



IISER Mohali

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान मोहाली

मानव संसाधन एवं विकास मंत्रालय, भारत सरकार द्वारा स्थापित

सैक्टर 81, नॉलेज सिटी, पी. ओ. मनोली, एस. ए. एस. नगर, मोहाली, पंजाब –140306

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH MOHALI

(Established by Ministry of Human Resource Development, Govt. of India)

Sector-81, Knowledge city, PO-Manauli, SAS Nagar Mohali-140306, Punjab

PAN NO. - AAAAI1781K TAN NO. PTLI10692D

• Phone : +91-172-2293118-19 • Fax : +91-172-2240124, 2240266 • <http://www.iisermohali.ac.in> • Email: stores@iisermohali.ac.in

IISERM(268)13/14 Pur

24th February 2014

EXPRESSION OF INTEREST

Expression of interest for supply and fixing of Library furniture On behalf of the Director, IISER Mohali, sealed tenders in TWO BID SYSTEM are invited for the following items. Please send your offer duly superscribed: (i) Name of the quoted item, (ii) Reference of this letter and (iii) Opening date of Quotation on top of the one big envelope contains three sealed envelopes , Technical bid, Financial bid, and EMD.

a). Last date of receipt of tender	17 th March 2014 before 1 pm
b). Opening date of tender	18 th March 2014 at 11am (Technical bid)
c). Presentations	20 th March 2014 at 11 am
d). Opening of financial bids	Suitable date will be decided after presentations.
e). EMD in shape of Demand draft prepared in favour of “The Registrar, IISER Mohali” and payable at Mohali/Chandigarh for Rs 2,00,000.00 is must, failing which your offer shall not be considered.	

Offers should reach the office before the last date and time. The tenders shall be opened on the given schedule in the presence of bidders, if any.

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Assistant Registrar (S&P)

On behalf of Library Furnishing Committee

1. Scope of Works

Agency will have to supply and install the following items at IISER Mohali List of furniture items proposed for Informatics Building (Library), Picture sheet (Floor Plan Ground + Seven Floors) enclosed herewith.

Sr	Item	Qty	Specification	Remarks	Picture no
1	Property Counter	4	5 H X 4 W (Pigeon Holes)	To Keeps the Bags of Readers	1
2	Circulation Counter	1	Approx 4 X 2 Sq. meters With Provision of Drawer and Cabinets	For Circulation, Help Desk Cum Reference Desk	2
3	Computer Chair with hands	65			8
4	Sofa set Leatherate/upholstery	8	3+1+1		33
5	Sofa set Leatherate/upholstery	6	3+3		3
6	New Arrivals Display Rack	3	Wooden Rack with Fibre/Plastic Pockets with Clip Provision	To Display Papers/ Article / book	4
7	Central Table	5			6
8	Bulletin Boards	2			5
9	Conference Table	1	20 Seating	To Conduct Library Committee meeting	23
10	Conference Round Table	1	10 Seating	To Conduct Library Committee meeting	
11	Conference Chairs	30		To Conduct Library Committee meeting	9
12	Staff Tables	2			29
13	Staff Chairs	5			10
14	Executive Table with Side Table	1	With Foot Rest		27
15	Executive Chair	1			9
16	Chairs with hands	50		For discussion & seminar	11
17	Work Stations	4		For Left & Right with provision of Power Point & Internet	30
18	Wall Mounted Cub-boards	3	Glass Doors with Lock & Key + Wooden Doors Below	To Keep Files,Books & stationary	28
19	Round Table	5		For discussion & Group study	21
20	Book Racks	22 units	() Shaped, Six Feet, Double Sided, Light Colour, Strong gaged Iron Frame Inside & wooden Frame Outside elevated bottom rack with provision of electrical point (bulbs)	Both Rack of ' (' and ') ' Shape Together Consider as One Unit	14

