



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI**

Transit campus: C/o Sree Rama Engineering College Campus, Rami Reddy Nagar,  
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507

**Website: [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in)**

## **EXPRESSION OF INTEREST NOTICE NO: 01/2019**

Indian Institute of Science Education and Research (IISER), Tirupati, an autonomous Institute established under Ministry of HRD, Government of India. IISER is devoted to both teaching and research of the highest caliber in a totally integrated way. The Government of India, through the Ministry of Human Resource Development (MHRD), has established IISER Tirupati from academic year 2015-16. **IISER, Tirupati would like to Hire 200 Nos of Almirahs for student hostel for a minimum period of six months.** The Technical Specifications are given in **Chapter 4: Schedule of Requirements/Specifications and Allied Technical details** are appended herewith.

- **Items** : **Hiring of Student Hostel Almirahs**
- **Quantity** : **200 No's**
- **Tender Enquiry No** : **IISERT-PUR-0094-19**
- **Time and Date of Submission:** **Before 05.30 PM on 26 June 2019**
- **Time and Date of opening Bid:** **At 11.00 AM on 27 June 2019**

Prospective BIDDERS may submit their offers to The Director, Indian Institute of Science Education and Research, Transit Campus: Sree Rama Engineering College, Karakambadi Road, Mangalam, Tirupati-517507, India

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## **CHAPTER-1. INVITATION FOR BIDS**

1. Indian Institute of Science Education and Research, Tirupati invites bids in single bids systems for Hiring Almirahs for Student Hostel. The Technical specifications are given in **Chapter 4: Schedule of Specifications**.
2. The Bidders are requested to submit their bids to the below mentioned address on or before 1730 hrs of 26/06/2019  
**Contact for information:**  
Technical & Commercial contact:  
Assistant Registrar (Admin & Purchase)  
Indian Institute of Science Education and Research (IISER), Tirupati  
Transit campus: C/o Sree Rama Engineering College Campus, Rami Reddy Nagar,  
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507  
Email: [purchase@iisertirupati.ac.in](mailto:purchase@iisertirupati.ac.in) Ph: 0877 2500208  
Website: [www.iiserTirupati.ac.in](http://www.iiserTirupati.ac.in)
3. Supply means: "Supply, Installation & Commissioning".
4. **Submission of Bid:**  
  
Bid Submission Start Date: 19/06/2019 from 17:30Hrs.  
Bid Submission Close Date: 26/06/2019 up to 17:30Hrs.  
Opening of Bids: 27/06/2019 at 11:00 Hrs
5. The Offer should comprise of the following:
  - (i) The offer should be complete to indicate that all product as per required specification for are quoted.
  - (ii) The purpose of certain specific conditions is to get or procure best Equipment/service etc. for IISER, Tirupati. The decision of Purchase Committee shall be the guiding factor for selection of the responsive firms.
  - (iii) Duly filled in Bid with proper seal and signature on each page of the bid should be submitted and the same should accompany with complete specifications, Manufacturer's name, address etc.
  - (iv) Completion certificates if any, for similar works in other Institutes, the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
  - (v) Copy of GST No. and PAN No. allotted by the concerned authorities. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration and a wherever it is applicable should also be provided in bid.

- (vi) The prices should be shown against each item as per the price bid.
- (vii) Compliance sheet with any deviation with reference to the terms and specifications.
- (viii) Duly filled in checklist as per Chapter 6 should be submitted along with tender.

**Note : IISER , Tirupati is requesting only Single Bid (Technical Specification and Price together) the Bidders must be extremely careful about the requirement mentioned in the tender and submit their quotes accordingly. Any shortfalls found during the tender evaluation such bids will be rejected without seeking any further clarifications from the bidders. Since it is a single bid any further clarification will cause/draw objections from other bidders.**

**All the bidders should quote their offer as per “Chapter - 5 Price Schedule” for uniformity.**

#### **7. Purchase Committee**

The Purchase Committee will evaluate the tenders and may also nominate some external/expert members, in the interest of IISER, Tirupati.

