

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 : Hostel Bed/cot (single) – 104 nos.

CP Segun Wooden Cot with burnish color polish

with 18 mm Satyam make Ply

Length: 78 inch, Width: 38 inch, Height: 18 inch

Head rest: 36 inch Leg: 4 inch × 1 ½ inch

Note: All the above measurements are approximate. Please quote as per sample photograph given at Page 6 or its equivalent.

Item No. 2 : Hostel Almirah – 95 nos.

Steel Almirah with powder coated finishing:

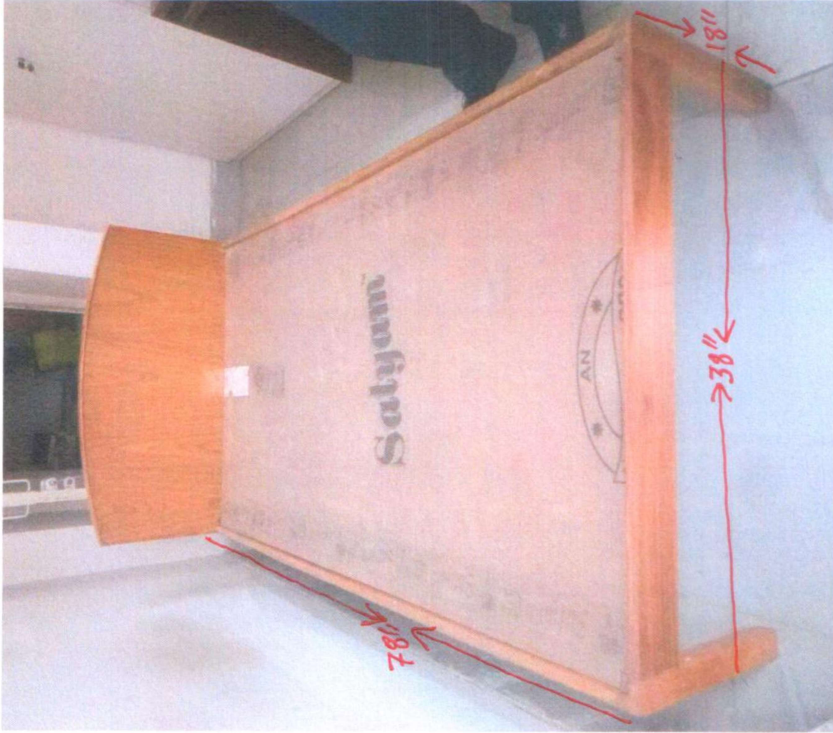
(78" X 34" X 18") 20 gauge (Door) & 22 gauge (Body)

5 shelves (22 gauge) with coat hanging rack. (Without locker) with 3 keys.

Color: Steel Grey

Note: All the above measurements are approximate. Please quote as per sample photograph given at Page 7 or its equivalent.

(S.L.No. 1) Hostel Furniture (Wooden Cot)





Hostel Furniture (Steel Almirah)

X
→ Not
Required

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 hostel furniture at MDI Murshidabad

Tender Ref. No. MDIM/Furniture-Hostel /2019/38, dated 21-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 hostel furniture at MDI Murshidabad

Tender Ref. No. MDIM/Furniture-Hostel/2019/38, dated 21-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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