Date: 23rd August 2013  
Reference Number: IITRAM/PUR-MAT/2013/4

**BID FORM for Procurement of single bed mattress for IITRAM**

**Important Information:**

<table>
<thead>
<tr>
<th>Date of issue</th>
<th>23/08/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender fees</td>
<td>Rs. 500</td>
</tr>
<tr>
<td>EMD</td>
<td>Rs. 8400</td>
</tr>
<tr>
<td>Last date of submission</td>
<td>02/09/2013 till 15:00 hrs</td>
</tr>
<tr>
<td>Date of bid opening</td>
<td>02/09/2013 at 16:00 hrs</td>
</tr>
</tbody>
</table>
| Tender inviting Authority and address | Registrar, IITRAM  
Khokhara Circle  
Maninagar East  
Ahmedabad- 380008  
Phone- 079 29292910, 29292920 |
Invitation of quotations for
Procurement of single bed mattress for IITRAM

To,

Dear Madam/Sir,

The Institute of Infrastructure, Technology, Research and Management (IITRAM) invites quotations for procurement of single bed mattress from manufacturer or authorized distributor under two bid systems. Interested parties who wish to participate in tenders can obtain the tender documents from IITRAM website www.iitram.ac.in. Bidders have to submit the bid through RPAD/courier or in person till the last date & time prescribed for submission. Tender sent by other means will not be accepted in any case. EMD, Tender Fee, and other essential documents should be submitted for each quoted items on or before 02/09/2013 15:00 hrs in the office of the IITRAM, Khokhra Circle, Maninagar(East), Ahmedabad. Ph. No.(079) 29292910, 29292920.

Last Date of Submission of Bid : 02 / 09/2013 (15.00 hrs.)
Date of Opening of Technical Bid : 02 / 09 /2013 (16:00 hrs.)

Tender shall be valid up to : 90 Days You are invited to submit your most competitive quotation for single bed mattress for The Institute of Infrastructure, Technology, Research and Management (IITRAM), Ahmedabad. A tender fee (Rs. 500/-) in form of DD in favor of “IITRAM” payable at Ahmedabad only, should be attached along with the bid document and should reach us latest by 02/09/2013.

Terms and Conditions:

- The bidder is free to quote for single category or all categories of appliances individually. However, the contract shall be for the full quantity for a particular item.
- The bid is to be quoted for full quantity mentioned in the bid document. Part bids will not be accepted
- All duties, taxes and other levies payable including the supply at our place by the vendor under the contract shall be included in the total price.
- Rates quoted should also include installation of material at our site.
- The items for which quotations have been submitted must be in accordance with the specifications given in Annexure-1. Variations in specifications (if any) should be mentioned in a separate letter.
- 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.
- The bidder should duly fill Annexure II with financial quotation.
• Interested Agencies shall submit their proposal in sealed envelopes super-scribed with "Please Don't Open, this is bid", due date, project and complete address.

• **Period of delivery:** The items are to be delivered within a maximum time limit of 30 days from the issue of Purchase order.

• The tender shall be submitted in two parts viz, (a) Technical Bid and (b) Financial Bid.

• Technical bid shall consist of technical details, and should be submitted in duplicate. Deviations (if any) from tender specifications and commercial terms and conditions should be clearly mentioned. The tender form shall be submitted with this bid duly signed by the bidder.

• The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule tender are not fully filled in. Particular attention must be paid to delivery date and also to the particulars referred to in the condition of the contract. The tenderer should sign every page.

• Financial bid shall consist of price details (CIF, up to IITRAM Ahmedabad)

• The technical bids should be submitted in sealed covers, marked “Technical Bid for Single Bed Mattresses”

• Only technically qualified bidder's financial bids shall be open.

• Tenders not complying with the above conditions are liable to be rejected at the sole discretion of IITRAM without any further reference.

• This tender is not transferable.

• This Tender document can be downloaded from website [www.iitram.ac.in](http://www.iitram.ac.in). The filled in/complete in all respect tender document must be submitted with tender document fee of **Rs. 500/-** in the form of Demand Draft in favour of the “IITRAM” payable at Ahmedabad.

