. The Quotations will be opened on the same day at 03.00 PM at INST Mohali. The tenders received after the scheduled date and time will be rejected out rightly.

2. The tender is in two- bid system i.e. Technical Bid & Financial Bid .The technical bid will be opened on the designated date by the Purchase Committee. The financial bid containing the rate of various item(s) will be opened on a suitable date, to be intimated later by the Purchase Committee in respect of those who qualify the terms and conditions of the technical bid.

3. The technical bid and the financial bid should be sealed by the bidder in separate covers superscribed "**Technical bid for Tender for Supply of Furniture for Faculty Apartments**" and "**Financial Bid for Tender for Supply of Furniture for Faculty Apartments (Cupboard)**". Both Sealed Envelopes should be kept in a main/ bigger envelope superscribed as "**Tender for Supply of Furniture for Faculty Apartments (Cupboard)**". The 'Technical Bid' will be analysed and 'Financial Bid' of only those firms who are found eligible in 'Technical Bid' will be opened in due course and the eligible firms would be intimated there of accordingly.



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IMPORTANT NOTE, DATES & TIME

Last Date & Time For Submission	5 th August, 2020 (1400 HRS)
Date / Time of Opening of Bids	5 th August, 2020 (1500 HRS)
Tender Fee (Non-refundable)	Rs. 590/- (Rupees Five Hundred Ninety Only)
EMD	Rs. 62,000/- (Rupees Sixty Two Thousand Only)
Venue of Bid Opening at INST	INST, Habitat Centre, Phase 10, SAS Nagar, Sector 64, Mohali
Tenders to be submitted at	INST, Habitat Centre, Phase 10, SAS Nagar, Sector 64, Mohali

4. Tender document may be downloaded from this Institute's official website "<http://www.inst.ac.in> or eprocure website "www.eprocure.gov.in"

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Chapter-II- Conditions of Contract

General Terms and Conditions

Subject: - Notice Inviting Tender for Supply of Furniture for Faculty Apartment (Cupboard) for Institute of Nano Science and Technology, Mohali.

1. Earnest Money :

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 MSME 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.

- a) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- b) Tenders without Earnest Money or Tender cost will be summarily rejected.
- c) No claim shall lie against the INST in respect of erosion in the value or interest on the amount of EMD.

2. Preparation and Submission of Tender :

The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and the Financial Bid should be sealed by the bidder in two separate covers "Technical Bid for Tender for Supply of Furniture for Faculty Apartment (Cupboard)" and "Financial Bid for Tender for Supply of Furniture for Faculty Apartment"



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(Cupboard)". Both Sealed Envelopes should be kept in a main/ bigger envelope superscribed as **“Tender for Supply of Furniture for Faculty Apartment (Cupboard) “**

4. Opening of Tender:

The tenderer is at liberty to present either him or authorize not more than one representative to be present at the opening of the tender. The representative present at the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification

5. Validity of the bids:

The bids shall be valid for a period of 120 day from the date of opening of the tender. This has to be so specified by the tenderer in the commercial bid.

6. Right of acceptance:

INST MOHALI, reserve the right to accept or reject any or all tenders /quotations without assigning any reason there of and also does not bind itself to accept the lowest quotation or any tender.

Any failure on the part of the supplier/bidder to observe the prescribed procedure and any attempt to canvass for the work will prejudice the supplier/bidder quotation or any tender.

7. Communication of Acceptance / Right of Acceptance :

INST, Mohali, reserves all rights to reject any tender including of those tenderers who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Institute in this regard will be final and binding. Any failure on the part of the supplier/bidder to observe the prescribed procedure and any attempt to canvass the work prejudice the contractor's quotation.

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 furniture covering warranty period of the furniture and should be kept valid for a period of 60 days beyond the date of completion of warranty period

9. Delivery & Installation :

The Furniture shall be delivered within 45 days of issue of supply order. Satisfactory installation / commissioning and handover of the furniture will be completed within two weeks from the date of receipt of the furniture at the INST Mohali premises.



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10. Inspecting ,Testing and Quality control