21	Report Rack	2			18
22	Idea Exchange White Boards Thought Provoking White Boards	2	White Colour with Caption "Idea Exchange"		20
23	Thought Provoking White Boards	2	White Colour with Caption "Thought Provoking"		02
24	Computer Tables	50			14
25	Reading Tables	50	With Capacity of 4 with Provision of Table Light, Power Point & Internet		12
26	Reading Chair with hands	270			11
27	Electromagnetic Pen touch Interactive White Board	6		To Write During Seminar/ discussion	
28	Reading Stools	70			17
29	File cabinets	2			25
30	Staff Counter	4	With Provision of Drawer & Cabinets		31
31	Rectangular Tables	5	Round Tables with Plug Points, with 4 Seater Capacity		21
32	Research Carrels	6	4 Units Each with Light, Plug Point and Internet Switch (2 Sides opening for Natural Light)		22
33	Digital Podium White Mike	1		To Deliver a Seminar	
34	Floor-wise Map of library	6			25
35	Signages	All floors over library as per need			26
36	Photo Machine Stand	1			
37	Heavy Printer Stand	1			
38	"S" Shaped Table	2	With Capacity of 12 Each		13
39	Chairs Suitable Along With "S" Shaped Tables	24	Matching with the Tables		13
40	Odd Sized Book Rack	1			16
41	Round Height tower Table	1	With 5 Power Points, Internet Switches & Audio-Visual Tower		19
42	Single Sided Pleasure Reading Rack	2	2000 Books Capacity		15
43	Magazine Stand	1			32
44	News Paper Archives Stand	1			7
45	Wrought Iron Furniture- Tables	6		For Terrace	24
46	Wrought Iron Furniture-Chairs	24		For Terrace	24

2. Eligibility Criteria

- a. Bidder should be original manufacturer or authorized dealer of the original manufacturer of the maker of furniture defined in this document. If the agency is authorized dealer, he/she should have memorandum of understanding (MOU) with original manufacturers of Library furniture.
- b. Bidder should have satisfactorily completed the at least two similar supply of value Rs. 50.00 lakh and should have similar experience for a minimum period of five years.
- c. Bidder's average annual financial turnover in supplying Furniture during last three financial years should not less than One crore.
- d. Bidder should not have incurred loss in preceding two years ending March 2013.

3. Instruction to Bidder

- a. The Bidder shall give detailed tender in Two Bids separately duly sealed envelopes. The envelopes shall bear the following inscriptions:

Part - I Technical Bid-Quotation: Supply and fixing the Library Furniture & EMD

Part - II Financial Bid- Quotation:Supply and fixing the Library Furniture

After placing all the three envelopes inside another envelop, the bid envelop shall be superscribed with Tender Subject, Tender notice No. and Due Date otherwise the bid will be rejected. Only one bid is allowed from one bidder.

- b. Bids shall be valid for a minimum period of 90 days after the due date.
- c. Bids in prescribed manner must reach to undersigned on or before the due date, i.e. 28.02.2014 Bids received after the due date & time is liable to be rejected. Institute will not be responsible for any postal delays. However, in the event of due date being a closed holiday or declared Holiday, the due date for submission of the bids will be the following working day at the appointed time & venue.
- d. Tenders submitted by FAX/EMAILS will not be considered at all. Such tenders will be rejected without any notice to the bidder.
- e. EOI document can also be downloaded from IISER Mohali website www.iisermohali.ac.in and the same will be accepted.

- f. The tenders should be accompanied by Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lakh only) in the form of Account Payee Demand Draft/Bank Guarantee from any of nationalized banks drawn in favour of Registrar, IISER Mohali payable at Chandigarh/Mohali valid for at-least three months.
- g. The quantities of the items are tentative and can be increased or decreased as per the requirement of the Institute at later stage.
- h. Parties participating in the bid are requested to be available for opening of bids. i. Documentary evidence / certificates shall be enclosed to support bidder's credentials/claims.
- i. The quotations shall include all specifications as detailed in the tender. Silence in any of the specifications will be interpreted as non-conformity with purchaser's requirement. Tender enquiry may make this point clear to avoid further correspondence seeking clarification.
- j. Bidders shall respond to Technical Specifications in the prescribed format only as mentioned in "Sl. No. 1: Scope of Work" of Tender Document. Each item should be annexed with colour photograph or with sample item/onsite demonstration.
- k. Bidder shall fill up the form "Bidders Details" as mentioned in Annexure-I of Tender Document
- l. Bidder shall fill up the form "Technical Bid" as mentioned in Annexure – II of Tender Document
- m. Bidders shall quote in the prescribed format only as mentioned in Annexure-III of Tender Document.
- n. Bidder shall sign and put stamp on "EOI covering letter" as mentioned in Annexure-IV of Tender Document
- o. The Institute reserves the right to reject any or whole quotations without assigning any reasons thereof and does not bind itself to accept the lowest quotations whatsoever.
- p. The tender is liable to be ignored if complete information is not given therein or if the particulars and date (if any) asked for in the terms and conditions is not given.
- q. All the pages of the bid should be signed along with company's seal.
- r. All rates quoted are should be FOR IISER Mohali . The rates must be quoted both in figures and words and over-writing should be avoided, however, all cutting/corrections must be duly authenticated.

s. While sending rates, the bidder shall give an undertaking to the effect that the terms/conditions are acceptable to the bidder. In case the bidder does not give the undertaking their rates will not be considered

