

REQUEST FOR PROPOSAL FOR SUPPLY OF CHAIRS AND PLY FOR IIIT BHUBANESWAR

TENDER SCHEDULE

| | | |
|---|---|--|
| Tender Ref. No. | : | IIIT-Bh/24021/ 310 |
| Date of Publication of Advertisement in Print Media : | | 1st July 2025 |
| Publication of Tender Documents on the website : | | 1st July 2025 |
| Deadline of Submission of Bids | : | By 2.00PM of 21st July 2025 |
| Opening of the Technical Bid | : | 4.00 PM on 21st July 2025 |
| Opening of the Financial Bid | : | Shall be communicated to technically Qualified bidders through mail/phone call. |

Email: cpsd@iiit-bh.ac.in

Phone: (0674) 2653402



IIIT BHUBANESWAR

GOTHAPATNA, MALIPADA, BHUBANESWAR - 751003

WEB - WWW.IIIT-BH.AC.IN



IIIT Bhubaneswar

A.1 ABOUT IIIT BHUBANESWAR

International Institute of Information Technology Bhubaneswar (IIIT Bhubaneswar) is a non-affiliating University by an act of the Odisha State Assembly.

A.2 REQUIREMENTS:

A.2.1 SCOPE OF WORK:

- Bidders are required to quote their price in the Format C.
- Supply and Installation of below items within 30 days of placing the order.
Cushion Chairs for New Hostel.
Plastic Chairs for Old Hostel.
Ply for Bed in Old Hostel.
- Comprehensive Onsite Warranty from OEM: One year

A.2.2 BILL OF QUANTITY (BOQ):

Enclosed at Section B-3

A.2.3 TECHNICAL SPECIFICATION:

Specified in the document at Section-D

A.3 DELIVERABLES

- Delivery and Installation of the Items within thirty days of receipt of the order. Any delay in delivery shall be treated very strictly by way of forfeiting the EMD and or additional fine on a per day basis as decided by the committee.
- Comprehensive Onsite Warranty: 1 year

A.4 MODE OF PAYMENT

- 90% of the contract value will be paid after successful execution of the work and upon submission of GST bill. The bill shall be duly approved by concerned competent official of IIIT Bhubaneswar and shall be forwarded for payment along with Work/Order Completion Certificate, mandatory Main Gate and Store Entry Records and other such relevant documents.
- Balance 10% will be released after 30 days of the successful execution subject to smooth operation of the items supplied and submission of a Bank Guarantee (BG) of 5% of the total ordered amount for the entire warranty period. The Bank Guarantee should be from any Scheduled Bank situated in Bhubaneswar as per the Format mentioned at Section B.5. The validity of the Bank Guarantee shall be up to 60 days after the completion of the Warranty Period.

Performance Bank Guarantee for MSME registered bidders in the State of Odisha shall be 25% of the value prescribed.



A.5 EVALUATION METHODOLOGY

A.5.1 PRE-QUALIFICATION

The criterion for pre-qualification is as follows

| Sl. No. | Criterion | Supporting Document |
|---------|--|--|
| 1 | The Bidder shall have valid PAN | Copy of the PAN |
| 2 | The Bidder shall be registered under GST | Copy of the GST registration certificate |
| 3 | The Bidder should have similar services in any organization during the last 5 years. | Copy of work orders. |
| 4 | The Bidder should not have been blacklisted by the Central/ State Government/ Banks/PSU or any other Institute of such repute in the last two years. | A self-certified Undertaking from the designated official of the company on the company's letter head. |
| 5 | The bidder should have been filing the Income Tax return on a regular basis. | Downloaded copy of ITR for the last three financial years. |
| 6 | EMD for INR 75,000/- | Bank Draft** |
| 7 | Bid Processing Fee for INR 5,500/- (Non-Refundable) | Bank Draft** |
| 8 | Acceptance of terms and conditions of the tender. | Sealed and Signed Copy of Tender Document |

**** EMD and Bid Processing Fee are exempted from MSME registered firms. MSME certificate must be produced by the respective bidders in such cases.**

Pre-Qualification & Technical Evaluation: Bidders who shall meet the pre-qualification criteria as mentioned at A.5.1 will be considered for the Technical Evaluation. The items quoted must confirm with the technical specification as mentioned in Section – D. Non-compliance to technical specifications will render the bidder technically ineligible and will disqualify for the Financial Evaluation.

