

केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
**CENTRAL INSTITUTE OF TECHNOLOGY
KOKRAJHAR**

Deemed to be University, MHRD, Govt. of India

BALAGAON, BTAD -783370, Assam

TENDER DOCUMENT

NIT NO: CITK/Purchase/Furniture/1342/2016/1276; Dated: 10.02.2020

**Part- A: Technical Bid
NAME OF WORK**

**Supply and installation of modular furniture in classroom at the Department of
MCD, CIT Kokrajhar**

Date:

Detailed **NOTICE INVITING TENDER** for the work **“Supply and installation of modular furniture in classroom at the Department of CIT Kokrajhar”** vide NIT No. **NIT NO: CITK/Purchase/Furniture/1342/2016/1276; Dated: 10.02.2020** issued to the Contractor,

M/s.

Address :
.....
.....

Sd/- Registrar, CIT Kokrajhar

NOTICE INVITING TENDER

CITK/Purchase/Furniture/1342/2016/1276; Dated: 10.02.2020

Sealed tenders in **two-bid** system are invited from experienced & competent contractors for “Supply and installation of modular furniture in classroom complex at CIT Kokrajhar campus.”

Earnest Money	Rs. 25,000.00 (Refundable)
Date of issue of tender paper	14.02.2020 to 03.03.2020
Last Date & time of submission of tender	Up to 2.30 p.m. on 03.03.2020
Technical Bid Opening Date & Time	At 3.00 p.m. on 03.03.2020

Qualifying criteria for issue of Tender Document:

1. The bidder should be a manufacturer of nationally/Internationally reputed brand or its Authorized dealer or distributor.
2. The bidder should have completed satisfactorily Design, Manufacture, Supply and installation furniture for classroom/educational purpose (i) one work of value not less than 12.00 lacs against single work order **OR** (ii) two works of value not less than 10.00 lacs each against two separate work orders **OR** (iii) three works of value not less than 8.00 lacs each against three separate work orders during last seven years in Govt. / Semi Govt. Department/ Autonomous Body.
3. Minimum Annual Turnover during last 3 consecutive years shall not be less than 5 Crore.
4. Latest accreditation certificate from BIFMA, ISO9001: 2015, ISO14001:2004 and ISO 45001:2018.
5. **Note:** Financial turn over and values of completed works of previous years shall be given weightage of 7% per year and part thereof to bring them to the present price level. The statement showing the value of existing commitments and ongoing works as well as stipulated period of completion for each of the work listed should be countersigned by the Engineer-in-Charge not below the rank of Executive Engineer of the concerned Departments.
6. Application for Tender Document must be accompanied by self-attested copies of the qualifying documents as stated above. Tenderer have to produce original copy of purchase order & completion certificate of the qualifying works for verification before issue of the tender document. Tender documents will be issued on any working day during office hour within the last date of issue of Tender on payment of (non-refundable) demand draft/ banker’s cheque of Rs. 1,000.00 in favour of ‘CIT Kokrajhar’ Payable at Kokrajhar towards the cost of tender document for each work. Tender papers can also be downloaded from the website www.cit.ac.in in which case the cost of tender paper should be submitted along with the tender.
7. Earnest money shall be deposited along with the tender in the form of **Demand draft/ Banker’s cheque** in favour of ‘**CIT Kokrajhar**’ payable at Kokrajhar or Guwahati.
8. CIT Kokrajhar reserves the right to not issuing tender papers to any contractor engaged in one or more ongoing works in the CIT Kokrajhar Campus, if in the opinion of the Institute, the progress of the ongoing works of the contractor has not been found

satisfactory and they will not be able to handle a new work till the completion of their ongoing work(s). CIT Kokrajhar also reserves the right to accept or reject any or all applications for issue of tender document without assigning any reason thereof.

