

TENDER DOCUMENT

JORHAT ENGINEERING COLLEGE

GARMUR, JORHAT 785007

NAME OF WORK:

**TENDER ON SUPPLY AND INSTALLATION OF
AUDITORIUM CHAIRS AT NEWLY CONSTRUCTED
AUDITORIUM OF JORHAT ENGINEERING
COLLEGE**

Tender Serial No *....JEC/* */2020.....*

TENDER FEE RS 1000.00 (ONE THOUSAND) ONLY

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Signature and Seal of the Issuing Officer

A. Objective: Jorhat Engineering College (JEC) established in the year 1960 and one of the most esteemed Engineering College of Assam in its illustrious career has served the country by producing distinguished engineers of high quality in various branches. The college is having student strength of around 1500. A new auditorium is coming up with the financial help of **Oil India Ltd** to cater the need of the college fraternity as a whole. The present tender is floated to execute supply and installation of Auditorium Chairs at the newly constructed auditorium. The bidder is to execute the works as desired and specified by the college authority.

B. Intent of the Tender: The intent of this tender document is to furnish details of supply and work scope that shall be required to execute and complete the auditorium chairs as well as other techno-commercial requirements to be furnished.

C. Eligibility Of Bidder: Basically the bidder must be a registered firm having experience of supplying and installation of quality chairs in big auditorium or theatre hall. Necessary supporting documents shall have to be furnished along with the technical part of the bid on firm registration and proof on providing/installing quality and rugged chairs in auditorium. In case of manufacturer's authorized firm or channel partner, necessary documents are also to be furnished along with the **technical bid**, failing which the submitted bid will be rejected. The bidder should have average annual turnover of atleast Rs 30.00 (Thirty) lakhs in last two years. In this regard, latest certificate/audited balance sheet is to be submitted in the technical bid.

Moreover, the original chair manufacturer must possess the following certification, the proofs of which are to be furnished.

- i. ISO certification,
- ii. BIFMA certificate
- iii. GREEGUARD certificate
- iv. IGBC certificate

D. Experience Of Bidder: The eligible bidder must have experience in successfully supplying and installing auditorium chairs in at least 4 (Four) nos auditorium or theatre hall or conference hall of minimum 300 nos capacity in last 5 five years and of which at least 1 in the year 2020. Documentary evidence in regards to experience (e.g., copies of Work Order & Work Completion Certificate) issued to the bidder by clients must be submitted along with the technical part of the submitted bid failing which bid will be rejected.

E. LOCATION of WORK: Jorhat Engineering College newly constructed auditorium building, Jorhat 785007

F. SCOPE OF WORK: The work will be divided into two parts:

- a) Submission of drawing, and layout plan of auditorium chairs prior to supply for approval.
- b) Supply, installation in totality as per the approved drawing, layout plan and towards full satisfaction of JEC authority .

All equipment, tools & consumables if any for installation will be under the scope of successful bidder.

Note: The successful Bidder is to furnish to The Principal, Jorhat Engineering College the complete work schedule within 10 (Ten) days of issue of LOI/ Order

G. TERMS & CONDITIONS: The bidder must adhere to all the under mentioned clauses of this tender document and also, the tender must be submitted as per instructions given in clause **H(3)** below, without which the submitted tender of the bidder may not be considered for evaluation at this end. The bidder must state clearly his acceptance of the clauses of this tender in the **technical bid**. However, in case of deviation of any tender clause by the bidder, the same must be stated clearly in bold in Technical Bid as per the attached sheet (Annexure A).

In case the bidder fails to state the deviation(s) clearly, it will be presumed that the bidder has accepted all terms and conditions of this tender document. In addition, acceptance/rejection of bidder's deviation(s) shall be at sole discretion of the Undersigned.

The clauses under the head-'**Terms & Conditions**' are given below:

1. Scope of Work of Bidder:

The present tender is floated to execute supply, installation, submission of detail drawing of chair, specification and layout drawing for the newly constructed auditorium of Jorhat Engineering College. The bidder is to execute the works of drawing submission, supply and installation as desired and specified by the college authority. Quantity of chair for VIP will be 100 (hundred) numbers and general 600 (six hundred) nos as per initial estimate. **However, considering the VIP chair 100 nos as fixed quantity, the bidder is to verify and to offer the general chair quantity as per the suitability of the auditorium with the layout plan. Bidder is also to give offer for 12 nos stage chair.**

Supply Part:

a. **VIP Chair:** Quantity 100 nos, Make: GOODREJ/ FEATHERLITE/EQUIVALENT
The quantity as shown is fixed. The chair quality is to be strong enough and as per the specification given below. The chair frame material, Coating etc shall have to be as per IS guide line. The weight of individual chair shall be 24.5 Kg \pm 1.0 Kg

Specification:

Seat: 480mm X 480 mm

Back: 620mm X 470mm

Seat Height: 420mm

Overall height: 950mm

Overall Width: 560mm

Side Panel: 480mm X 340mm

Tolerance : 0 \pm 5mm

- b. **Auditorium Normal Chair:** Quantity 600 (Six hundred) nos, Make: GOODREJ/ FEATHERLITE/EQUIVALENT

The chair quality is to be strong enough and as per the specification given below. The chair frame material, Coating etc shall have to follow IS code guide line. The weight of individual chair shall have to be 20 ± 1.0 Kg

Specification:

Seat: 480mm X 480 mm

Back: 620mm X 470mm

Seat Height: 420mm

Overall height: 950mm

Overall Width: 560mm

Tolerance : 0 ± 5 mm

- c. **Stage Chair:** Quantity 12 (Twelve) nos, Make: GOODREJ/ FEATHERLITE/EQUIVALENT

The chair quality is to be strong enough and as per the specification given below and without arm. The chair shall have fixed cushion facility.

Specification:

Seat: 480mm X 480 mm

Back: 620mm X 470mm

Seat Height: 4200mm

Overall height: 1050mm

Overall Width: 580mm

Tolerance : 0 ± 5 mm

The above quantities as shown is only a minimum estimation of chair requirement which may vary according to the space availability of the auditorium. The bidder is to study and may submit the bid accordingly.

The bidder is to note that the 'equivalent make' of different make indicates the equivalent quality (to be specific of brand name, model no, IS code and criteria lay under clause C) which will be the key selection criteria of the equipments. Model with specifications are to be mentioned for technical/price evaluation purpose. Price evaluation will be based on equivalent makes only.

2. Scope of JEC authority:

Jorhat Engineering College will provide accommodation for the personnel engaged in installation & commissioning work. The auditorium detail drawing will be provided along with the bid. Necessary electrical power will be provided for installation of chairs. JEC authority may also ask the successful bidder for alteration of installation location if the same is felt necessary as per the site condition.

3. Firm Price:

The price(s) quoted by the bidder shall be firm on **delivery/work completion at JEC basis** without any variation in any way until completion of the work in full. The bidder must state all the tax & duties, freight, etc., as applicable, clearly in the Price-Bid of the submitted tender.

4. Terms of Payment:

(a) 100% payment including all tax and duties shall be made after successful completion of the work as per Order/LOI and subjected to fulfillment of Performance Bank Guarantee Clause of this tender (Clause-G:6). The supply however is to conform to the BOQ. The successful bidder is to submit BOQ with delivery schedule within 20 days from the date of issue of LOI or the order for verification and payment purpose.

(b) The bidder shall submit the bill in triplicate for payment.

5. Guarantee:

The entire work, i.e., both materials & workmanship, shall be guaranteed for a period as per the manufacturers guide line from the date of successful installation

in full. Free replacement of damaged material(s) and correction of damages/deteriorations if arises during the guarantee period shall have to be done by the bidder at their own cost. The replacement and rectification work should be done within a reasonable time as determined and directed by the Undersigned. However, in no case the guarantee period is beyond One year from the date of commissioning.

6.Work Completion Period:

The entire work, i.e., both supply of materials and installation shall be completed within a period of **60 (sixty) days** from the date of Order/LOI.

7. Inspection

The entire chairs after complete installation shall have to undergo a thorough inspection by a technical committee. The successful bidder is to satisfy the Technical committee of JEC on quality and installation as per approved document.

8.Performance Bank Guarantee:

On receipt of the formal Order, the successful bidder shall have to furnish a Performance Bank Guarantee for an amount equivalent to 10% of the total order value including statutory tax and duties. The PBG shall be released after expiry of the Guarantee period as mentioned in Clause 'G5' but **in no case it is more than one year from the date of commissioning.**

However, if the Contractor fails or neglects to perform any of his obligations under the contract/as per work order/tender, then JEC authority shall have the right to forfeit either in full or in part of it at his absolute discretion, the PBG furnished by the Contractor.

9.Validity of the Offer:

The Offer shall be valid for a period of 120 (one hundred twenty days) from the date of opening of the technical bid.

10.Bill of quantity (BOQ) :

The successful bidder is to submit the BOQ covering complete details of three types of chairs. The Vendor's name/make of all items shall have to be specified. Only reputed vendor with specified make shall be acceptable.

11. Packing:

The dispatched materials shall be packed suitably by the successful bidder to withstand any rough handling to evade damage during transit.

12.Mandatory documents:

The bidder must **submit copies** of the following mentioned documents along with the technical part of the bid without which the submitted tender will not be considered for evaluation at this end:

- a. Signed & sealed copy in each page of Tender Document.
- b. Copy of PAN Card.
- c. Copy of GST Registration Certificate of the bidder's Firm.
- d. Documents related to bidder's eligibility and past experience as per clauses C & D of this document.
- e. Documents related to bidder's Firm: Certificate of registration of the Firm (in case of Solo Proprietor)/ Partnership Deed (in case of LLP)/ Certificate of Incorporation' together with Memorandum / Articles of Association (in case of Company), whichever is applicable.
- f. EMD and Tender paper fee
- g. Technical literature, Drawing, Design basis etc
- h. Any other document as sought in this tender document.

JEC authority will provide complete drawing of the auditorium with the bid document.

13.Clarification and Additional Information:

During submitted bid's evaluation, the authority may request bidder for any clarification on the submitted bid and/or additional documents related to the tender. Bidder shall submit the sought clarifications and/or document(s) within stipulated time as determined by the undersigned. However, seeking clarification and document(s) during bid evaluation shall be on sole discretion of the undersigned.

14. Tender fee & Earnest Money Deposit (EMD):

The bidder must submit the requisite TENDER FEE and EMD. Bid received without requisite tender fee and EMD will be rejected.

TENDER FEE of Rs.1,000.00 (Rupees One thousand only) must be paid in the shape of Demand Draft in original of any Nationalized Bank/Scheduled Bank of RBI duly pledged in favor of the **The Principal, Jorhat Jorhat Engineering College.**

EMD amounting at the rate of 2% (1% under Govt approved category) on the basic price in the shape of **Demand Draft** in original of any Nationalized Bank/Scheduled Bank of RBI shall be submitted as Earnest Money along with the technical part of the bid, duly pledged in favor of **The Principal, Jorhat Engineering College.** Refund of the Earnest Money of the unsuccessful bidders will be sent directly to the bidders within a reasonable period & without any interest and on submitting written request to the undersigned for EMD release. **The EMD of the successful bidder shall be released, without interest, after submission of PBG (G5).**

15. Technical Literature & Design:

The bidder must submit technical literature and catalogue of their offered product along with the technical part of the bid. The technical literature/manual must contain detailed technical specifications and description of the offered product(s).

16. Test Certificate:

Manufacturer's Test Certificate of equipments must be submitted by the bidder along with the materials.

17. Supervision & Inspection:

The Work shall be supervised by a technical committee constituted by the college authority and the bidder's site in charge shall have to cooperate with the committee as and when necessary. Payment will be made on the basis of the verification/inspection report of the Technical committee.

18.OWNER'S RIGHT TO ACCEPT OR REJECT A BID:

The undersigned reserves the right to accept a bid other than the lowest and to accept or reject any bid in whole or part, or to reject all bids with or without notice or reasons. Such decisions by the undersigned shall bear no liability whatsoever consequence upon such decisions.

19.Award of Supply:

a) The bidder whose bid is accepted by the committee shall be issued formal Order/LOI prior to expiry of bid validity. Bidder shall confirm acceptance by returning a signed copy of the Order within 07 (seven) days from the date of receipt of formal Work order/LOI.

b) JEC authority shall not be obliged to furnish any information / clarification / explanation to the unsuccessful bidders as regards of non-acceptance of their bids. Except for refund of EMD (without interest) to unsuccessful bidder, JEC authority shall correspond only with the successful bidder.

20.Force Majeure:

The terms and conditions mutually agreed upon with respect to this agreement shall be subject to Force Majeure. Neither the Contractor nor JEC authority shall be considered to be in default in the performance of their obligations contained therein, if such performance is prevented or delayed or restricted or interfered with by reasons of War, Hostilities, Revolution, Civil Commotion, Strike, Epidemic, Accident, Fire, Cyclone, Wind, Flood, Earthquake, Regulation or Ordinance or Requirement of any Government or any Sub-Division thereof, or Authority or Representative of any such Government and / or due to Technical Snag/Reasons, or any other Act whatsoever, whether similar or dissimilar to those enumerated, beyond reasonable control of the parties hereto, or because of any Act of God. The party so affected, upon giving prompt notice to the other party, shall be excused from such performance to the extent of such prevention, delay, restriction or interference for the period it persists, provided that the party so affected shall use its best efforts to avoid or remove such causes of non-performance, if possible, and shall continue performance hereunder with the utmost dispatch whenever such causes are removed. Should one or both parties be prevented from fulfilling their

contractual obligations by a state of **Force-Majeure lasting continuously for a period of three months**, the two parties to the contract shall meet and decide about the future course of action for implementation of the contract.

21. Jurisdiction:

Subject to arbitration clause, all questions, disputes of differences arising under or in connection with the contract shall be subject the exclusive jurisdiction of Courts of Jorhat.

22. Arbitration Clause:

All disputes or differences whatever so arising between the parties out of or relating to this Order shall be settled by. The venue of arbitration shall be at Jorhat.

23. Liquidated Damage Clause(LD):

If the successful bidder will fail to complete the work as per the stipulated time period, then Liquidated damage @ 1% of total ordered value in every 7(seven) days shall be applied. Failure in the part of JEC authority to provide required support like site clearance, electrical power etc. then the days affected for such failure shall not be counted in actual completion period. However, in no case liquidated damage shall exceed more than 10%.

24. SAMPLES:

All participating bidder is to deliver at least one sample of each chair item at the time of submitting the bid documents. However, flexibility has been given of sample submission date and interested bidder may submit the samples 3 days prior to the date of submission of the bid to the college authority. **No samples will be received after the stipulated time and date of bid submission.** The Principal, Jorhat Engineering College will be the consignee of receiving the chair samples. **The technical bid will be considered incomplete without sample.** The samples will be an evaluation criteria of the technical bid. The unsuccessful bidder may take back their samples after finalization of the bid document with a request letter to the Principal, Jorhat Engineering College.

(H) GENERAL INSTRUCTIONS TO BIDDER:

1. The bid document can be purchased from the office of the Principal, Jorhat Engineering College. Also, the tender document can be downloaded from **www.jecassam.ac.in**. In such case, the tender fee has to be submitted along with the Technical Bid in the shape of Demand Draft duly pledged in favour of **The Principal, Jorhat Engineering College**.

2. The bid shall be completed in two bid system as directed below:

Technical & un-priced commercial part – Technical bid.

Priced commercial part – Price bid.

(a) Technical and Un-priced Part – Technical Bid:

This part shall contain technical and commercial (Un-priced) bid including the following mentioned documents to be submitted as per date and time mentioned in the tender notice:

- Signed copy of Tender document and **Demand Drafts for Earnest Money & Tender Fee**.
- Technical and Commercial part (not price part) of bidder's Offer.
- Supporting document related to eligibility and experienced criteria.
- All requisite documents as per Clause 'G' of this tender document.
- Any other relevant document as required for this tender.
- **Note: No part offer of the tender shall be accepted.**
- **Techno-commercial bid disclosing price shall be summarily rejected.**

(b) Priced Part – Price Bid:

Priced part shall contain "**Offered Price**" dully filled shall be **submitted as per date and time mentioned in the tender notice**. Priced part shall have to include all statutory tax and duties, Freight & Insurance, etc. as per Clause **G1** of this tender document. The bid will be evaluated on the basis of total offered price. However, the **price breaks up of the Materials and Work part to be separately indicated in the price bid for payment**. No stipulation, deviation, terms and conditions, presumption, etc shall be stated in priced part of bid. **In addition, price quoted by the bidder must be Firm and in INR.**

Note: No part offer of the tender shall be accepted.