A.5.2 FINANCIAL EVALUATION:

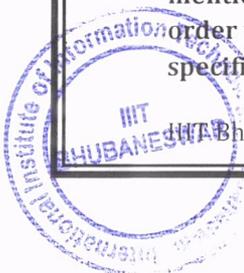
The total amount quoted in the financial proposal Format-C will be considered as the financial bid amount. **The Bidders must ensure that the financial bid is free from typographical as well as arithmetical errors.** If any such errors are observed, the evaluation committee will use its judgement to make corrections to the bid or treat it as non-compliant. IIIT Bhubaneswar may at its sole discretion split the tender if at all any such situation arises.

A.5.3 FINAL EVALUATION:

The technically qualified Bidder quoting the lowest Financial Bid amount will be recommended for award of contract for all items. The Authority of IIIT Bhubaneswar does not bind itself to accept the lowest quoted bid and reserves the right to reject any or all the bids received without assigning any reason thereof.

The technically qualified L1 bidder(s) is required to provide a sample piece of the items as mentioned at B.3 for physical verification before awarding the final supply order. The order will be placed only if the sample items are found satisfactory and meet the technical specification as mentioned at Clause D.

IIIT Bhubaneswar



A.5.4 DISQUALIFICATION OF BID

The tenders are liable for rejection under the following circumstances:

- a. Any deviation with the tender terms & conditions.
- b. Conditional tenders
- c. Incomplete tenders
- d. Tenders without Bid Fee and or EMD (Except for MSMEs)
- e. If two bid system is not followed.

A.6. INSTRUCTIONS FOR PREPARATION OF QUOTATION

A.6.1 AMENDMENT OF RFP DOCUMENTS

At any time before the submission of Bids, the IIIT-BH may amend the RFQ by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all bidders and will be binding on them. The bidders may acknowledge receipt of all amendments. To give the bidders, reasonable time in which to take an amendment into account in their Proposals, the Client/ Purchaser may, if the amendment is substantial, extend the deadline for the submission of Proposals.

A.6.2 COST INCIDENTAL TO RFP PREPARATION

Bidders shall bear all costs associated with the preparation and submission of their proposals. IIIT-BH is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the bidders.

A.6.3 SITE CONDITIONS AND INSPECTION

Bidders should contact the Employer's representative for their visit, if required to obtain additional information. Bidders can also inspect existing cots and almiraahs at hostels. Bidders should ensure that IIIT-BH's representatives are advised of the visit well in time to allow them to make appropriate arrangements for supply of information. All costs related to the visits shall be borne by the interested bidder.

A.6.4 TECHNICAL PROPOSAL

The bidders shall submit the technical proposal as per the Format mentioned on BOQ at Section D. Technical brochure or datasheet for the item quoted from OEM should be furnished for confirmation of the required technical compliance. Bidders shall quote their price as per the BOQ document which specifies the technical requirements.

A.6.5 FINANCIAL PROPOSAL

- a. In preparing the Financial Proposal, the bidders are expected to consider the requirements and conditions of the RFP document. The Financial Proposal should follow Standard Forms.
- b. The Bidder is required to provide information about all components of its cost.
- c. The bidder is required to submit the financial proposal in formats Section-C.

A.6.6 EARNEST MONEY DEPOSIT

- a) An Earnest Money Deposit (EMD) of the amount mentioned in pre-qualification criteria in the form of Bank Draft in the name of IIIT Bhubaneswar payable at



Bhubaneswar from a scheduled bank must be submitted in a separate envelope, along with the proposal as mentioned in this RFQ in the format given at Section B.

- b) Proposals not accompanied by EMD shall be rejected as non-responsive and will not be opened at all except for the MSME registered firms.
- c) No interest shall be payable by the Client for the sum deposited as EMD.
- d) The EMD of the unsuccessful bidders would be returned within one month of signing the contract.
- e) The EMD of the successful bidder shall be returned on receipt of Performance Security.
- f) The EMD shall be forfeited in case of the following events:
 - i. If Proposal is withdrawn by bidder during the validity period or any extension agreed by the bidder thereof.
 - ii. If the bidder tries to influence the evaluation process.

A.6.7 BID PROCESSING FEE (NON-REFUNDABLE)

A non-refundable Bid Processing Fee of amount mentioned in pre-qualification criteria in the form of a Bank Draft in the name of IIIT Bhubaneswar payable at Bhubaneswar from a nationalized Bank must be submitted in a separate envelope, along with the Proposal as mentioned in this RFP.