9. The issue of tender paper to a contractor does not automatically mean the tenderer is considered qualified for the price part of the bid.
10. The acceptance of tender will rest with the authority of CIT Kokrajhar who does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part or whole at the discretion of competent authority of the Institute.
11. For all clarifications regarding site conditions, items of works or any other related matters to the tender, HoD or concerned person of the department may be contacted during office hours on all working days.
12. In case, the day of submission of the tender happens to be a holiday on account of Govt. notification and tender cannot be received or opened; the tender shall be received and opened on the next working day at the same times.
13. The tender document shall be submitted in two parts as follows:

PART- A: This packet shall contain the Techno-Commercial Bids comprising of NIT, General Conditions of Contract, Special Conditions of Contract, Technical specifications, drawings, any other matter the tenderer wish to submit duly signed with official seal etc. This shall be marked as, “TECHNICAL BID” and properly sealed.

PART-B: This packet shall contain the Price Bids comprising of only the **BILL OF QUANTITIES (BOQ)** duly filled in and signed with office seals. No other paper other than the BOQ contained in this package shall be accepted. This packet shall be marked as, “**PRICE BID**” and properly sealed.

14. Part-A tenders shall be opened on the date and time as mentioned above. But price bids of only of those tenderers whose techno-commercial bids (Part-A) are found acceptable shall be opened on a later date. Prior notification shall be given to all tenderers who qualify for opening of the PRICE BIDS to enable them to attend the opening of the Price bids. Part-B of the tender of those tenderers who do not qualify for opening of the Part-B shall be returned.
15. Only authorized person(s) to attend tender opening. All the bidders shall send their representative(s) to attend tender opening with proper authorization during opening of the tenders.

OTHER TERMS AND CONDITIONS:

1. The price quoted shall cover a minimum of one-year warranty in all the components.
2. Copy of PAN No, proof of GST Registration should accompany the technical bid otherwise tender shall be rejected.
3. Supplies not as per order or as per specifications will be rejected and returned at the cost of supplier and EMD will be forfeited.
4. **Payment terms:** 100% Payment within 45 days or subject to availability of the fund from the date of successful delivery, installation and commissioning of goods at CIT Kokrajhar, generally through NET Banking.
5. Prices quoted shall be in Indian Rupee and must be inclusive of freight, insurance charges, installation and all charges till commissioning of the same. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the bids. In case of a mismatch between the rates in figure and in words, the rates written in words will prevail.
6. The rate shall be firm up to the completion of work. No price escalation will be paid on any account.

7. **Literature a must:** The tender must be supported by the printed technical leaflet/literature and the Specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/literature. The model and specifications quoted should **invariably be highlighted** in the leaflet/literature for easy future reference.
8. **After Sales Service:** The vendors should clearly state the available nearest after sales service center and detail of local address center and detail of local address without which their offers will be rejected.
9. **Dealership Certificate:** If the manufacturer wishes to participate through its dealers, dealership certificate from the manufacturer should be submitted. Only one offer from the manufacturer/ its authorized dealer will be accepted.
10. **Quality certificate:** Valid certificate to prove that the products are genuine and as per the technical specifications given in the tender must be enclosed.
11. **Performance Bank Guarantee (PBG):** The successful bidder shall furnish an unconditional Performance Bank Guarantee (as per format at **Annexure - VIII**) valid till 60 days beyond the warranty period from a scheduled Bank of India for a value equivalent to 10% of the Order value within 21 days of placement of order, failing which the contract shall be deemed as terminated. The Performance Bank Guarantee (PBG) guarantees that, **(a)** The Vendor guarantees satisfactory operations of the furniture supplied against poor workmanship, bad quality of materials used, faulty designs and performance. **(b)** The Vendor shall at his own cost rectify the defects/replace the items supplied, for defects identified during the period of guarantee. **(c)** This guarantee shall be operative from the date of commissioning and acceptance of the Institute till 60 days after the warranty period.
12. **a) Time Limit:** The work shall be completed within forty-five (45) Days from the date of issue of the formal work order.
b) Delivery on working days: Delivery at CIT Kokrajhar must be made on working days. CIT Kokrajhar shall not take or accept responsibility for items brought on holidays such as Saturday, Sunday and other “declared holidays.”
c) Safe Delivery: all aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of CIT user/representative and vendor’s representative. The intact condition of the package and the seal/indicators for not being tampered with, shall form the basis for certifying the receipt in good condition. All the surface of supplied furniture should be covered using pressure processed surface protection film/stretch wrap/cling wrap which will make the product free from scratches.
d) Insurance: The supplier is to establish ‘All Risk Transit Insurance’ Coverage till door delivery at CIT Kokrajhar
e) Part Delivery: Delivery shall be in full as far as possible.
f) Penalty for Delay delivery: The date of delivery should be strictly adhered to otherwise the Director/Registrar, CITK reserves the right not to accept delivery in part or full.
13. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to CIT’s/Institutes and other Government Organization. Copy of latest price list for the quoted item, applicable in India, may be enclosed with the offer.
14. **GST:** Up-to-date GST registration certificate should be enclosed.

15. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
16. **Excise Duty Certificate:** Excise duty exemption certificate will be issued as applicable, against receipt of Purchase Order acknowledgement.
17. The rate shall be inclusive of all taxes, Royalty, loading, unloading and transportation etc. of all the materials to work site at CIT Kokrajhar campus.
18. Inspection before dispatch: Before dispatch of the manufactured furniture, the conformity to the specification of furniture will be inspected at the factory by the representative of the CITK at the manufactured place at the expense of the contractor.
19. All the pages of the tender document shall be signed and dated at the lower right-hand corner by the tenderer or by a person holding power of attorney authorizing him to sign on behalf of the tenderer before submission of the of the tender.
20. The documents submitted along with the application for tender in respect of Experience, registration will be verified by the Institute with respect to that stated in the NIT for qualifying for the tender. If after verification any such data/ information are not found true or has attempted to conceal any unfavorable data/ information, his/her tender shall be summarily rejected.
21. The owner reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from a client whether disclosed in the tender or not. If any such report from the client is found to be unsatisfactory, the tender is liable to be rejected.
22. Any tender submitted without the documents mentioned above will be considered as incomplete tender and the tender will be rejected for which no communication will be made.
23. The contractor shall arrange all the plants, equipment, machineries etc. required for the works for which no extra charges will be paid.
24. The contractor will arrange for water and electricity at his own. However, the institute may provide electricity on the request of the contractor and under the terms and conditions fixed by the institute.
25. Any abnormal rate quoted in the tender will summarily be rejected for which no communication will be made.
26. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing. He/they shall be responsible for repairing all damages and resorting the same to their original finish at his own cost. He / they shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site.
27. The Earnest Money shall be paid in the form of Demand Draft/ Banker's cheque drawn in favour of "CIT Kokrajhar" payable at 'Kokrajhar or Guwahati'. EMD submitted in the form of Bank Guarantee will not be accepted and tender will be summarily rejected. No interest shall be paid by the Institute on the Earnest Money deposited by the tenderer. The Earnest Money of the unsuccessful tenderer will be refunded.
28. CIT Kokrajhar does not bind himself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part for whole at the discretion of competent authority of the institute.
29. All legal disputes will be subjected to jurisdiction of Guwahati High Court only.
30. All other terms & conditions shall be as per provision of General Conditions of Contract followed by the institute.

31. **Price Bids and estimate:** Price bids of only those contractors who qualifies the technical evaluation and satisfies the qualifying criteria as mentioned in the NIT shall be opened. Reasonability of the rates quoted by the contractors shall be determined by comparing to the estimated rates. If the lowest bid is too low and the tender evaluation committee feels that it is not possible to do the work as per specification, the tender shall be cancelled and fresh tender invited.

If the lowest bid is below 10% of the estimate, additional initial security deposit of value by which the quote is below 10% of the estimate will have to be submitted by the bidder along with the specified initial security deposit within 15 days from the date of issue of Letter of Intent offering the work. The additional security deposit shall be refunded immediately after completion of the work. In case the lowest bidder is not able to complete the work, the security deposit and the additional security deposit will be forfeited and the contractor will be debarred for 2 years from participating in the tenders floated by the Institute after issuing a show cause notice.

The initial and additional security deposit will be in the form as specified in the tender.