#### **8. Terms of the Purchase Committee**

- (i) A committee duly constituted by the Director, IISER, Tirupati will go through the bids and recommend firms that are meeting all the specifications of the Tender. The recommendation/decision of the purchase committee is the final and binding on all the parties.
- (ii) Purchase Committee will proceed through Bids as defined in **Chapter IV (Schedule of requirements, specifications and allied technical details)**, in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER, Tirupati will examine the information supplied by the Bidders, and shall evaluate the same as per the specifications mentioned in this tender.
- (ii) The purchase committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IISER, Tirupati.

#### **9. Comparison of Responsive bids:**

- (i) After opening the bids, the responsive offers will be tabulated with reference to the specification.



(ii) After arriving at final pricing of individual offers of all the short listed firms, the lowest firm will be awarded with Contract/Purchase Order subject to availability of funds.

10. No request for extension of due date will be considered under any circumstances.
11. No sub-contracting is allowed with regard to installation, warranty maintenance and after sales service.
12. IISER Tirupati shall inspect the almirah before placing the order so as to ensure it matches the technical specifications as given in the tender, failing which the order shall be placed with next vendor subject to technically qualifying the requirements, the process recurring thereafter till technically qualified bidder.
13. The Director, IISER, TIRUPATI reserves the right to accept the offer in full or in parts or reject summarily or partly.

## **CHAPTER-2: INSTRUCTIONS TO BIDDERS**

### **Delivery Period / Timeliness**

**The deliveries & installation must be completed within 30 days, after placement of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet these expectations, as are tightly linked to IISER, TIRUPATI's plans of completing the project within the time frame.**

### **Locations for the Supply / Services:**

Almirahs on rental basis as, covered by this document is required to be done at IISER, Tirupati.

#### **1. Eligible Bidders:**

- 1.1 IISER, TIRUPATI reserves the right to award / reject the order to any particular bidder without assigning any reason thereof.
- 1.2 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 1.3 Bidders should QUOTE strictly in accordance with the requirements.
- 1.4 Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
- 1.5 IISER, TIRUPATI will not provide any accommodation/transportation for the engineers/ representatives for attending installation. It is the absolute responsibility of the supplier to make their own arrangements.
- 1.6 The authorized person who signs the tender is required to indicate his e-mail ID, mobile No. and also general e-mail ID for easy and faster communication.

#### **2. Amendment of Bidding Documents**

At any time prior to the deadline for submission of bids, IISER, TIRUPATI may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder may modify the bid document.

### **PREPARATION OF BIDS**

#### **3. Period of validity of bids**

- 3.1. Bids shall be valid for a period of **90 days** from the date of opening the bid.



- 3.2. IISER, TIRUPATI may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

## **AWARD OF CONTRACT**

### **4. Award Criteria**

- 4.1 IISER, TIRUPATI shall award the contract to the technically eligible lowest bidder.
- 4.2 If more than one bidder happens to quote the same lowest price, IISER, TIRUPATI reserves the right to award the contract to more than one bidder or any bidder.

### **5. Purchaser's Right to vary Quantities at the time of Award**

IISER, TIRUPATI reserves the right at the time of award of Contract to increase or decrease the quantity of items specified in the Schedule of Requirements without any change in price or other terms and conditions.

### **6. Corrupt or Fraudulent Practices**

IISER, TIRUPATI requires that the bidders who wish to bid for this project have highest standards of ethics.

- 6.1. IISER, TIRUPATI will reject a bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- 6.2. IISER, TIRUPATI may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract

### **7. Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER, TIRUPATI's interpretation of the clauses shall be final and binding on all parties**

### **CHAPTER - 3 : CONDITIONS OF CONTRACT**

#### **1. Price**

- 1.1. The price quoted shall be considered firm and no price escalation will be permitted.
- 1.2. The price criteria should be on F.O.R., IISER TIRUPATI. Govt. Levies like GST, if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, GST, if any.
- 1.3. The rate of GST applicable to IISER Tirupati is 5% for the items procured for Research purpose as per Notification No. 45/2017-Central Tax (Rate) New Delhi, 14th November, 2017 and Notification No. 47/2017-Integrated Tax (Rate) New Delhi, 14th November, 2017

#### **2. Delivery Schedule**

- 2.1. The bidders may please note that the delivery of the almirah should be strictly **within 30 days from the date of placement of firm order.**
- 2.2. Goods should not be dispatched until the Vendor receives a firm order.