A.6.8 PERFORMANCE SECURITY

Within 7 (seven) days from the receipt of the Order, the successful bidder should submit Performance Security in shape of Demand Draft / Pay Order from any Scheduled Bank or Bank Guarantee as per the format given at B.5 from any Scheduled Bank situated at Bhubaneswar and should be valid up to 60 days beyond the date of completion of the warranty period for an amount equal to 5% of the order value. The performance security should be made in favour of "IIIT Bhubaneswar". The proceeds of the Performance Security shall be payable to IIIT BHUBANESWAR as compensation for any loss resulting from the Agency's failure to fulfill the warranty obligation or any other obligations under the terms and conditions of the tender. In case the successful bidder fails to submit the required performance security, the same shall be deducted from 90% payment.

Performance Bank Guarantee for MSME registered bidders in the State of Odisha shall be 25% of the value prescribed for normal bidders.

A.6.9 SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- a. The Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidders themselves. The person who has signed the proposal must initial such corrections.
- b. An authorized representative of the bidder shall initiate all pages of the bid and supporting documents. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

The Technical bid and the Financial bid should be sealed in separate covers duly super scribed with name, address and contact details of the Bidder and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed "REQUEST FOR PROPOSAL – SUPPLY & INSTALLATION OF HOSTEL FURNITURE FOR IIIT BHUBANESWAR" and "DO NOT OPEN BEFORE [Date and Time



of Bid Submission] followed by the name, address and contact details of the Bidder. The tender document duly signed and stamped on each page along with the desired pre-qualification supporting documents, EMD and Bid processing fees shall be placed in the Technical Bid envelope and sealed. The item-wise price quote as per the specified format shall be placed separately in the Financial Bid envelope and sealed. The Bidders shall seal and mark the Bid strictly as stipulated. IIIT Bhubaneswar shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be the case for bid rejection.

- d. Telegraphic / Tele fax / Telex / E-mail submissions / quotations will not be accepted.
- e. If the Bid is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive and will be rejected.
- f. The Bids must be sent to the address/addresses indicated in the Data sheet and received by IIIT Bhubaneswar no later than the time and the date indicated in the Data sheet, or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.

A.6.10 PERIOD OF VALIDITY OF BIDS

Bids shall remain valid for 180 days after the date of submission of the proposal.

A.6.11 DEVIATIONS

Deviations by bidders are generally not allowed. However, IIIT Bhubaneswar may increase or decrease the quantities as per its suitability, affordability and budget. During the implementation phase, the bidder may propose deviations and IIIT-BH shall decide to accept or reject depending on the rationale/justification for the deviations.

A.6.12 RIGHT TO WAIVE MINOR IRREGULARITIES

The Evaluation Committee of IIIT-BH reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements if all the responsive proposals fail to meet the same mandatory requirements and/or doing so does not otherwise materially affect the procurement. This right is at the sole discretion of the Evaluation Committee of IIIT Bhubaneswar.

A.6.13 DELAY IN THE VENDOR'S PERFORMANCE

If at any time during the performance of the contract, the vendor encounters conditions not attributable to him impeding the timely delivery of the services, the vendor shall promptly notify IIIT Bhubaneswar in writing. IIIT Bhubaneswar may at its own discretion extend the contract time. As soon as practicable, after receipt of the vendor's notice, IIIT Bhubaneswar shall evaluate the situation and may at its discretion extend the contract time for performance, in which case the extension shall be ratified by the parties by amendment of the contract. Any delay by the Contractor for reasons other than those given in the above paragraph in the performance of its Contract obligations shall render the Vendor liable to any or all the following: Forfeiture of EMD / Performance Security / Termination of the Contract for default.



A.7. GENERAL TERMS AND CONDITIONS

A.7.1 SETTLEMENT OF DISPUTES

- a) Amicable Settlement: Performance of the contract is governed by the terms & conditions of the contract. In case a dispute arises between the parties regarding any matter under the contract, Party of the contract may send a written Notice of Dispute to the other party. The Party receiving the Notice of Dispute will consider the Notice and respond to it in writing within 30 days after receiving receipt. If that party fails to respond within 30 days, or the dispute cannot be amicably settled within 60 days following the response of that party, point b (arbitration) shall become applicable.
- b) Arbitration: In the case of dispute, interpretation or clarification arising in respect of this order of supply, RFP etc. the same shall be referred to a Dispute Resolution Committee chaired by the Director, IIIT-BH. The decision of the Committee shall be final and binding on both the parties.

A.7.2 DISPUTE SETTLEMENT JURISDICTION

Jurisdiction for filing any suit in case of any dispute shall be local courts at Bhubaneswar only.