In case the lowest bidder fails to submit the initial security deposit and the additional security deposit within the stipulated time, the offer will be cancelled and their EMD will be forfeited. In such case, the work will then be offered to the next lowest bidder (L2) at L2's rate and so on.

Lowest quotes above 10% of the justified estimate will not be accepted in any case and fresh tender invited.

32. **Termination for default:** Default is said to have occurred.
- (a) If the furniture or any of its components is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
 - (b) If the supplier fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by CIT.
 - (c) If the supplier fails to perform any other obligation(s) under the contract.
 - (d) Under the above circumstances CIT may terminate the contract/purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, IIT may as its discretion also take the following actions: CIT may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate IIT for any extra expenditure involved towards goods and services obtained.

Sd/- Registrar, CIT Kokrajhar

To

**The Registrar,
Central Institute of Technology Kokrajhar
Kokrajhar**

Sir/Madam,

1. I/We hereby tender for execution of the work “Supply and installation of furniture in classroom complex at CITK campus.” as per tender document within the time schedule mentioned therein and accepted by me/us, at the schedule of rates quoted by me/us for the whole work in accordance with terms and conditions, specifications, drawings, as detailed in the tender document.
2. It has been explained to me/ us that the time stipulated for job and completion of works in all respects and in different stages mentioned in the “Time schedule” of completion of work and signed and accepted by me/us is the essence of the Contract. I/We agree that in the case of failure on my/ our part to strictly observe the time of completion mentioned for work or any of them and to the final completion of works in all respects according to the schedule set out in the said “Time Schedule of Completion of work”, I/We shall pay compensation to the Owners as per provision and stipulations contained in clause-23 of General conditions of Contract and I/We agree to the recovery being made as specified therein. In exceptional circumstances extension of time which shall always be in writing may, however, be granted by the Engineer-in- Charge at his entire discretion for some items of work, and I/We agree that such extension of time will not be counted for the extension of completion dates stipulated for work and for the final completion of works as stipulated in the said “Time Schedule” of Completion of work.
3. I/We agree to pay the earnest money and security deposit and accept the terms and conditions laid down in the memorandum below in this respect.

MEMORANDUM

- (a) General description of :
Work
- (b) Earnest Money : (Rupees.....Only).
The Earnest money is payable in the manner set out in para 5, below. The Earnest money, if the tender is accepted, will be retained against the security deposit.
- (c) Security Deposit : 10% of the contract amount which will be paid in the manner set out in clause (19) in section IV of the General Conditions of Contract
- (d) Time allowed for starting of work: Fifteen days from the date of issue of letter of acceptance of the tender

4. Should this tender be accepted I /We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof, to forfeit and pay to the Owner or its successors or its authorized nominees such sums of money as are stipulated in conditions contained in Notice Inviting Tender and other tender documents.
5. I/We hereby pay the earnest money of
(Rupees.....)
in the form of Banker's cheque /Demand Draft/..... (Name and Office of the State Bank of India or any Schedule 'A' Bank) in favour of "Central Institute of Technology Kokrajhar" payable at 'Kokrajhar / Guwahati'.
6. If I/We fail to commence the work specified in the memorandum in para (3) above, or I/We fail to deposit the amount of security deposit specified in the Memorandum in para (3) above, I/We agree that the said Owner and its successors without prejudice to any other right or remedy be at liberty to forfeit the said earnest money in full otherwise the said earnest money shall be retained by Owner, towards the security deposit specified in para (3) above. The said Owner shall also be at liberty to cancel the notice of acceptance of tender if I/We fail to deposit the security amount as aforesaid or to execute an agreement or to start work as stipulated in the tender documents.

I/We enclose herewith evidence of my/our experience of execution of work of similar nature and magnitude carried out by me/us in the prescribed Proforma and also the Income Tax and Sales Tax Clearance Certificate.

Witness:

Date.....day of.....2020

Name in Block Letters: Address:

Signature of Tenderer(s), with the seal of Firm

In the letter head of the company

Date:

To
The Registrar,
Central Institute of Technology Kokrajhar
Kokrajhar

Sub: Submission of tender for “Supply and installation of furniture in classroom complex at the Department of MCD, CIT Kokrajhar.”

I/we hereby submit my / our tender for the above-mentioned work as per **NIT No. CITK/Purchase/Furniture/1342/2016/1276; Dated: 10.02.2020.** The rates quoted by me / us for the whole work in accordance with the Notice Inviting Tender and Terms and Conditions.

Name of the firm / contractor

Signature of contractor with seal

Address for communication:

Phone No. / Mobile No.

Fax no.:

Email id:

**EVALUATION PROCEDURE FOR TECHNO-COMMERICAL BID TO QUALIFY
FOR OPENING OF PRICE BID**

1. TENDER TECHNICAL QUALIFICATION CRITERIA

Sl. No.	Qualifying Criteria	DOCUMENTS/EVIDENCES REQUIRED FROM THE BIDDER
A	A manufacturer classroom/educational purpose furniture.	Company Registration or Company authorization certificate for Dealership or
B	Accreditation certificate of the manufacturer from BIFMA, ISO 9001:2015, ISO 14001:2004 and ISO 45001:2018.	Latest Certificate each from BIFMA, ISO 9001:2015, ISO 14001:2004 and ISO 45001:2018 shall be submitted.
C	Earnest Money Deposit (Rs1,39,000.00)	Earnest money shall be deposited along with the tender in the form of Demand draft/ Banker's cheque in favour of 'CIT Kokrajhar' payable at 'Kokrajhar / Guwahati.
D	Should have completed satisfactorily Design, Manufacture, Supply and installation work of furniture for classroom/educational purpose (i) one work of value not less than 12.00 lacs against single work order OR (ii) two works of value not less than 10.00 lacs each against two separate work orders OR (iii) three works of value not less than 8.00 lacs each against three separate work orders during last seven years in Govt./ Semi Govt. Department/Autonomous	Purchase order and satisfactory completion Certificates from Govt./ Semi Govt. Department/ Autonomous Body.
E	GST registration	GST registration certificate.
F	PAN no. of the Company/Authorized Dealer.	Copy of PAN Card
G	Minimum Annual Turn Over during last 3 consecutive years shall not be less than 5 Crore	Annual turnover certificate or Audited Balance sheet for the years 2016-17, 2017-18 and 2018-19.
H	Solvency certificate	Latest Solvency Certificate from a Scheduled bank to prove the financial ability to carry out the work tendered for.

2. Technical bids received will be verified by a Tender Evaluation Committee of the Institute with respect to that stated in the NIT for qualifying for the tender. Techno-Commercial bids which do not fulfill any of the qualifying criteria specified in the NIT shall be rejected and shall not be considered for further evaluation. If after verification any such data/information are not found true or has attempted to conceal any unfavorable data/information, his tender shall be summarily rejected and sealed price bid will be returned.

3. The owner reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from a client whether disclosed in the tender or not. If any such report from the client is found to be un-satisfactory, the tender is liable to be rejected at the Technical Evaluation stage.
4. Details to be furnished along with the enclosure:

The applicants shall enclose all relevant documents / supplementary papers etc. along with the application. The key information / documents to be furnished along with the application are listed below:

- a. Details as per ANNEXURE-II, duly filled up & signed.
- b. Attested / Notarized copy of deed of articles of association of the company /firm.
- c. Power of attorney in the name of person who signed the application. d. Financial Statement in ANNEXURE-III, duly filled up.
- d. Solvency Certificate in ANNEXURE-IV
- e. Details about past experience as per ANNEXURE-V
- f. Audited Balance sheet of the company for last three (3) years.
- g. Attested / Notarized copy of the latest Income Tax Clearance Certificate.
- h. Attested / Notarized copy of the latest Sales Tax Clearance Certificate.
- i. Attested / Notarized copies of work order & completion certificate in support of information furnished ANNEXURE-V
- j. Testimonials from clients of major works that have been completed or are nearing completion regarding quality of work/ completion time etc.
- k. Declaration that the firm has not been banned or blacklisted by any Govt./Semi Govt. Agency/Public Sector Undertaking. m. All other ANNEXURE(s) duly filled and signed.

NOTE:

Contractors / firms shall submit all the documents mentioned at para 4 above without fail. An undertaking that data/ information furnished are true in all respects the data/ information should be submitted. If after verification any such data/ information are not found true or has attempted to conceal any unfavorable data/ information his tender shall be summarily rejected.

ANNEXURE-I

Acknowledgement letter to NIT no.

To,

The Registrar
Central Institute of Technology Kokrajhar
BTAD –783370.

Sub: “Supply and installation of furniture in classroom complex at the Dept. of MCD, CIT Kokrajhar.”.

Dear Sir,

We acknowledge receipt of your invitation to tender which was received on and understand that the documents received remain the property of Indian Institute of Technology Guwahati. We indicate below our intentions with respect to the letter Inviting Tender.

A) We intend to tender as requested and furnish following details with respect to our quoting office:

i) Postal address : ii)

Telephone no. : iii)

Fax no. : iv)

Contact person :

B) We are unable to tender for the reasons given below and hereby return the Tender Documents.

Reasons for non-submission of tender:

Company's name :

Signature :

Name : Designation

:

ANNEXURE-II

Particulars of contractor:

1. Name & Address of Contractor/ firm :
Telephone no. : Fax
no. :
2. Whether the firm is private or public
limited (attested copies of deed
For articles of Association to be enclosed) :
3. Name of person holding the power of attorney:
(Attested copy of power of attorney to be enclosed) State
his present nationality and liabilities :
4. Name of partners, their present nationalities
with their liabilities(attested copy of partnership
deed to be enclosed) :
5. Name & Address of Bankers :

I/ We authorize CIT KOKRAJHAR to make any investigation to verify the correctness of the statements and documents submitted with this application and obtain clarifications or information on the technical a financial aspects of the applicant.

Seal of the Company

Signature of Company/ Contractor

Date :.....

ANNEXURE-III

Banker's solvency certificate from schedule bank:

This is to certify that to the best of our knowledge and information

M/s.
(Name and Address of the applicant/ contractor) a customer of our bank is respectable and
can be treated as good for any engagement up to a limit of Rs.
(in figure).....**(in words)** .

This certificate is issued without any guarantee or responsibility on the part of in the Bank
or any its officers.

Signature and Seal of the Bank

Name of the Bank.....

Address

.....

Date:

ANNEXURE – IV

List of similar Works executed during last SEVEN years :

Sl. No.	Full Postal Address of client & Name of Officer-in- Charge	Description of the work with contract no.	Value of contract	Date of Commencement of work	Stipulated date of completion	Actual date of completion

Note: Original or attested copies of work order and completion certificates from the client should be attached by the applicant.

ANNEXURE-V

Compliance to requirement of tender documents:

We confirm that our tender complies with the total techno commercial requirements of bidding document without any deviation.

Signature of Company/ Contractor

ANNEXURE - VI

TENDER VALIDITY

Tender shall remain valid for acceptance for a period of 120 (One hundred twenty) days from the date of opening of the tender. The tenderer shall not be entitled during the said period to revoke or cancel his tender or to vary the tender given or any term thereof. In case of tenderer revoking or cancelling his tender or varying any term in regard thereof, the OWNER shall forfeit the earnest money paid by him along with the tender. Tender shall be revalidated for extended period as required by Owner in writing.

Signature of Company/ Contractor

ANNEXURE – VII

Annual Turnover during the last three years :

Year 2017-2018 =

Year 2018-2019 =

Year 2019-2020 =

Seal of Company
Date :.....

Signature of Company/Contractor

Note: Original or Attested / Notarized copies of work order and completion certificates from the client should be attached by the applicant.

Annexure-VIII

PERFORMANCE BANK GUARANTEE

To:

The Registrar
Central Institute of Technology Kokrajhar
BTAD, Assam-783370

WHEREAS (Name of Supplier) hereinafter called “the Supplier” has undertaken, in pursuance of Contract No..... dated 20..., to supply and install furniture for Indian Institute of Technology, Guwahati (Description of Goods and Services) hereinafter called “the order.”

AND WHEREAS it has been stipulated by you in the said order that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum specified therein as security for compliance with the Supplier’s performance obligation in accordance with the order.

AND WHEREAS we have agreed to give the supplier a Guarantee. **THEREFORE, WE** hereby affirm that we are Guarantors and responsibility to you, on behalf of Supplier, upto a total of (Amount of the Guarantee in words and figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....20.....

Signature and Seal of Guarantors

.....
.....
.....

Date.....20.....

Address.....

.....
.....

TECHNICAL SPECIFICATION

SL. NO.	PRODUCT SPECIFICATION
1	SUPPLY & INSTALLATION OF DESK BASED MODULAR SYSTEM:
	Table top: Table top of size 750mm W x 600mm D and 25mm thick Pre-laminate particle board finished with 2mm edge lipping.
	Support: Powder coated MS 50x50mm Sq. Legs & Supporting MS 40x20mm Beams
	Front Screen: The screen shall be of 12mm thick PLP Board upholstered with fabric of desired shade with 300mm height will be fix on D brackets.
	Race way – CRCA raceway for carrying electrical and data wiring are provided below the table top with provision for fixing switches. Cluster to be provided with wire raiser from floor to wire raceway and aluminum access flap on worktop for easy access to electrical switches
2	CENTRE TABLE:
	Centre Table of size 3000mm W x 1800 mm D made from 36mm Thickness Pre-laminate particle board finished with 2mm edge lipping.
	Support: Powder coated MS 50x50mm Sq. Legs & Supporting MS 40x20mm Beams
3	TEACHER'S TABLE
	Teacher's Table of size 1200mm W x 450mm D made from 25mm Thickness Pre-laminate particle board finished with 2mm edge lipping.
	Support: Powder coated MS 25x25mm Sq. Legs & Supporting MS 25x25mm Beams
4	WHITE BOARD
	White Board of size 2400mm x 1200mm

ATTACHMENT

The tenderer shall arrange his tender in the following order:

- a. Submission of tender letter along with original set of tender document and drawings duly sealed & signed in company letter head.
- b. Earnest Money Deposit and its details.
- c. Power of Attorney in the name of person who signs the tender document, Organization details
- d. Project schedule
- e. Balance Sheets along with Profit and Loss Account
- f. Valid GST
- g. Latest Solvency Certificate
- h. ANNEXURE I to ANNEXURE-VII (duly filled in)
- i. Any other relevant documents, tenderer desires to submit k) BOQ duly filled and signed with seal in separate envelope.

FORMAT FOR PRICE SCHEDULE

SL. NO.	PRODUCT	QUANTITY	RATE	AMOUNT
1	SUPPLY & INSTALLATION OF DESK BASED MODULAR SYSTEM:	76		
	Table top: Table top of size 750mm W x 600mm D and 25mm thick Pre-laminate particle board finished with 2mm edge lipping.			
	Support: Powder coated MS 50x50mm Sq. Legs & Supporting MS 40x20mm Beams			
	Front Screen: The screen shall be of 12mm thick PLP Board upholstered with fabric of desired shade with 300mm height will be fix on D brackets.			
	Race way – CRCA raceway for carrying electrical and data wiring are provided below the table top with provision for fixing switches. Cluster to be provided with wire raiser from floor to wire raceway and aluminum access flap on worktop for easy access to electrical switches			
2	CENTRE TABLE:	4		
	Centre Table of size 3000mm W x 1800mm D made from 36mm Thickness Pre-laminate particle board finished with 2mm edge lipping.			
	Support: Powder coated MS 50x50mm Sq. Legs & Supporting MS 40x20mm Beams			
3	TEACHER'S TABLE	4		
	Teacher's Table of size 1200mm W x 450mm D made from 25mm Thickness Pre-laminate particle board finished with 2mm edge lipping.			
	Support: Powder coated MS 25x25mm Sq. Legs & Supporting MS 25x25mm Beams			
4	WHITE BOARD	6		
	White Board of size 2400mm x 1200mm			
SUB TOTAL				
GST @ 18%				
AMOUNT WITH TAX FOR FOUR CLASSROOMS				

Signature of Company/Contractor

Seal of Company

Date :.....