

TERMS & CONDITIONS**Eligibility Criteria for the Bidder:**

- a) The Bidder should be an Authorized partner/dealer having a direct purchase and support agreement with the OEM (Godrej / Wipro / Methodex / Bonton). Relevant document is to be submitted.
- b) The bidder should have an experience of supplying such institutional items, to reputed educational institutions of Govt / Private. The details of such supplies for the last 2 years, should be furnished along with copies of P.O.
- c) The bidder will have to submit an undertaking stating that they will NOT be outsourcing any work specified in this tender document to any other party.
- d) The OEM of the Furniture being quoted by the bidder should have presence in India for more than 10-years. Relevant document is to be submitted
- e) OEM should have a service centre in West Bengal.
- f) The bidder should have annual average turnover, for last three financial years, of at least 50 lakhs. Relevant document is to be submitted.
- g) The OEM should have at least one certification like; Greenguard, BIFMA, ISO 9001 etc. Relevant document is to be submitted

Earnest Money Deposit (EMD)

- a) The quotation must be accompanied by Earnest Money Deposit (EMD) of Rs. 50,000. Tenders without earnest money will not be entertained.
- b) The EMD shall be in the form of DD/FDR from any of the Commercial Banks drawn in favour of "MDI Murshidabad" and payable at Omarpur /Raghunathganj /Jangipur, District Murshidabad, West Bengal.
- c) The EMD should be submitted in a separate cover, duly super-scribed and kept inside the envelope named "Technical Bid"
- d) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraws or amends /impairs or derogates from the tender in any respect within the period of validity of the tender.
- e) The earnest money of all the unsuccessful bidders will be returned without any interest to them at the earliest after issue of the purchase order.
- f) The Earnest Money of successful bidder shall be returned on receipt of Performance Security.

Performance Security

- a) The successful bidder shall submit a Performance Security @ 5% of the cost of the furniture within 2 weeks of the placement of purchase order.
- b) The Performance Security shall be in the form of FDR /Bank guarantee, from any of the Commercial Banks, drawn in favour of "MDI Murshidabad" payable at Omarpur /Raghunathganj /Jangipur, District Murshidabad, West Bengal.
- c) The Performance Security shall be valid for a period of 30 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations and will be released only after completion of all contractual obligations successfully.
- d) No interest will be payable by the Purchaser on the Performance Security deposited.

- e) In case supplier fails to deliver the items within stipulated period or fails to provide satisfactory after sale service within the warranty period, the Performance Security submitted by the firm is liable to be forfeited.

Warranty:

The item supplied should be under onsite warranty of minimum TWO years, from the date of satisfactory installation. The supplier is required to eliminate any faults occurring during this period without delay by improvement or replacement free of cost.

Payment Terms:

100% payment will be made only on supply and successful installation at MDI-M site. No part payment will be made.

Validity of quoted price:

All prices quoted shall remain valid for a min. period of 45 days from the last date of submission of bids.

Product Literature:

The Catalogue /Pamphlets / Specifications /Photographs etc. of quoted furniture must be submitted. Bidders are requested to give a short presentation on the items quoted (max. 15 min.) before the Committee. Quality & suitability of the furniture will be assessed from these documents & presentation.

Delivery schedule:

The successful bidders are required to supply & install the furniture within 30 days from the issuance of P.O. Delay in delivery will attract penalty @ 1% per week subject to a max, of 10%. Alternatively, the order will be cancelled.

Purchaser's Right:

MDI Murshidabad (purchaser) reserves the right to reject lowest quotation or all the quotations or accept any quotation or part thereof without assigning any reason.

SCOPE OF WORK

Item No. 1 : Class room desk (option-1 – as per existing pattern) – for 60 students

- Arc shaped/curved desk for 60 students in one class room with flat floor.
- Desk top to be made of 18mm Satyam make ply with lamination with good quality sun-mica laminated finish. Top size 400mm depth and width of 750mm per student. There will be rack for keeping books.
- The vertical supporting SS hollow pipe with 4 inch dia and 24 inch height.

Note: All the above measurements are approximate. Please refer the class room layout drawing given at Page 7 & 8. Please quote as per sample photographs given at Page 9 or its equivalent.

Item No. 2 : Class room desk (option-2) – for 60 students (30 two seater desks)

- Arc shaped/curved desk for 60 students in one class room with flat flooring.
- 2 Seater Student Desk of size 1350mm Width x 450mm Depth x 740mm Height - Design: straight, curved both in flat flooring type and has to be grouted.
- Table top: Made up of 25mm thick pre-laminated particle board with 2mm thick PVC edge banding all around with rounded edge, meeting safety and the ergonomic requirements.
- Under-structure: 63mm dia pipe with necessary materials for grouting. All metal parts are in powder coating finish. Legs: Round 63mm dia x 2mm thick MS pipe welded with 3mm thick CRCA brackets in bottom to grout it to the floor.
- Leg top plate: Made of 300mm dia x 5mm thick HRCA to hold the table with swivel provision to accommodate straight & curve profile of the layout.
- Wire Management: Wire management provisions are to be provided for individual users Provision for wire management through the leg and 4 module switch mounting cut-outs to be provided for individual user.
- Modesty : 18mm thick pre-laminated with 2mm thick PVC edge banding.
- Accessories: Pencil holder/name plate/ book shelf. Book shelf: Made of 10 mm thick CRCA powder coated, fixed below the table top.

Note: All the above measurements are approximate. Please refer the class room layout drawing given at Page 7 & 8. Please quote as per sample photographs given at Page 10 or its equivalent.

Item No. 3: Computer table – for 60 students

- 60MM Thick Workstation 900mm Width x 600mm Depth x 900mm Height, 60 mm thick 2 Tile based system with table-top supported partitions.
- Worksurface : Table top - 25mm thk. Pre-laminate particle board with PVC edge banding. Interior Grade. Specially designed powder coated M.S. brackets fixed to the partition frame support the table tops. Gable ends are of 25mm thk. both side laminate (BSL) with 2mm PVC imported edge banding on front side. Sealed edge in table top and gable ends are with 0.8mm PVC imported edge banding.
- CPU Trolley:- CPU trolley is made from 1mm Thick CRCA steel sheet. The width of the trolley can be varied for accommodating various widths of CPUs; The trolley is mounted on lockable castors from reputed manufacturers in India.
- Metal Keyboard tray.

- Wire/power management: The data / electrical cut out provision is provided above/below the table-top and skirting raceway all along the 60 mm partition.

Note: All the above measurements are approximate. Please quote as per sample photographs given at Page 11, 12 & 13 or its equivalent.

Item No. 4: Library reading table – for 60 students (15 four seater table)

- Four seater reading table with 1500mm Width X 1050mm Depth X 900mm Height. and 8mm thick laminated glass screen (400mm height) in the centre of the table top.
- Table tops are in 25mm thick prelam particle board, Interior Grade with 2mm thick PVC edge banding.
- Under-structure is made up of MS duly powder coated to the thickness of 50-60Micron. 50X50 Square Leg support beneath the Table Top.
- Power Mast leg for wire management from the Floor. Power Points are accommodated on the Access Flaps at the Table Top.

Note: All the above measurements are approximate. Please quote as per sample photographs given at Page 11, 12,13 & 14 or its equivalent.

Item No. 5: Revolving chairs for computer room & class room – 150 nos.

Mid back revolving Chair, Fabric upholstered with fixed arm rest. Width: 71 cm, Depth: 71 cm, Height: 80.1 – 91.10 cm, Seat height: 43 – 54 cm.

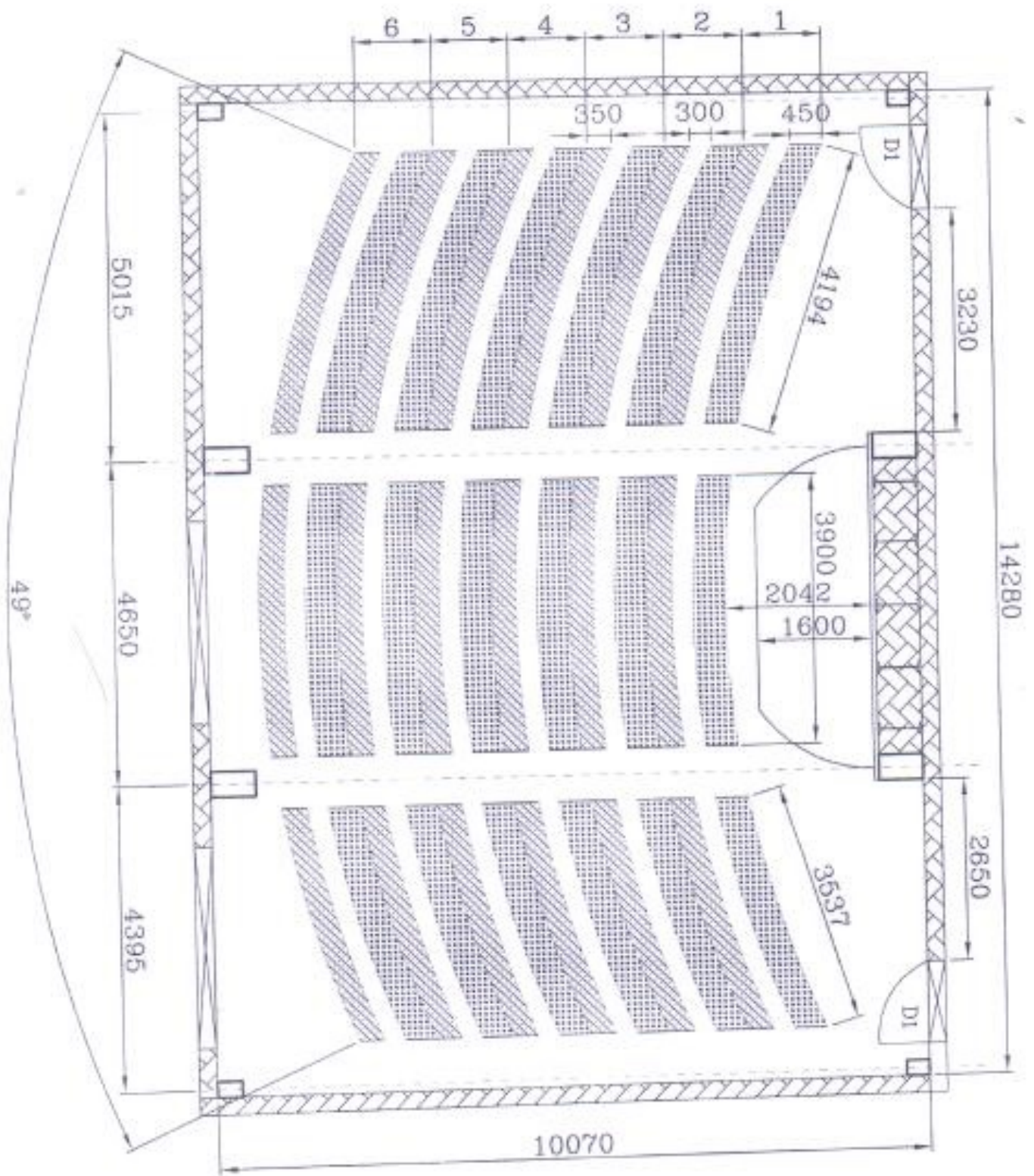
Note: All the above measurements are approximate. Please quote as per sample photographs given at Page 15 or its equivalent.

Item No. 6: Library reading room chairs – 60 nos.

- Overall sizes of Chair - Height 930mm x Width 580mm, Depth 550mm
- Seat made of polyurethane moulded foam and Upholstered with mesh fabric. Back made of pp structure with head rest for extra comfort and mesh fabric mounted on back structure. Seat sizes are width 510 mm and depth of chair seat is 480 mm , back sizes are width 490 mm and height of back seat is 490 mm Arm rest fixed made up of PP.
- Under structure made up of chrome plated 25.4mm thick round CRCA pipe. Pipe end cap should be made up of high quality polypropylene material.

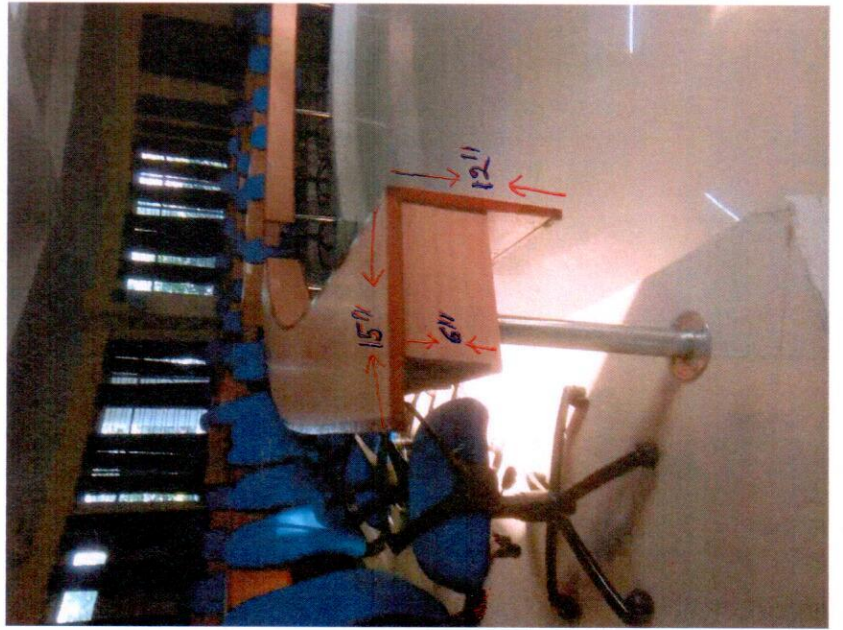
Note: All the above measurements are approximate. Please quote as per sample photographs given at Page 16 or its equivalent.

NEW CLASSROOM OF CAPACITY 60+ SEATS



[Handwritten signature]

Class Room Furniture











UPS Trolley & key board



Library reading table





Width	Depth	Height	Seat Height
71 cm	71 cm	80.10 - 91.10 cm	43-54 cm



H : 930
W : 580
D : 550

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SELECTION PROCESS

The Contractor/Firms will be selected on the basis of QCBS (**Quality and Cost Based Selection**) as recommended by the Construction & Capital Purchase Committee of MDI-M. The evaluation will be done on the basis of the highest combined score obtained in **the technical bid evaluation** and the figures quoted in the **financial bid**.

Evaluation Process

The Technical bid shall be evaluated as below for 100 marks:

Technical bid: (Total marks: 100)

- a) The no. of years the OEM is in the business of manufacturing of furniture. (Max. marks: 10)
10 yrs: 2 marks; 15 yrs: 4 marks; 20 yrs: 6 marks, 25 yrs: 8 marks, above 25 yrs: 10 marks.
- b) Certification owned by the OEM. (Max. marks: 10)
ISO 9001: 2 marks; ISO 14001: 2 marks; ISO 50001: 2 marks; BIFMA: 2 marks;
Greenguard/GreenPro: 2 marks; Indian Design mark: 2 marks
- c) Avg. annual turnover of last 3 yrs of the bidder. (Max. marks 10)
up to 50 lac: 4 marks, up to 75 lac: 6 marks, upto 1 cr.: 8 marks, Above 1 cr.: 10 marks
- d) Total value of P.O. (supply of institutional furniture) executed in last 2 years (Apr-2017 onwards) by the bidder. (Max marks: 10)
10 lac: 2 marks; 20 lac: 4 marks; 30 lac: 6 marks; 40 lac: 8 marks; above 40 lac: 10 marks.
- e) Quality & suitability of the product as per the requirement of MDI-M. (Max. 60 marks)
It will be assessed based on the Catalogue /Pamphlets / Specifications /Photographs etc. of quoted furniture and the power point presentation on the quoted furniture given by the bidder. Marks will be assigned for each items quoted.