• **General:** IITRAM reserves the right to choose, accept or reject any or all requests/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.

• **EMD:** As indicated in the Tender Notice Rs. 8400/- only in form of Demand Draft in favor of the “IITRAM” is refundable.

• Vendor should specify all applicable Charges, Tax, Freight Charges, quote FOR value in India Rupees.

• The Bidder has to submit VAT No., PAN No. with Income Tax Return of their firm along with tender documents.

• **Security deposit:** The successful tenderer shall be required to furnish/deposit Bank performance guarantee from any nationalized bank @ 10 % of the cost of the items to be purchased in favour of Institute of Infrastructure, Technology, Research & Management within ten days of the receipt of the order. If the tenderer fails to comply with the above requirements within the said period the earnest money already deposited by him/ them shall be applicable for forfeiture and IITRAM shall purchase the items required at the risk and cost of the successful tenderer.
All or any Claim(s), dispute(s) or difference(s) arising out of or in with connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only

**Evaluation of Quotations**

IITRAM will evaluate and compare the quotations determined to substantially responsive i.e. which are properly signed; and confirm to the terms and conditions, and specifications. The evaluation will be done based on the following parameters:

- Price quote
- Guarantee offered by the vendor

**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.

- Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
- 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.

**Terms of Payment:**

- 100 percent payment will be released within 30 days credit period at the acceptance and delivery of material at our site.
- You are requested to provide your offer latest on or before 02nd September 2013 in a sealed envelope. Quotations received after the above date will not be considered.
- Time allowed for completion of work shall be strictly followed, otherwise the supplier shall be liable to penalized at the rate of 0.5 % of the contract value of the job undone per week of delay on the part of the bidder/supplier.
- Address for submission of quotation:

  Registrar, IITRAM
  Khokhara Circle
  Maninagar East
  Ahmedabad- 380008
  Phone- 079 29292910, 29292920

Registrar -IITRAM
### Annexure I

**SPECIFICATIONS**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td><strong>Single bed Mattress</strong></td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>Dimensions LxW(inches): 72 inch x 36 inch x 4 inch thick</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4inch PUF mattress with minimum 5mm cotton quilt.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Minimum 40 high Density.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 Year warranty.</td>
<td></td>
</tr>
</tbody>
</table>
# ANNEXURE-II

**FORMAT FOR SUBMISSION OF COMPANY DETAILS (DATA SHEET)**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Particulars</th>
<th>Details to be filled by the organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the company</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Registered Office Address Telephone Number Fax Number e-mail</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Correspondence Address Telephone Number Fax Number e-mail</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Details of the authorized person (Name, designation, address) Telephone Number Fax Number e-mail</td>
<td></td>
</tr>
</tbody>
</table>
| 5      | Is the firm -  
  • Government/ Public Sector Undertaking  
  • Proprietary Firm  
  • Partnership firm (if yes, give partnership deed)  
  • Limited company or Limited Corporation  
  • Member of a group of companies (if yes, give name and address, and description of other companies)  
  • Subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what involvement if any, will the parent company have in the project. |  |
| 6      | Is the firm registered with sales tax department? If yes, submit valid sales tax registration certificate. |  |
| 7      | Permanent Account Number of the firm. |  |
Annexure III

List of Items:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description of Goods and major features</th>
<th>Delivery date</th>
<th>Qty.</th>
<th>Quoted unit rate in Rs.</th>
<th>Total Amt. (quantity × per unit price)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mattress</td>
<td></td>
<td>70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Cost inclusive of duties and taxes & FOR basis.

- Other terms and conditions of Delivery date:

Note:
1. The items for which quotations have been submitted must be in accordance with the specifications given in Annexure-1.
2. The bidding form must be authorized by company’s representative.
3. Company seal should be affixed on all pages of the bidding document.

We agree to supply the above items in accordance with the specifications for a total price of Rs………………………………………………………………………………………. (amount in figures) (Rs…………………………………………………………………………….amount in words) within the period specified in the invitation for quotations.

We also confirm that the normal commercial warrantee/guarantee of 7 years shall apply to the offered goods.

Authorized Signature of Supplier
With stamp, email address & fax number

Date:
Place: