

**Institute of Infrastructure, Technology, Research
And Management, Ahmedabad**

Date: 21/08/2019

Tender No: 2019/20

e-Tender

**BID FORM for Hiring and installing of necessary items for
IITRAM Convocation - 2019**

Important Information

Date of issue	21/08/2019
e-Tender fees	As per Annexure-I
EMD	As per Annexure-I
Last date of online bid submission	12/09/2019 till 15:00 hrs.
Last date of physical bid submission	12/09/2019 till 17:00 hrs.
Opening of technical bid	13/09/2019 at 11 :00 hrs.
Tender inviting Authority and address	Registrar, IITRAM, Near Khokhara Circle, Maninagar (East), Ahmedabad- 380026, Phone- 079 67775488, 67775499

e-Tender

Invitation of quotations for **Hiring and installing of necessary items for IITRAM Convocation - 2019**

Dear Sir/Madam,

The Institute of Infrastructure, Technology, Research and Management (IITRAM) invites quotations for Hiring and installing of necessary items for IITRAM Convocation - 2019 from authorized Contractor under two bid system in e-Tender format. Interested parties who wish to participate in the said e-tender may obtain the tender documents from IITRAM website www.iitram.ac.in or <https://education.nprocure.com>. Bidders have to submit all the necessary documents online and in physical form as mentioned in this e-tender through RPAD/ speed post or in person till the last date and 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 **12/09/2019 till 17:00 hrs.** in the office of the IITRAM, Khokhara Circle, Maninagar (East), Ahmedabad-380026. **Financial bid is to be submitted in electronic form only on n-procure site.** (<https://education.nprocure.com>).

Please note that the bidders submitting all the necessary documents only in physical form will be considered as disqualified. Bidders submitting all the necessary documents only in online form will also be considered as disqualified. All the bidders must have to submit all the necessary documents in online and physical form both.

Bidders will have to attach same documents in online and physical form both as per the terms and conditions mentioned in this e-Tender.

Bidders are required to attach index in online and physical showing the page numbers as per attached documents for each requirement of documents mentioned in this e-tender. All the bidders are required to arrange and submit the documents as mentioned in the sequence of Index. All the bidders are instructed not to attach any unnecessary documents.

1 General Terms and Conditions:

1. The bidder will have to quote for all the items mentioned in Appendix.
2. The bid is to be quoted for full quantity mentioned in the bid document as per appendix. Part quantity will not be accepted. In the financial bid, all the bidders will have to quote for the total quantity mentioned in the appendix.
3. The price quoted shall include taxes, other levies payable, all freight, packing & forwarding, transportation, loading & unloading, custom duty, excise duty, other duties, other charges, etc. to supply goods at IITRAM. Separately quoted any taxes, other levies payable, freight, packing & forwarding, transportation, loading & unloading, custom duty, labour, commissioning, erection & excise duty, and any other duties and charges will not be considered.
4. Rates quoted should also include installation, commissioning and training of material/instruments /equipment/machines/items at our site.

5. The items for which quotations have been submitted must be in accordance with the specifications given in Appendix.
6. The rates quoted by the bidder shall be fixed till the completion of IITRAM Convocation - 2019 and shall not be subject to any adjustment on any account.
7. The offer shall be valid up to 90 days from the date of opening of technical bid.
8. 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 scheduled tender are not fully filled in. Particular attention must be paid to the satisfactorily work completion and also to the particulars referred to in the conditions of this e-tender and work order.
9. Financial bids will be opened in online format of qualified bidders only.
10. Tenders not complying with the terms & conditions mentioned in this e-tender are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
11. This tender is not transferable.
12. IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split/cancel the order.
13. The Bidder has to submit photocopy of PAN card, firm registration certificate, document showing GST number, at least last three years'Income Tax Return of their firm along with duly signed & stamped all tender documents, Appendix and all Annexures except Annexure-3. If firm is newly established, provide Chartered Accountant Certificate in addition to mentioned documents to make firm eligible for tender. In case of foreign company/organization/industry has to provide original manufacturing certificate in addition to mentioned documents, otherwise it shall be liable for disqualification of submitted tender.
14. Security Deposit: The successful Bidder shall be required to furnish/deposit Performance Bank Guarantee from any nationalized bank @5% of the cost of the items to be supplied in favor of Registrar, IITRAM within 02 days of the receipt of the order. If the Bidder fails to comply with the above requirements within the said period, the earnest money already deposited by bidder shall be applicable for forfeiture and IITRAM shall purchase the items/ get the work done required at the risk and cost of the successful Bidder. The Performance Bank Guarantee submitted by the successful bidder will be returned within 15 days after successful completion of the work and event. Successful completion of work will be considered after successful acceptance of delivery, installation, dismantling and other necessary required tasks for the said event.
15. All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the Jurisdiction of the Courts at Ahmedabad only.
16. Any loss or damage caused to the article in transit is to be made up item by the supplier free of cost on immediate basis.
17. If civil work is required to be done for installation and commissioning, then the supplier shall arrange the essential drawing. For this, prior permission of IITRAM authority is required to be taken by the bidder. Such civil work shall be done by the bidder.
18. The Bidder shall have to enter into the agreement in the prescribed Performa provided by IITRAM
19. If the firm is blacklisted by Central Government or State Government or any other Government body then its submitted tender will be rejected.