Technical score (Ts) for each items will be calculated (a)+(b)+(c)+(d)+(e)

Financial bid: (Total Marks: 100)

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of bidder with the lowest quote as below:

$$F_s = 100 * F_1 / F$$

Where:

F_s = The financial score of the Financial Proposal being evaluated

F_1 = The price of lowest priced Financial Proposal

F = The quoted price of Financial Proposal under consideration

Marks will be assigned for each items and F_s will be calculated in the above manner for each items.

Combined evaluation

The score of technical proposal would be given 80% weightage, and the financial proposal would be given 20% weightage. The weighted combined score of the Technical score (Ts), and Financial score (Fs) shall be used to rank the bidders on the basis of formula given as below:

$$\text{Combined Score} = 80\% * Ts + 20\% * Fs$$

The combined score of the each items will be calculated in the above process. The highest scoring bidder of each items will be the successful bidder for that particular item subject to fulfilment of other requirements.

CHECKLIST FOR TECHNICAL BID

The following checklist is to be printed on the bidder's official letter head and all the technical documents are to be attached with this checklist.

Limited Tender Enquiry (Two-Bid System) for supply & installation of institutional furniture at MDI Murshidabad

Tender Ref. No. MDIM/Furniture-Acad. Block/2019/37, dated 20-Apr-2019

Sl. No.	Description	Remarks	Page No.
1.	Authorized partner/dealer certificate issued by the OEM	Submitted/not submitted	
2.	The total value of P.O. executed by the bidder for supply of furniture in educational institutions in last 2 yrs (since Apr-2017)	Rs. Copies of P.O. submitted / not submitted	
3.	Undertaking stating – not to be outsourced any work specified in P.O. to any other party	Submitted (on official letter head) /not submitted	
4.	The number of years the OEM is in the business of manufacturing of furniture	Years Document submitted / not submitted	
5.	Presence of service centre of OEM in West Bengal.	Address & Phone no.	
6.	Avg. turnover of the bidder in last 3 Financial years.	FY 2016-17: Rs..... FY 2017-18: Rs..... FY 2018-19: Rs..... Avg. of 3 yrs. Rs..... Documents submitted / not submitted	
7.	The certification owned by the OEM Documents submitted / not submitted	
8.	Catalogue /Pamphlets /Specification / Photograph etc. of the quoted items	Submitted / not submitted	
9.	Soft copy of the Presentation matter	Soft copy submitted / not submitted	
10.	EMD submitted	Rs..... DD No.....	
11.	Min. 2 yrs. onsite warranty of the quoted items	Accepted / not accepted	
12.	Validity of the quoted price days	
13.	Delivery time (30 days)	Accepted / not accepted	

(Name & signature of the bidder)

FINANCIAL BID FORMAT

Financial bid is required to be submitted in the following format in bidder's official letter head.

Limited Tender Enquiry (Two-Bid System) for supply & installation of institutional furniture at MDI Murshidabad

Tender Ref. No. MDIM/Furniture-Acad. Block/2019/37, dated 20-Apr-2019

Item no. of the Tender	Description of the item	Unit price	No. of units	GST on unit price	Total amount (inclusive all)

Note:

- a) All the rate quoted on FOR MDI Murshidabad campus basis.
- b) All the rate quoted inclusive of delivery, installation & min. 2 yrs. onsite warranty.

(Name & signature of the bidder)

Place:

Date:

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