- I. The purchaser or its nominal representative will inspect and test the ordered items and the related services to confirm their conformity to the contract specification and other quality control details incorporated.
 - II. The Purchaser reserves the right for stage inspection during manufacturing process, pre-dispatch inspection or post-delivery inspection. The Purchaser as deemed fit shall resort to all these inspection or may waive off any of the inspection.
 - III. Stage Inspection: The Supplier shall offer semi-finished product without paint for stage inspection supported with invoice & test report of major raw material as per relevant specification standards.
 - IV. Before resorting to Bulk Manufacture, the supplier shall offer/send the prototype/actual finished sample for approval by the Inspector. The approval of Samples shall be in respect of workmanship and finishing and shall be without prejudice to the rights of purchaser/user to get random testing of items during pre-dispatch inspection or from the actual lot offered. In the event of the failure of the supplier to deliver the sample by the date specified in the purchase order or any other date agreed by the purchaser or in the event of rejection of the sample second time, the purchaser shall be entitled to cancel the contract and purchase at the stores at the risk and cost of the supplier.
 - V. The Inspector shall have full and free access at any time during the execution of the contract to the supplier's work for satisfying himself that the goods are being manufactured in accordance with the specification mentioned in the purchase order, and he may require the Supplier to make arrangements of inspection of the goods or any part thereof or any material at his premises or at any other place specified by the Inspector and if the Supplier has been permitted to employ the services of a sub-inspection of the items after they have been inspected by the Inspector for the purpose aforesaid. The decision of the purchaser/ inspection authority in this regard shall be final and binding on the Supplier. All terms and condition of the contract as they apply to the inspection shall also apply to the re-inspection.
 - VI. The Supplier shall provide, without any extra charge, all material, tools, labour and assistance of every kind which the Inspector may demand of him for any test, and examination, which he shall require to be made on the Supplier's premises and the Supplier shall bear and pay all costs attendant thereon. If the Supplier fails to comply with condition aforesaid, the Inspector shall, in his sole judgement, be entitled to remove for test and examination all or any of the goods manufactured by the Supplier to any premises other than his (Supplier's) and in all such cases the Supplier's shall bear the cost of transport/and carrying out such tests
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elsewhere. A certificate in writing of the Inspector, that the Supplier has failed to provide the facilities and the means for test and examination, shall be final.

- VII. The Supplier shall also provide and deliver for test, free of charge, at such place other than his premises as the Inspector may specify such material or goods as he may require for tests for which Supplier does not have the facilities or special/independent tests.
- VIII. The Inspector shall have the right to put all the goods or materials forming part of the same or any part thereof to such tests as he may think fit and proper. The Supplier shall not be entitled to object on any ground whatsoever to the method of testing adopted by the Inspector.
- IX. Goods accepted by the purchasers/INST Mohali and/or its inspector at initial inspection and in final inspection in terms of the purchase order shall in no way dilute purchasers/INST Mohali right to reject the same later.
- X. The Purchaser's Inspector reserves the right to may draw samples through random sampling method after receiving the finished goods at destination. All the supplies shall be accompanied with the Manufacturer's certificate that the material conforms to the specifications.

Further to above if on the goods being rejected by the Inspector or INST Mohali at the destination, the Supplier fails to make satisfactory supply within the stipulated period of delivery the Purchaser shall be at liberty to:-

- a) Require the Supplier to replace the rejected goods forthwith but in any event not later than a period of 30 days from the date of rejection and the Supplier shall bear all cost of such replacement, including freight, if any, on such replacing and replaced items but without being entitled to any extra payment on that or any other account.
 - b) Purchase or authorize the purchase of quantity of the goods rejected or goods of a similar description when goods exactly complying with particulars are not in the opinion of the Purchase, which shall be final, readily available without notice to the supplier at his risk and cost and without affecting the Supplier's liability as regards the supply of any further instalment due under the contract, or
 - c) Cancel the contract and purchase or authorised the purchase of the goods or goods of a similar description (when items complying with particulars are not in the opening of the Purchase, which shall be final, readily available) at the risk and cost of the Supplier.
 - d) The Inspector shall have the power:-
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- Before any goods or part thereof are submitted for inspection to certify that they cannot be in accordance with the contract owing to the adoption of any unsatisfactory method of manufacture.
 - To reject any goods submitted as not being accordance with particulars.
 - to reject the whole of the instalment tendered for inspection, if after inspection of such portion thereof as he may in his discretion think fit, he is satisfied that the same is unsatisfactory.
 - To demand all cost incurred in the inspection and/or test. Cost of test shall be assessed at the rate charged by the Laboratory to private persons for similar work.

Inspector's decision as regards the rejection shall be final and binding on the Supplier.

11. Guarantee / Warranty:

- The on-site replacement warrant shall remain for a period of 12 Months from the date of recording of acceptance of goods at site.
- If the supplier having been notified, fails to respond to take action to replace the defect(s) within 10 days the purchaser may proceed to take remedial action(s) as deemed fit.

Liquidated Damages

If the supplier fails to deliver any or all of the goods or fails to perform the service within the time frame(s) incorporated in the tender, the Purchaser shall, without prejudice to other right and remedies available to the Purchaser under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of the quoted price. Subject to the maximum of 10% of order value.

12. FORCE MAJEURE :

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, INST MOHALI, party may, at least option to terminate the contract.



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15. Insolvency etc.:

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified INST Mohali shall have the power to terminate the contract without any prior notice.

16. Breach of Terms and Conditions:

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by INST Mohali. In that event the security deposit shall also stands forfeited.

17 Subletting of Work:

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of INST Mohali, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

18. Right to call upon information regarding status of work:

The INST Mohali will have the right to call upon information regarding status of work/ job at any point of time.