20. It is essential for bidder/firm to submit all tender documents, Appendix, Annexures **except Annexure-III** duly filled, signed, sealed and stamped manner in online & hardcopy, failing which the tender will be summarily rejected.
21. Technical experts of manufacturers should provide adequate training to all the Institute staff involved,if required.
22. Instrument/Equipment/Machines/Goods should be vibration free and provided with vibration absorbing pads.
23. **The bidder should have minimum 03 satisfactorily work completion experience certificates for providing the items mentioned in the Appendix in any Chief Minister or above level programs. A copy of such satisfactorily work completion certificates must be attached with the other relevant documents.**
24. Annual Turnover of firm should be at least Rs.1,00,00,000/- (Rupees One Crore) during last 02 financial years. The photocopy of CA certificate for the same must be attached.
25. It shall be deemed that the Bidders have undertaken a visit to IITRAM and is fully aware about the scope of work prior to the submission of the tender document.
26. The selected bidder will have to handover the complete foolproof work 24 hours before the start of the event.
27. Dismantling is to be started after completion of event with permission of IITRAM authority & completed by the event's night.
28. Transportation of all items to site and back from site will be total responsibility of the successful bidder.
29. All the supplied material should be **new, decent and have standard quality**. Prior approval of IITRAM authority must be taken about the color, fabric etc. to be used for the said event. In the event of not supplying appropriate quality material in time (especially torn out cloth etc.), IITRAM authorities will replace the same at the cost of successful bidder and levy penalty up to 20% of the total bid.
30. All items (Sofa, chairs, carpet, curtains, wall hanging, tables, etc.) should be in excellent condition & will be cleaned by the successful bidders staff after putting it on appropriate places.
31. Quantities, requirements and specifications mentioned in this e-tender are approximate and may vary as per site conditions and few items may be deleted/ added/modified by IITRAM, if needed.
32. All wirings and other necessary accessories have to be provided by the successful bidder from the source to be specified by IITRAM.
33. No Bidder shall withdraw his rates after the tender is opened. If a Bidder does so, his tender related deposit/s shall be forfeited and such Bidder shall be considered ineligible for work/contract in future.
34. The Firm should be registered for GST, the bidder has to provide document showing GST Number (If applicable).
35. In any case the decision of IITRAM authority will be considered as final and binding to all.
36. Any increase or decrease in quantity will be considered on pro-rata of quoted rate.

2 Submission of Bids:

1. The Tender documents can be downloaded from website www.iitram.ac.in or [https:// education.nprocure.com](https://education.nprocure.com). The fully filled in and complete in all respect tender documents must be submitted with tender fee (As per Annexure-I) in the form of Demand Draft in separate cover in favor of the “Registrar, IITRAM” payable at Ahmedabad. Please mention tender number, item name and name of bidder on back side of Demand Draft.
2. The bidder has to submit the tender in two parts viz, (a) Technical Bid in envelop no.1 and (b) EMD in envelope no.2 both these envelopes should be sealed and put together in a covering envelope, superscribed with, **Please do not open. Bid for “Hiring and installing of necessary items for IITRAM Convocation - 2019”**, due date, tender serial number, item name and complete address.
3. The bidder has to submit financial quotation online only at www.nprocure.com website.
4. The bidder has to provide Appendix in duly signed, stamped & sealed manner on all pages of it. Without this information, bid submitted by the bidder will be rejected.
5. EMD cover shall contain DDs of Tender Fee and EMD as per Annexure-I for items quoted separately.
6. EMD: As indicated in Annexure-I, it should be submitted only in form of Demand Draft in favor of the “Registrar, IITRAM” payable at Ahmedabad. The EMD is refundable. Please mention tender number, item name and name of bidder on back side of DD. All parties have to pay EMD and Tender fee otherwise tender will be summarily rejected.
7. Price quoted “online” will only be considered for L1.

3 Evaluation of Quotations:

The tender evaluation committee of IITRAM will evaluate and compare the received quotations to determine the substantially responsive tender i.e. (i) tender is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive tender based on the following parameter(s):

- Total Price quoted for total quantity for all items individually as per Appendix.

Quantity/size shown is approximately estimated. Payment will be made for actual final site requirements.

4 Award of Contract:

1. IITRAM 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.
2. 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.
3. The bidder whose bid is accepted will be notified of the award of contract by IITRAM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase/ work order.

4. Inspection: Pre-dispatch inspection at Bidders site or inspection after the delivery of goods/ items as the case may be.
5. Inspection Charges @0.5% within Gujarat State and inspection charges @1% for outside Gujarat State of the total order value should be borne by the bidder.
6. Security Deposit: Successful tenderer shall be required to furnish/deposit Performance Bank Guarantee from any of the nationalized banks @05% of the total order value.

5 Completion of work:

1. The selected bidder will have to handover the complete foolproof work 24 hours before the start of the event.
2. Late Penalty: Late Penalty of 1% per hour of order value will be charged after duration specified above individually. Further, Performance Bank Guarantee and EMD shall be liable to be forfeited, in case of any default.

6 Terms of Payment:

The payment in INR will be released through the “crossed bank cheque” instrument within 10 days credit period after acceptance of successful delivery, installation, commissioning, demonstration, completion of work & event, etc. at the site of IITRAM. Quantity/size shown is approximately estimated. Payment will be made for actual final requirements.

Address for submission of bid:
Registrar, IITRAM,
Near Khokhara Circle,
Maninagar (East),
Ahmedabad- 380026.

Registrar