3. Submission of Bid:

Technical Un-priced part and Priced part must be submitted in separate sealed envelope. **The Technical un- priced bid and the Price bid are to be put in two separate envelopes and to be sealed.** For identification purpose, both the envelop to be marked by writing clearly as '**Technical un- priced bid**' and '**Price bid**' on the cover of both the envelop along with Tender name and Tender no. Both the sealed envelope is then to be put in a single cover envelop and to be sealed. The outer cover should duly bear the Tender number, date & time of opening of the bid along with the address of the office. The bid may be submitted directly in the tender box or may also be sent by post but tender must reach before the date and time mentioned in the tender notice. The cover sealed envelope to be addressed to:

The Principal

Jorhat Engineering College

P.O.Jorhat Engineering College,

Garmur, Jorhat-785007

4. Pre-Bid Discussion:

During pre bid discussion, Techno-commercial discretions with bidder shall be arranged. If needed, bidder shall depute authorized representative(s) for attending the discussion. The representative(s) attending the discussions shall produce authorization from the organization to attend the discussions and sign the minutes on behalf of the organization. The authorized representative(s) must be competent and empowered to settle all technical and commercial issues. **Pre-bid discussion shall be held at Office of the Principal, Jorhat Engineering College, Garmur, Jorhat 785007. Considering present pandemic situation, only two**

participants from each bidder will be allowed inside the discussion room with strict adherence to safety guide line norms of Govt of Assam.

Note: Bidder may visit JEC site, on working days only, to obtain precise/additional information (if required) regarding the measurements and other site conditions before submission of tender. The minutes of pre-bid meeting shall be recorded and shall be an obligation to all the bidders participating in the tender.

5. BID Opening:

a) Opening of Techno-commercial & Un-priced Part of Bid:

- i) On the date and time mentioned in 'Notice Inviting Tender', the Technical and Un-priced Commercial Part will be opened.
- ii) In the event the specified date of bid opening is declared a holiday for Govt., the bid shall be opened on the next working day at the specified time and location.
- iii) **Bid with required Tender Fee & EMD shall be taken up for detailed evaluation.**

b) Opening of Priced part of the Bid:

Price Part of submitted tender will be opened only of those bidders whose bids are considered **Techno-commercially acceptable**. The date of price bid opening will be intimated to all eligible bidders within shortest possible time.

6. BID Evaluation Criteria:

a) Techno-commercial Part:

- i) The Techno-commercial Part of bid shall be evaluated as per clauses stipulated in this tender.

The bid must be accompanied with EMD as specified in the tender.

- iii) Bidders must ensure that complete bid along with all details as sought are submitted as per requirements of this tender document.
- iv) Bid document without "make", model and quantity of equipment shall not be considered for bid evaluation.
- v) Bid must have submitted with chair samples.

b) Price Part:

The quoted price inclusive of all components as referred in clause-G (1) 'Scope of Work' shall be considered during price bid evaluation. **The break up price of equipments shall have to be furnished for bid evaluation.** However, lowest bidder will be selected on the basis of total offered price subject to fulfillment of clause G (1). The bidder must clearly specify all tax & duties levied in the absence of which the bid will be rejected.

7. Consignee:

The Principal
Jorhat Engineering College
P.O. JEC, Garmur
Jorhat 785007

The undersigned reserves the right to accept or reject any or all of the bids without assigning any reason thereof. He is not bound to accept the lowest rate also.

Principal

Jorhat Engineering College,
P.O. Jorhat Engineering College
Garmur, Jorhat 785007