#### **3. Support**

- 4.1. In case of any damages/defects, if any, shall be attended to on immediate basis but in no case any defect should prolong for more than 7 working days.

#### **5. Indemnity**

The vendor shall indemnify, protect and save IISER, TIRUPATI against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment supplied by him.

#### **6. Freight & Insurance**

The equipment's to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IISER, TIRUPATI site.

#### **7. Payment**

7.1. No advance payments are allowed under any circumstances.

7.2 Payments will be made as rental charges on monthly basis for 200 No.s of Almirahs as the Purchase/Work Order





8. **Jurisdiction**

The disputes, legal matters, court matters, if any, shall be subject to Tirupati Jurisdiction only.

9. **Force Majeure**

IISER, TIRUPATI may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

10. **Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc. shall be referred by either party (IISER, TIRUPATI or the bidder) after issuance of 30 days notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IISER, TIRUPATI India. The jurisdiction of the courts shall be Tirupati, Andhra Pradesh, India.

Assistant Registrar (Admin & Purchase)

**CHAPTER 4**  
**SCHEDULE OF REQUIREMENTS, SPECIFICATIONS & ALLIED TECHNICAL**

**TECHNICAL SPECIFICATION OF ALMIRAH FOR RENTAL BASIS**  
**AT IISER TIRUPATI**

S.No.	Features	Specifications
1	Product size	Size not less than 900mm(W) x 500mm(D) x 1370mm(H) including legs of height not more than 100 mm
2	Material	GI / CRCA steel of thickness not less than 0.6mm for the body and not less than 0.8mm for Shutters & shelf
3	Door & Shelves	A double leaf hinged openable shutters and two shelves.
4	Locking mechanism	Lever Handle with key hole for locking consisting of two keys or any equivalent locking mechanism
5	Finish	Powder coated or spray painted

- 01) Apart from the above specification, it should be ensured that the Almirah should be of good condition with the body, shelf and shutter free of dents, scratches and any discoloration.
- 02) The vendor must deliver the 200 Almirahs within 30 days of award of the Order.
- 03) All the almirahs must be of same technical specifications as mentioned above.
- 04) Pre-dispatch inspection will be conducted once Purchase Order / Work Order is placed
- 05) Material Dispatch Clearance Certificate (MDCC) during pre-dispatch is to be mandatorily obtained from IISER Tirupati before dispatch of material
- 06) The material as approved by IISER Tirupati during inspection is to be maintained for all 200 Almirahs failing which the almirah with inferior quality / quality deviating from the specification above / deviating from the specification approved by IISER Tirupati will not be considered.





CHAPTER-5 PRICE SCHEDULE

**ALL THE BIDDERS SHOULD QUOTE THEIR OFFER IN FOLLOWING FORMAT ON PER MONTH BASIS**

Name of the Bidder \_\_\_\_\_

Tender No. \_\_\_\_\_

1	2	3	4	5	6	7	8
SI No	Item Description	Unit	Qty	Unit Rent Price Per Month	Total Price (4x5)	Taxes	Total Monthly Rental Amount (6+7)
01	HIRING OF HOSTEL ALMIRAHS AT IISER, TIRUPATI	Nos	200				

Total Bid price in INR \_\_\_\_\_ in words.

**Signature of Bidder :**

**Name :**

**Business Address :**

Note:

- The prices quoted must include free delivery to IISER Tirupati
- No additional charges shall be paid towards transportation of goods in the beginning (or) at the end of contract.

## **CHAPTER – 6 : Checklist: Eligibility Criteria for Bidders**

Bidders to indicate whether the following are enclosed by striking out the non-relevant option.

(a)	Self-Attested copy of GST number as applicable	( <b>Yes / No</b> )
(b)	Compliance sheet with any deviation w.r.t. the specifications	( <b>Yes / No</b> )
(c)	Acceptance of Free replacements in case of receipt of damaged products	( <b>Yes / No</b> )
(d)	Deviation Sheet to be Attached	( <b>Yes / No</b> )



**IMPORTANT NOTICE**

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER TIRUPATI WILL PROCESS THE TENDER AS PER IISER TIRUPATI STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER TIRUPATI WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer