

**INDIAN INSTITUTE OF FOREST MANAGEMENT,
POST BOX 357, NEHRU NAGAR BHOPAL 462 003**
Tel: EPABX :0755-2775716,2773799, Fax: 0755-2772878

E-TENDER NOTICE

NIT No:IIFM/TENDERS/2017-18/Class Room Chairs

Online Tender, (Two Bid System- Technical and Financial) are invited from Original Equipment Manufacturers (OEM) or their authorized dealers for supply of Chairs (140 Nos.) for Class rooms as per the Tender document. Last date for receipt of bids is 06-02-2018.

Detailed tender documents are available in our website www.iifm.ac.in/tenders and www.eprocure.gov.in

(Chief Administrative Officer)

**INDIAN INSTITUTE OF FOREST MANAGEMENT,
POST BOX 357, NEHRU NAGAR BHOPAL 462 003**
Tel: EPABX :0755-2775716,2773799, Fax: 0755-2772878

E-TENDER NOTICE

NIT No: IIFM/TENDERS/2017-18/Class Room Chairs

Online Tender, (Two Bid System- Technical and Financial) are invited from Original Equipment Manufacturers (OEM) or their authorized dealers for supply of Chairs (140 Nos.) for Class rooms as per the Tender document. Last date for receipt of bids is 06-02-2018.

The Tenderers intending to participate in this Tender are required to get enrolled on the portal <http://lotusprocure.in>, Enrollment on the above mentioned Portal is mandatory.

Tender documents are available in website <http://eproc.lotusprocure.in/> which can be downloaded from 15-01-2018 to 06-02-2018. The tender documents are also available in websites www.iifm.ac.in/tender and www.eprocure.gov.in

For Support: Bidders are to get trained on the e-Tendering process for participating in online Tenders for which they should get in touch with **OSMO IT Solution Pvt. Ltd** (Contact **Mr. Pankaj Dwivedi** : +919755093882, **Office Tel. No.:** 0755-4078648, **E-mail:** info@lotusprocure.in). Regarding general queries, contact: 0755-2775716 (Extension No. 343/353).

(Chief Administrative Officer)

**INDIAN INSTITUTE OF FOREST MANAGEMENT,
POST BOX 357, NEHRU NAGAR BHOPAL 462 003**
Tel: EPABX :0755-2775716,2773799, Fax: 0755-2772878

E-TENDER NOTICE

NIT No: IIFM/TENDERS/2017-18/Class Room Chairs

Online Tender, (Two Bid System- Technical and Financial) are invited from Original Equipment Manufacturers (OEM) or their authorized dealers for supply of Chairs (140 Nos.) for Class rooms. as per the Tender document. Last date for receipt of bids is 06-02-2018.

S. No	Name of work	PAC. (In Rs)	Time allowed for completion of work	EMD (Rs)	Cost of tender form (In Rs)	
					Offline	Online Processing fee
1	Supply of Class Room Chairs.	8.00 lakhs	03 months	20,000/- Demand Draft	Rs. 1000/- Demand Draft	Rs.590/-

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal <http://eproc.lotusprocure.in>, Enrolment on the above mentioned Portal is mandatory.

2. The tenderers have to digitally sign their bids before submitting the bids hashes online thus the tenderers are advised to obtain Class - III Digital Signature Certificates (Signing +Encryption).

3. Tender documents are available in website <http://eproc.lotusprocure.in> which can be purchased and downloaded from 15-01-2018 to 06-02-2018. The tender documents are also available in website www.iifm.ac.in/tender and www.eprocure.gov.in

4. The Tenderers are required to submit Envelope 'A' physically as per dates indicated in Key Dates. The Physical Envelope should contain the Technical Documents as mentioned in the tender documents, which should be sent by SPEED POST/Registered Post/Courier/By Hand to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Post Box no-357, Bhopal-462003. So as to reach at IIFM ON **06-02-2018 up to 5.00 PM.**

5. Tender cost of Rs.1000/-(non-refundable) and EMD should be submitted with the Technical Bid in the form of Demand draft in favour of **Director, IIFM**. Tenders which qualify the Technical bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. IIFM reserves the right to reject any or all the Tenders received without assigning any reason(s) thereof.

6. The Earnest Money, of Rs. 20,000/- in the form of Demand draft in favour of Director, IIFM may be submitted along with the technical bid. The Earnest Money Deposit of the successful tenderer will be retained as part of the Security Deposit and for an successful tenderer, the EMD will be returned.

Tender Date Schedule:

S.No	Stages Name	Stages By	Start Date and Time	End Date and Time
1	TENDER RELEASE	DEPARTMENT	15-01-2018 10:00 AM	
2	TENDER PURCHASE & DOWNLOAD	BIDDER	15-01-2018 10:05 AM	06-02-2018 05:25 PM
3	BID SUBMISSION	BIDDER	15-01-2018 10:05 AM	06-02-2018 05:30 PM
4	TENDER CLOSING	DEPARTMENT	07-02-2018 2:55 PM	
5	TENDER OPENING (Technical Bid)	DEPARTMENT	07-02-2018 3:00 PM	
6	TENDER OPENING (Financial Bid)	DEPARTMENT	16-02-2018 3:00 PM	

For Support: Bidders should get in touch with Mr. Pankaj Dwivedi 8349992802 or 0755-4078648 or e-mail: info@lotusprocure.in for e-tendering support.

	(Chief Administrative officer) INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
--	------------------------------------------------------------------------------------

SPECIFICATIONS FOR CLASS ROOM CHAIRS
Tender No. IIFM/TENDERS/2017-18/Class Room Chairs

1) DIMENSIONS

SIZE: Width (W) : 49.5 cm – 59.5 cm
Depth (D) : 44 cm – 54 cm.
Height (H) : 47 cm – 55 cm.
Seat Height (SH) : 45 cm – 50 cm.

2) SEAT/BACK ASSEMBLY:

The seat and back should be made up of 1.2 cm – 1.5 cm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam with PVC lipping all around. The back foam is designed with contoured lumbar support for extra comfort.

3) POLYURETHANE FOAM:

The polyurethane foam should be moulded with density = 45 +/-3 kg/m and Hardness = 20 +/- 3 at 22-28 percent compression.

4) ARMRESTS:

The one-piece armrests made of black integral skin polyurethane with 50-70 Shore Hardness and reinforced with M.S. insert. The armrests should be scratch and weather resistant. The armrests should be fitted to the seat with seat armrest connecting bracket made of 0.2-0.5 cm. thick. HR steel.

5) TUBULAR UNDERSTRUCTURE :

The understructure should be made of M.S. tube dia.2.50cm.- 2.80cm x 14-16 BG thick and black powder coated. Powder coated with minimum 50 micron thickness.

6) Quantity Required: 140 Chairs

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

TERMS AND CONDITIONS OF TENDER
(No. IIFM/TENDERS/2017-18/Class Room Chairs)

TENDER CRITERIA

The tender is invited from reputed original furniture manufacturers and their dealers for supply of Class Rooms Chairs as per specifications.

The tenderer should meet the following minimum criteria for pre-qualification :

1. The tenderers average manufacturing financial turnover during the last three financial year should be at least 500 lakhs. CA certified copy to be submitted as per Annexure I
2. The tenderer must have their own manufacturing unit since 5 years (proof to be enclosed) along with following documents/certificates.
 - a. Company Registration/Incorporation Certificate.
 - b. Excise Registration Certificate.
 - c. VAT/TIN Registration Certificate
 - d. Factory Act License
 - e. PF & ESI Registration Certificate
 - f. IS
O 9001:2008, 14000:2004, and 18000:2007
 - g. Service Tax Certificate
 - h. Audited Balance Sheet with returns for FY 2014-15, FY 2015-16 and FY 2016-17.
3. Dealers should have following document apart from above documents :
 - a. MoU with Original Manufacturer.
 - b. Company Registration/Incorporation Certificate
 - c. VAT/TIN/GST Registration Certificate
4. The price bid of only those tenderers will be opened whose samples will be approved by the committee.

Annexure I

A statement showing the result of operation and financial position of firm during proceeding three years in the format given below :

Sl	Description	FY 2014-15	FY 2015-16	FY 2016-17
1	Sales (Gross)			
2	Less Sales Tax			
3	Less Excise Duty			
4	Less Trading Sale			
5	Gross Manufacturing sale (1+2+3)			
6	Net Manufacturing sale 1-(2+3)			
7	Net Profit Before Tax			

5. EMD (refundable) Rs. 20,000/- (Rupees twenty thousand only).
6. Tender Document Cost (non-refundable) of Rs.1000/- (Rupees one thousand only).

Certified by
Chartered Accountant
With Seal and Membership Number

Company
Authorized Signatory

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

TERMS AND CONDITIONS OF TENDER
(No. IIFM/TENDERS/2017-18/Class Room Chairs)

01. The tenderer should submit all required documents asked for in the Technical Bid format, failing which the Tender will be rejected.

02. The rates quoted should be indicated in figures as well as in words and there should not be any overwriting as far as possible. Overwriting, if any, should be initialed.

03. Each and every page of the tender documents should be signed by the Tenderer and be submitted with the Technical Bid as a token of acceptance of terms and conditions. Technical Bid and Financial Bid should be put in separate sealed covers and both the covers should be put in a big cover, super scribing "Tender for supply of Class Room Chairs". Corrections, if any should be duly signed with seal.

04. The quantities specified are only indicative and for the purpose of estimate only. The institute shall be at liberty to vary (delete/reduce/increase) the quantum of the item. Also the Institute has the full right to order or not to order the item to the successful Tenderer.

05. The rates quoted (In Indian Rupees) for each item should be inclusive of all taxes/Duties etc, cost of material, labour charges, supply and installation at IIFM. No concessional forms will be issued for any tax rebate.

06. **Earnest Money Deposit** (refundable) **of Rs. 20000/- (Rupees twenty thousand only) and Cost of Tender Form of Rs.1000/- (Rupees one thousand only)** should be submitted by way of separate Demand Drafts drawn in favour of Director, Indian Institute of Forest Management, Bhopal, alongwith the Tender. Tender received without the **EMD & Tender cost** will be rejected.

07. The Director, IIFM, Bhopal reserves the right to accept or reject any or all the offers in full or apart or to waive off any formality, minor deviations and omissions without assigning any reason(s) or to cancel the tender in whole. The Institute reserves the right to reject conditional Tenders and also relax any conditions of Tender at its discretion.

08. Submission of offers shall be treated as the acceptance of Terms and Conditions of Tender and any counter terms shall not be accepted.

09. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or does not supply the aforesaid items within the stipulated period, the aforesaid EMD will be forfeited.

10. The rates quoted by the bidder shall remain firm till the completion of the job and price variation shall not be entertained.

11. **Performance Bank Gurantee/Security Deposit:** The successful tenderer shall furnish Bank Guarantee/performance guarantee which will be equal to 5% of the work order value, in the form of

Bank Guarantee from an Indian Nationalized Bank failing which 05% of the work order value will be withheld for the period of the guarantee/warranty.

12. **Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned above, the Director, IIFM will have the right to cancel the work order without assigning and reason thereof, and reserves the right to procure the items mentioned in the purchase order from alternate sources and their extra cost incurred thereof, if any, shall be recovered from the successful bidder and nothing will be payable by this Institute in that event and the security deposit in the form of performance Bank Guarantee shall be encashed.

13. The firm shall not assign or sublet the work or any part of it to any other person or party.

14. The tender is not transferable.

15. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

16. In case of non-compliance of the work order after entering into Agreement or withdrawal of the offer after submitting tender, the EMD/Security Deposit will be forfeited and the party will be black listed for 3 years. Also, further action shall be taken at the costs of the Party.

17. The Institute is not in any way bound to accept the lowest or any quotation and reserves the right to accept any quotation in whole or any part of the quotation or portion of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s), whatsoever.

18. The selected party has to execute a performance warranty agreement on Rs.100/- Non-Judicial Stamp paper in the enclosed format.

19. In case of delay in supply within the specified time period in the Supply Order, Director IIFM without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 1.5% per month (To be calculated on daily basis) of the price of the undelivered items. Such penalty will be deducted from the Bills of the firm or from the Security Deposit of the Vendor.

20. In case of inferior quality of items, or supply of items not as per the approved specifications/sample, the Institute has the right to reject the complete material and cancel the supply order and forfeit the EMD including black-listing of the party; or to impose appropriate amount of penalty as decided by the Institute

21. The Tenderer should have its own establishment, which can be inspected at call by IIFM, before finalization of the Tender.

22. The selected party should be able to offer a minimum guarantee of one year for repair/replacement of the items, in case of faults/damage on the furniture items due to manufacturing defects, noticed if any.

23. The Institute has the right to retain the rates of L-1 to L-3 parties as deemed fit.

24. criteria for award of supply order will be based on the rates quoted by the bidders as well as the quality of samples submitted, besides fulfilling other criteria as asked for in the Tender documents.

25. The price bids of only those tenders will be opened whose samples will be approved approved by the committee.

26. Validity of this Tender will be 3 months from the date of submission of the Tender.

27.If the last date of receipt and opening of the Tender happens to be a declared holiday by unforeseen circumstances, the Tender will be received and opened on the immediate next working day.

28. The tenderers average manufacturing financial turnover during the last three financial years should be atleast 500 lakhs. CA certified copy to be submitted to this effect.

(Seal and signature of Tenderer)

INSTITUTE OF FOREST MANAGEMENT, BHOPAL
NOTICE INVITING TENDER
FOR SUPPLY OF CLASS ROOM CHAIRS
(No.IIFM/M(P)/2018/01)

TECHNICAL BID FORMAT

Sr.No.	Technical requirements	Yes	No	Attachment Number.
01	Copy of currently valid Company Registration/Incorporation Certificate or Registration under Company Law. (to be attached).			
02	Copy of currently valid Original Equipment Manufacturer's (OEM) or their authorized Dealership certificate (to be attached).			
03	Copies of Audited Balance Sheet with Returns of Last 3 Financial Years. (Copies of FY 2014-15, FY 2015-16 and FY 2016-17 to be attached).			
04	CA certified copy showing the average manufacturing financial turnover during the last 3 years is more than Rs.500 lakh.			
05	Copy of PAN Card (to be attached.)			
06	Corpies of 1. Registration 2. VAT/Service Tax Registration 3. Factory Act License			
07	Copies of certificates of : 1. ISO 9001 2. ISO 14000 3. ISO 18000			
08	Bid document duly filled in and signed as token of acceptance of Terms and Conditions of Tender.			
09	EMD of Rs.20,000/- by Demand Draft drawn from any Nationalized Bank in favour of Director IIFM, Bhopal.			
10	Cost of Tender Document of Rs.1000/- by Demand Draft drawn from any Nationalized Bank in favour of Director IIFM, Bhopal			
11	Willingness of the Firm to submit one sample of the Chair for quality assessment by the Institute during the technical bid evaluation, if the Institute so desires before opening of the Financial Bid for finalizing/ award of the supply order. (The price bid of only those tenderers will be opened whose samples will be approved by the committee.)			

Date :

(Signature & Seal of Tenderer)

INSTITUTE OF FOREST MANAGEMENT, BHOPAL
NOTICE INVITING TENDER
(No.IIFM/M(P)/2018/01)

FINANCIAL BID FORMAT FOR SUPPLY OF CLASS ROOM CHAIRS

DETAILS OF ITEM WITH SPECIFICATIONS FOR WHICH RATES TO BE QUOTED

Sr. No.	Name of item with specifications	Quantity (No.)	Rate quoted each (Rs.)	Total Amount (Rs.)
01	<p>SPECIFICATIONS FOR CHAIR</p> <p>1) DIMENSIONS</p> <p style="margin-left: 40px;">SIZE: Width (W) : 49.5 cm – 59.5 cm Depth (D) : 44 cm – 54 cm. Height (H) : 47 cm – 55 cm. Seat Height (SH) : 45 cm – 50 cm.</p> <p>2) SEAT/BACK ASSEMBLY:</p> <p>The seat and back should be made up of 1.2 cm – 1.5 cm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam with PVC lipping all around. The back foam is designed with contoured lumbar support for extra comfort.</p> <p>3) POLYURETHANE FOAM:</p> <p>The polyurethane foam should be moulded with density = 45 +/-3 kg/m and Hardness = 20 +/- 3 at 22-28 percent compression.</p> <p>4) ARMRESTS:</p> <p>The one-piece armrests made of black integral skin polyurethane with 50-70 Shore Hardness and reinforced with M.S. insert. The armrests should be scratch and weather resistant. The armrests should be fitted to the seat with seat armrest connecting bracket made of 0.2-0.5 cm. thick. HR steel.</p> <p>5) TUBULAR UNDERSTRUCTURE :</p> <p>The understructure should be made of M.S. tube dia.2.50cm.- 2.80cm x 14-16 BG thick and black powder coated. Powder coated with minimum _____ thickness.</p>	140 No.		
	Warranty offered on the Chairs: years			

	Total			
--	--------------	--	--	--

- Note: 1. Rates quoted should be inclusive of taxes and supply and installation at IIFM campus.
 2. A minimum warranty of one year should be offered on the items supplied. However, the actual warranty offered should be mentioned in the column mentioned above.

(Signature and seal of the Tenderer)

**FORM FOR PERFORMANCE BANK GUARANTEE
 (To be furnished on award of Contract)**

To

The Director
 Indian Institute of Forest Management
 Nehru Nagar, Bhopal

WHEREAS..... (Name and address of Contractor) (Hereinafter called "the Contractor" or "Supplier") has undertaken, in pursuance of Contract No..... dated..... to execute supply of furniture items for your Institute.

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Nationalized Indian Bank for the sum specified therein as Security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, upto a total of (amount of guarantee) Rupees..... (in words), such sum being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your

demanding the said debt from the contractor before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until 28 days from the date of expiry of the Defects Liability Period.

Signature and seal of the Guarantor.....
Name of Bank.....
Address.....
Date.....

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

(On 100/- rupees Non-judicial stamp paper – to be submitted on award of work order)

AGREEMENT

This Agreement is entered into this..... day of
2012 etween the Indian Institute of Forest Management (IIFM), Bhopal, having its office at Nehru Nagar, Bhopal, being represented by the Director,(which expression shall include his successors in office), the first party of the Agreement, and M/s
(being represented by its proprietor which expression shall include its successors or assignees), the second party, on the other part of the Agreement.

WHEREAS, against the Tender of Indian Institute of Forest Management, M/s.....
have submitted the quotation for the supply of item(s) , details given in Schedule-I (Supply Order) which shall form the part of this Agreement.

WHEREAS the party on the first party has accepted the quotation of the party for the supply of item(s) as per the details given in the Schedule-I and the said party has agreed to supply the items on the terms and conditions explained hereafter and also as per the Order No..... dated.....

THIS AGREEMENT THUS WITNESSES AS FOLLOWS

01. That the Party on the second part will supply the item(s) on the rates mentioned in the Schedule.
02. That the ordered items will be supplied within days or as specified in the Purchase Order.
03. That the items will be supplied strictly according to the brand/specifications/samples, approved by the competent authority of the Institute.
04. Minimum guarantee of two years from the date of supply of the item, will be offered by the supplier, for repair/replacement of the items.
05. That in case of delay in supply within the specified time period in the Supply Order, Director IIFM without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 1.5% (To be calculated on monthly basis) of the price of the undelivered items. Such penalty will be deducted from the Bills of the firm or from the Security Deposit of the Vendor.
06. have also the right to cancel the supply order and forfeit the EMD/Security Deposit, including black-listing of the party.
07. In case of inferior quality of items, or supply of items not as per the approved specifications/sample, the Institute has the right to reject the complete material and cancel the supply order and forfeit the EMD including black-listing of the party; or to impose appropriate amount of penalty as decided by the Institute.
08. The party on the first part has the right to increase/decrease the quantity of items to be ordered.

09. That the party on the second part will submit a Security Deposit for an amount of Rs..... by Demand Draft/FD/Bank Guarantee drawn in favour of Director, IIFM, Bhopal.

10. That the party on the second part agreed that they will not make any request for enhancement in the approved rates as per the terms and conditions of the work order.

11. That the party on the second part shall be liable and answerable to the party on the first part in respect of all causes of damages, claims, charges, etc. of any, arising out of carelessness, breach of the Agreement.

12. In case of dispute arising between the parties in respect of interpretation, construction of this Agreement, the same shall be referred to the Director IIFM for adjudication thereof and whose decision shall be final and binding upon both the parties.

13. That the party on the second part undertakes to abide all the terms and conditions as mentioned in the Tender Notice (No.....).

IN WITNESSES WHEREOF, both the parties of this Agreement, sign and execute this Agreement on the date as aforesaid at Bhopal.

(CHIEF ADMINISTRATIVE OFFICER)
Indian Institute of Forest Management
Nehru Nagar, Bhopal.

Second Party:
Name & Address:.....