19. Terms of payment:

- 90% payment of the total order value shall be released after the successful installation of the ordered goods against the submission of the test report.
- Balance 10% of the order value shall be released after the submission of the performance security/ if the company fail to submit his performance security the 10% payment shall be released after 1 year from the date of opening tender.

20. Arbitration:

If any difference arises concerning this agreement, its interpretation on payment to the made thereunder, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Director INST. Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In



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case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant.

21. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Mohali, Punjab and all obligations hereunder shall be deemed to be located at Mohali, Punjab and Court within Mohali, Punjab will have Jurisdiction to the exclusion of other courts.

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Chapter III - Specifications and allied Technical Details

Parameters and Technical Specifications for Executing the Work:

1. The participant: manufacture/companies having own manufacturing units or their authorized dealer can only participate .Proof of manufacturing is to be attached .Client may also visit and inspect the manufacture set up as deemed fit.
2. Company /manufacturer/firm must have local branch office in the tricity. (Enclosed Address details) The company/ manufacturer should be maintaining their office in the city /state since last 5 years. Copy of shop and establishment act registration certificate to be enclosed for giving proof of establishment.
3. Manufacturer should have any two ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 and Green Guard certified company for low emitting products and materials under the standards of the Green guard Environmental Institute. Dealers participating should enclose certificate from their parent manufacturer company.
4. Manufacturer shall have In house quality assurance lab in which quality tests shall be tested on regular basis as per IS/ASTM or BIFMA standards. Certificate from any NABL certified LAB should be enclosed or at least certificate to be enclosed that instruments/ equipment's used for testing by manufacturer are calibrated by any NABL approved LAB.
5. The firm should be registered and should have the turnover of Rs. 50 Lakh for the last three consecutive years.
6. The firm has to submit a proof of turnover as mentioned above supported by documentary materials.
7. The delivery of the items will have to be made at INST, Main Campus, Sector 81, Mohali. No transportation/ cartridge charges will be provided for the same.
8. The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten.
9. The bidder should have supplied the furniture to university / educational institute preferably Govt. / Govt. Organisations for past three years.

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Chapter - IV Contract Form

TENDER FORM - 1 - TECHNICAL INFORMATION AND UNDERTAKING.

(Tenderer may use separate sheet wherever required)

S.No.	Details of the Firm/Bidder	Page No.	
1.	Name & Address of the Tenderer/ Concern		
2.	State clearly whether it is Sole proprietor or Partnership firm or a company or a Government Department or a Public Sector Organisation		
3.	Name and address of service centre nearby Punjab/Chandigarh/Panchkula		
4.	Details of the Earnest Money Deposit (EMD) worth Rs. 62,000/- (Rupees Sixty Two Thousand Only)		
5.	Details of the cost of the Tender documents worth Rs. 590/- (Rs. Five Hundred Ninety only)		
6.	Whether each page of NIT and its annexure have been signed and stamped		
7.	Whether Bidders have quoted for each and every item mentioned in Chapter V		
8.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
9.	Proof of the last three year's turnover of the firm which should not be less than Rs. 50 Lakhs continuously for the preceding three years		
10.	Permanent Account Number		
11.	GST No. with Proof		
12.	Whether copies of authenticated balance sheet for the past three years enclosed		
13.	Any other information important in the opinion of the tenderer		



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Note:

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.
- In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.
-

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

Undertaking

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place: Mohali



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Chapter-V- Financial Bid

Format for Financial Bid

(To be submitted on the letterhead of the company / firm)

Sr.No	Name of Item	Quantity	Rate	GST	Amount
1.	Steel Cupboard for Faculty Apartment (detailed specification attached with NIT)	19 sets			

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
 2. No other charges would be payable by the Institute.
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Chapter - VI

SPECIFICATIONS FOR FACULTY APARTMENT FURNITURE (Cupboard)

1. STEEL CUPBOARD :- 19 sets

Master Bed Room

A) Size of cupboard inner box: 60 inch (length) X 23 inch (width) X 107 inch (height)

B) Size of cupboard outer frame: 60 inch (length) X 3 inch (width) X 88 inch (height)

Bed Room-1

A) Size of cupboard inner box: 60 inch (length) X 25 inch (width) X 107 inch (height)

B) Size of cupboard outer frame: 60 inch (length) X 3 inch (width) X 89 inch (height)

Bed Room-2

A) Size of cupboard inner box: 42 inch (length) X 21 inch (width) X 107 inch (height)

B) Size of cupboard outer frame: 42 inch (length) X 3 inch (width) X 89 inch (height)

- a) M.S sheet conforming to commercial quality CRC sheet
- b) Sheet thickness of the inner box 24 SWG
- c) Sheet thickness of the outer frame 22 SWG
- d) Almirah Handle Diecast Handle
- e) Locks Godrej/Harrison/Yonex or equivalent
- f) Sizes should not vary more than +/- 1 inch
- g) Paint Powder Coating
- h) Colour Ivory white body and dark brown front door
- i) Mirror of size (4ft x 1ft) should be fixed in each cupboard
- j) Fixing charges should be included