A.7.3 CURRENCY OF PAYMENT

Payment shall be made in Indian Rupees only.

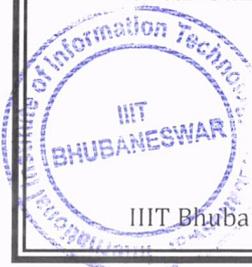
A.7.4 TERMINATION

The Client may, without prejudice against any other remedy for breach of contract, by written note of default sent to the Vendor, terminate the Contract in whole or in part if the Vendor fails to deliver any or all the obligations within the time; or the Vendor fails to perform any other obligation(s) under the contract. IIIT Bhubaneswar reserves the right to cancel the tender at any time without assigning any reason whatsoever.

A.7.5 FORCE MAJEURE

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, terrorism, earthquake, fire, explosion, storm, flood, elements of nature or other extreme adverse weather conditions, strikes, rebellions or revolutions, pandemics or labour difficulties, lockouts or other industrial action, confiscation, acts or regulations of government bodies, court orders, civil disorders, or any other action by Government agencies. Delays in delivery or in meeting completion dates due to Force Majeure events will automatically result in the extension of completion dates for a period equal to the duration of such events, plus an additional period that is reasonable under the circumstances.

Signature of Bidder



IIIT Bhubaneswar

B. STANDARD FORMATS FOR TECHNICAL PROPOSAL

B.1 CHECKLIST OF DOCUMENTS TO BE SUBMITTED

| Sl. No | Document | Format | Submitted (Y/N) |
|--------|---|--------------|-----------------|
| 1 | Details of the Bidder and its Authorized Representative | B.2 | |
| 2 | Proof Of Experience | Order Copies | |
| 3 | GST Registration Details | | |
| 4 | PAN Details | | |
| 5 | Self Certification for Non-Black Listing by Government | | |
| 6 | List of Items to be Supplied | B.3 | |
| 7 | Technical Specification Compliance Statement | B.4 | |
| 8 | Product Brochure / Specification Information sheet | | |
| 9 | EMD of INR 75,000/- | Bank Draft | |
| 10 | Bid Processing Fee of INR 5,500/- | Bank Draft | |
| 11 | Sealed & signed copy of complete tender document | | |

**** EMD and Bid Processing Fee are exempted for MSMEs registered firms. MSME certificate must be produced by the respective bidders in such cases.**

Signature of Bidder



IIIT Bhubaneswar

B.2 DETAILS OF THE BIDDER AND HIS AUTHORIZED REPRESENTATIVE

| | | |
|---|--|--|
| 1 | DETAILS OF THE BIDDER | |
| | Name of the Organization | |
| | Registered Address of the Organization | |
| | Contact No. | |
| | Fax | |
| | Email | |
| | Website | |
| | PAN No | |
| | GST No. | |
| 2 | DETAILS OF THE AUTHORIZED PERSON | |
| | Name | |
| | Address | |
| | Telephone | |
| | Cell Phone | |
| | Email | |
| 3 | Number of Offices of the Bidder in India. | |
| 4 | Address of the Organization in Odisha | |
| 5 | Bank Account Details of the Organization: i. Bank Name: ii. Branch Name: iii. Account Number: iv. IFSC Code: | |



Signature of Bidder

B.3 LIST OF ITEMS

| Sl No | Items as per technical specification given in Section-D | Quantity (Nos.) | Specification | Data Sheet Attached (Y/N) |
|-------|---|-----------------|--|---------------------------|
| 1. | Cushion Chair | 260 | As per the details given in Section D <i>[Attach a product information sheet or OEM brochure]</i> | |
| 2. | Plastic Chair with Armrest | 300 | | |
| 3. | Ply for Bed | 100 | | |

Signature of Bidder

B.4 TECHNICAL SPECIFICATION COMPLIANCE STATEMENT

- Complies with the technical specification as specified against the item in the BOQ document in Section – B.3 & B.3.1.
- In addition, MSME establishments are requested to compete only after necessary documents are found to be correct.

Signature of Bidder



IIIT Bhubaneswar

B.5 FORMAT FOR BANK GUARANTEE

In consideration of _____ (Employer's name) (hereinafter referred to as "the Employer") which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to _____ (Contractor's name & address)(hereinafter referred to as "the Contractor " which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) a contract, by issue of Employer's Notification of Award No. _____ dated _____ and the same having been unequivocally accepted by the Contractor, resulting into a contract valued at INR _____(Rupees _____only) for _____(name of work) (hereinafter called " the contract") and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire contract equivalent to INR _____ (Rupees _____only) (5 % of the said value of the Contract to the Employer.