4. Terms and Conditions

a. Since IISER Mohali is one of apex institute's of Science and education, please quote academic / educational prices for Library furniture, wherever applicable.

b. Bidders are required to comply with requirements as mentioned and submit the tender in all respects along with other documents by the due date in separate sealed envelopes.

c. The rates quoted should preferably be net, inclusive of all taxes, duties including loading and unloading all items to all seven floor of Library. In case any extra charges in addition to the quoted rates, the amount there must be specified.

d. Bidders should be accompanied by Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rupees Two Lakh only) in the form of Demand Draft from any of nationalized banks drawn separately in favour of Registrar, IISER Mohali Payble at Chandigarh/Mohali, without which the tenders will not be considered. The Earnest Money will be returned without interest to all the unsuccessful bidders after finalization of the contract. The EMD of successful bidder will be refunded without interest after the successful supply and fixing the ordered items.

e. Rates should include the guarantee period for 1 year and till that time the bank Guarantee of 10% of order value shall remain with the Institute. The guarantee period will start from the date of completion of installation/fixing the items.

f. In case of any malfunction of the items within guaranty period, response time and repair/replace time should be within 48 hours.

g. All supplies shall be FOR IISER Mohali,

h. Rates/price quoted by bidders should be valid for a year from the date of signing the agreement and within that period IISERM will procure the items as and when required.

i. The items orders must be supplied and fixed in the IISERM within 45-60 days from the date of order or as specified in the work order.

j. The terms of payment for supply of library furniture will be as 90% payment on submission of bill after successful completion of supply and fixing the ordered items. Substandard quality will not be accepted and returned to supplier along with delivery challan. No advance will be

given for supplies. Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable. Balance 10% will be released against the bank guarantee on any nationalized bank of equal amount. The bank guarantee will be released after warranty period.

k. The terms and conditions of the tender are binding.

l. Penalty Clause: In case items not supplied within the specified time period, penalty of 1% per week of the order value shall be levied.

m. The IISER Mohali reserves the right to reject any tender wholly or partly without assigning any reason(s), whatsoever.

n. Canvassing in any form will be viewed seriously and if any tenderer is found to be resorting to such practices, the tender of such firm will be rejected.

o. Arbitration Clause: That in case of any dispute between party of first part and the party of other part arising out of or in relation to the agreement, the dispute shall be referred to arbitration of a sole arbitrator to be appointed by the Director IISER Mohali. The award of the said arbitrator shall be binding on both parties. The seat of the arbitration shall be at Chandigarh/Mohali.

p. The tenderer has to fill the Annexure-V “ Non-blacklisting declaration by any Govt. Department/Govt. Educational/Research Institute during the last three years.

q. The tenderer must visit the site/Library Building to accomplish himself with the Area before submitted tender.

r. Bidder/s has/have to provide SAMPLES before presentation (i.e. 20/03/2014). Samples are to be provide for items Sofa Single Seater, Sofa Three Seater, Reading Chair with Hands, Reading Stool, Floor-wise Map of Library and Wrought Iron Furniture-Chairs (each item One Sample is required). The bids will be rejected, who did not provide SAMPLE before presentation.

s. Bidder to quote for all the items as per scope of work, otherwise Financial bid will be summarily rejected.

5. Evaluation Procedure

The Technical bids will be scrutinized on the basis of basic eligibility criteria. Thereafter, the short listed bidders would be required to make presentations at suitable date to be notified subsequently and/or written submissions to Technical Committee constituted for the purpose. The Technical Bid will carry maximum marks of 100. Minimum 60 marks are required to qualify in Technical Bid. The presentation will broadly cover the following: -

A. Technical Bids

Sr	Particulars	Max. Marks
a	The background of the organization/agency (Certification from ISO9001/14001/18001/BIFMA/SEFA- One marks for each)	5
b	Details of similar previous supply during the last 5 years	20
c	Locations of Works and Sales office/ Near Chandigarh for maintenance	10
d	Satisfactory performance certificates from previous/current clients. (Each completion order certificate equal/above One crore will be given 2 marks)	10
e	Financial Capacity/ Turnover of the Company (For each One Crore One Mark)	15
g	Manpower deployed by the company and machinery at workshop	5
h	Presentation, compatibility of the design the furniture with Institute's vision as per drawing enclosed.	20
I	Quality of furniture SAMPLES provide by the Bidder	15

Note: Preference will be given to bidders who provide complete turnkey project.

B. Financial Bids.

Financial bids will be open for those bidder, who got 60 or more marks in Technical Bid. And the Tender will be awarded on the basis of Lowest rate quoting in the Financial Bid of eligible bidder/s.

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(Assistant Registrar, S&P)

On behalf of Library Furnishing Committee

ANNEXURE-I

TENDER FOR INVITING BIDS FOR SUPPLY AND FIXING OF LIBRARY FURNITURE
IN IISER MOHALI

BIDDERS DETAILS

Sr	Required Details	
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Contact No.	
4.	Fax No.	
5.	Mobile No.	
6.	Email:	
7.	Name of authorized signatory	
8.	Name and address of Banker	
9.	EMD Details: (DD no. /date/ Bank name /Amt	

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Signature of the Tenderer

With stamp and date

Note: Valid & Up to date Documentary Evidence to be enclosed point wise.

ANNEXURE-II

TENDER FOR INVITING BIDS FOR SUPPLY AND FIXING OF LIBRARY FURNITURE
IN IISER MOHALI

TECHNICAL BID

Sr.	Required Details	Status (To be filled by the tenderer)
1.	Name of the Bidder	
2.	Year of establishment of the agency	
3.	Relevant experience in years	
4.	Registration Number	
5.	Registration with service Tax	
6.	List of clients (No. of Govt. / Semi Govt. institutions/ Autonomous Bodies served during last three year order along with list with names, designation & Telephone numbers of the authority to be enclosed)	
7.	Income Tax No. /PAN/ GIR No.	
8.	Turnover for Last Three Years - 2012-13	
9.	2011-12	
10.	2010-11	
11.	Explain briefly how the firm will carry out the work assigned by IISERM (use separate sheet, if needed)	
12.	Attached the proof of dealership / distributorship	

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Signature of the Tenderer

With stamp and date

Note: Valid & Up to date Documentary Evidence to be enclosed point wise

ANNEXURE – III

Price proposal of the library furniture (any other charges that are applicable must be mentioned clearly). Prices should be quoted as per below tabular form only.

Sr	Item	Qty	Unit price in INR	Tax, if any	Net Amount
1	Property Counter	4			
2	Circulation Counter	1			
3	Computer Chair with hands	65			
4	Sofa set Leatherate/upholstery(3+1+1)	8			
5	Sofa set Leatherate/upholstery(3+3)	6			
6	New Arrivals Display Rack	3			
7	Central Table	5			
8	Bulletin Boards	2			
9	Conference Table	1			
10	Conference Round Table	1			
11	Conference Chairs	30			
12	Staff Tables	2			
13	Staff Chairs	5			
14	Executive Table with Side Table	1			
15	Executive Chair	1			
16	Chairs with hands	50			
17	Work Stations	4			
18	Wall Mounted Cub-boards	3			
19	Round Table	5			
20	Book Racks	22 units			
21	Report Rack	2			
22	Idea Exchange White Boards	2			
23	Thought Provoking White Boards	2			
24	Computer Tables	50			
25	Reading Tables	50			
26	Reading Chair with hands	270			
27	Electromagnetic Pen touch Interactive White Board	6			
28	Reading Stools	70			
29	File cabinets	2			
30	Staff Counter	4			
31	Rectangular Tables	5			

32	Research Carrels	6			
33	Digital Podium White Mike	1			
34	Floor-wise Map of library	6			
35	Signages	All Floors over library as per need			
36	Photo Machine Stand	1			
37	Heavy Printer Stand	1			
38	“S” Shaped Table	2			
39	Chairs Suitable Along With “S” Shaped Tables	24			
40	Odd Sized Book Rack	1			
41	Round Height tower Table	1			
42	Single Sided Pleasure Reading Rack	2			
43	Magazine Stand	1			
44	News Paper Archives Stand	1			
45	Wrought Iron Furniture- Tables	6			
46	Wrought Iron Furniture-Chairs	24			

Date:
Bidder

Name & Signature of
Company seal:

ANNEXURE - IV

EOI Covering letter proforma

To
The Director
IISER Mohali
Sector-81, Knowledge city, PO-Manauli,
SAS Nagar Mohali-140306, Punjab

Sub: For supply and fixing of Library furniture.

The undersigned having read and examined in detail all the E O I documents pertaining to the proposals for supply and fixing of Library furniture.

I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Faithfully yours,

(Signature of the Applicant)

Date:

Company Seal:

A N N E X U R E – V

**Certificate for Non Black Listing
(On non-judicial stamp paper worth Rs. 50/-)**

We.....(Name of firm) do hereby certify that our
company/firm has not been black listed by any Govt. Department/Govt.
Educational/Research Institute during the last three years.

Place:

Date:

Signature of Authorized Signatory

.....
.....

Name of Signatory
Designation with seal