We, _____(name & address of bank) (hereinafter referred to as "the Bank" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the Employer, on demand any or, alimonies payable by the Contractor to the extent of INR _____(Rupees _____only)as aforesaid at any time upto _____without any demur, reservation, contest , recourse or protest and/or without any reference to the Contractor. Any such demand made by the Employer on the bank shall be conclusive and binding notwithstanding any difference between the Employer and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Employer and further agrees that the guarantee herein contained shall continue to be enforceable till the Employer discharges this guarantee.

The Employer shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from, time to time to extend the time for performance of the Contract by the Contractor. The Employer shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor and to exercise the same at any time in any manner and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Employer and the Contractor or any other course or remedy or security available to the Employer. The bank shall not be released of its obligations under these presents by any exercise by the Employer of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Employer or any other indulgence shown by the Employer or by any other matter or thing whatsoever which under law would but for this provision, have the effect of relieving the Bank. The guarantee shall not be affected by a change in the constitution of the bank or of the employer.

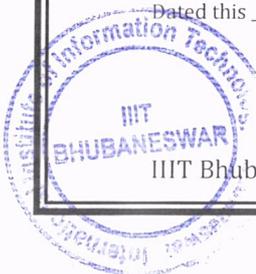
The bank also agrees that the Employer at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that the Employer may have in relation to the Contractor's liabilities.

Notwithstanding anything contained hereinabove our liability under this guarantee is restricted to INR _____(Rupees _____ only) and it shall remain in force up to and including _____ and shall be extended from time to time for such period (not exceeding one year), as maybe desired by M/S IIIT-BH'S Limited on whose behalf this bank guarantee has been given.

Notwithstanding anything contained herein

- i) our liability under this guarantee shall not exceed INR _____ (Rupees _____ only) ;
- ii) This bank guarantee shall be valid up to _____; and
- iii) our liability to make payment shall arise and we are liable to pay the guaranteed amount or any part thereof under this guarantee, only and only if you serve upon us a written claim or demand in terms of the guarantee on or before _____(indicate a date six months after validity of guarantee).

Dated this _____ day of _____.



IIIT Bhubaneswar

C. FINANCIAL PROPOSAL

| SL. NO. | ITEMS (As per specifications given at Section - D) | QTY. (Nos.) | RATE | AMOUNT | TAX APPLICABLE | TOTAL AMOUNT |
|-------------------------------|---|----------------|------|--------|----------------|--------------|
| 1. | Cushion Chair | 260 | | | | |
| 2. | Plastic Chair with Armrest | 300 | | | | |
| 3. | Ply for Bed | 100 | | | | |
| TOTAL AMOUNT | | | | | | |
| TOTAL AMOUNT IN WORDS: | | | | | | |

Date:

Signature of Bidder:

Name & Designation of Bidder:

Seal of Agency:



IIT Bhubaneswar

D. TECHNICAL SPECIFICATIONS

| Sl. No. | Name of Furniture | Detailed Specification | Qty. (Nos.) |
|---------|----------------------------|---|-------------|
| 1 | Cushion Chair with Armrest | Height- 800mm to 850mm Width- 560mm to 570mm Depth- 580mm to 590mm Weight- 4kg to 5.5kg Seating Capacity- 1; Seater- 4 Leg Weight bearing capacity- more than 100 kg. Material- Plastic with high-quality resin materials with soft feel fabric for cushion Design- Ergonomic, with cushioned seat and cushioned backrest Finish- Glossy lacquered finish Self-height adjustable- No; Warranty - 1 year Installation: Do it Yourself (DIY) | 260 |
| 2. | Plastic Chair with Armrest | Width- 560mm to 570mm, Height- 830mm to 850mm Depth- 580mm to 590mm Material- high-quality plastic Texture- marble beige texture Weight bearing capacity: - More than 100kg. Seater- 4 Leg; Warranty - 1 year. Installation: Do it Yourself (DIY) Weight of chair: - 3kg to 3.5 kg | 300 |
| 3. | Ply for Bed | Waterproof Length & Breadth- 6ft×3ft Thickness- 18 mm | 100 |

- One year warranty shall be provided by the bidder or OEM, as applicable.
- Product Brochure or Specification Information sheet shall be provided by the bidders for reference.

Seal & Sign. Of Bidder



IIT Bhubaneswar