



**INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE**  
**IIM KOZHIKODE CAMPUS P.O., KOZHIKODE-673570, KERALA**  
**PHONE: (0495) 2803001–2803009; FAX: (0495) 2803010-11**  
**Website: www.iimk.ac.in**

**TENDER**  
**FOR**  
**SUPPLY AND INSTALLATION OF CHAIRS**

**Tender No. IIMK/2-17/T-2/2011**

Issued to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Last date of issue of Tender Form : 01.02.2012**  
**Last date for submission of Tender : 02.02.2012 (till 3:00 pm)**  
**Date of opening of Tender : 02.02.2012**  
**Time for opening of Tender : 02.02.2012, 4:00 pm**

## NOTICE INVITING TENDER

1. Sealed tenders are invited by the Director, Indian Institute of Management, Kozhikode, Kerala, for supply and installation of **High Back Revolving Chairs (44 Nos.), Mid Back Chairs (45 Nos.) and Low Back Visitors Chairs (132 Nos.)**.
2. Tenderers should quote their rates both in figures and in words. Separate prices should be given for each item and the total of each page along with carried figures of the previous page shall be given in ink and signed by the tenderer. No blank space shall be left.
3. Tenders not properly filled, mutilated, with incorrect calculations or generally not complying with the conditions are liable to be rejected.
4. Each page of the tender should be serially numbered. The covering letter should clearly specify the total number of pages in the tender submitted by the tenderer.
5. **Authorized signatory:**  
If the tender is made by or on behalf of a company incorporated under the Companies Act of 1956, it shall be signed by the Managing Director or one of the Directors duly authorized on that behalf. If it is made by a partnership firm, it shall be signed with co-partnership name by a member of the firm who shall sign copy of Power of Attorney with the tender authorizing him to sign on behalf of the partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
6. **Acceptance period:**  
The tender shall remain valid for acceptance for a period of 90 days from the date of opening of tender.
7. **Rate quoted by the supplier:**  
Complete rate for the supply and installation should be quoted in the prescribed format (Page No. 9). Rates quoted in any other place/form shall not be considered. The quote can be for the complete items as per our specifications given in Annexure I. Adherence to our specifications shall be a pre-condition. Tenderers are requested to furnish a statement [Annexure – II] showing the specifications of the products quoted by them.  
  
Rate quoted by the supplier must include the cost of transportation of the chairs to the Institute; all taxes such as Sales Tax, Entry Tax, VAT etc. and no claim after submitting the quotation shall be entertained. Any other charges over the quoted rate shall clearly be indicated.  
  
The Institute will not provide Form C & D (Sales Tax) or any other certificates to the supplier.  
  
The unit price for High back Revolving Chair, Mid Back Revolving Chair and Low Back Visitors Chair shall be quoted separately.
8. The vendor should be able to install the chairs at the designated locations within IIMK campus.
9. No alternations in tender forms shall be made by the tenderer and if any such alteration is made, the tender is liable to be rejected.

10. The acceptance of tender will rest with the Institute, which does not bind itself to accept the lowest tender and reserve to itself the authority to reject any or all of the tenders received, without assigning any reasons.

11. **Earnest Money Deposit and Security Deposit:**

a) EMD @ 5% of the amount specified in the respective tender form is to be submitted along with the tender document in the form of Demand Draft drawn in favour of the Indian Institute of Management Kozhikode, payable at Calicut. Tenders received without EMD or EMD in any other form than as stated above is liable to be rejected. The EMD will be refunded to the unsuccessful tenderer within one month of the acceptance of the tender.

b) Within ten days of the award of Purchase Order, the supplier shall furnish a bank guarantee for a sum equivalent to 10% of the order value as Security Deposit (Performance Guarantee) valid until the date of installation of the equipment. EMD already deposited along with tender shall be returned on furnishing the performance guarantee (Security Deposit).

The Security Deposit/EMD shall not bear any interest.

12. **Income Tax:**

Every tenderer shall furnish along with the tender the following documents without which his/her tender is liable to be rejected:

a) The latest Income Tax Clearance Certificate.

b) Balance sheets for the last three years preceding the year of procurement duly audited by a Chartered Accountant.

13. **Acknowledgement of the Purchase Order:**

The supplier shall give an acknowledgement of the Purchase Order within 10 days of the date of the Purchase Order. In case, the supplier fails to acknowledge the Purchase Order within the stipulated time, the Institute is at liberty to cancel the Purchase Order.

14. **Delivery Schedule and Penalty for Delay:**

Delivery schedule shall clearly be indicated in the quotation submitted by the supplier. Penalty at the rate of 0.5% or part thereof of the order value per week, subject to a maximum of 2.5% will be imposed for delayed delivery and installation.

15. **Payments:**

Normal payment terms acceptable to the Institute shall be 90% payment within 30 days of satisfactory supply and installation of the chairs and the rest 10% after expiry of warranty period. In case the Supplier submits a Bank Guarantee for equivalent amount, this 10% payment will be released.

The Institute will deduct amount towards Tax Deducted at Source (TDS) as per the latest Income Tax Rules from all payments made to the supplier/contractor.

16. **Warranty:**

The equipment quoted shall carry **manufacturer's on-site warranty for three years**. Deviation in warranty terms, if any, shall clearly be mentioned in the offer.

During the warranty period, the vendor shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of the furniture, accessories etc.

During the warranty period, the vendor shall be responsible for attending to all the reported problems, and shall replace the defective parts at no extra cost.

If the vendor fails to attend any defect during the warranty period the same work will be attended by other agency and charges paid to the agency will be deducted from the Retention Money.

17. Demurrages and penalty, if any, paid by the supplier due to his/her fault shall not be borne by the Institute.
18. The tenders shall be duly signed by the authorized signatory. Unsigned tenders will summarily be rejected and no correspondence shall be entertained.
19. The tenderer shall sign on each page of this tender document as a token of acceptance of the tender conditions and also the Tender Form in Page No. 8. Unsigned tenders shall not be considered.
20. The tenders submitted shall clearly mention the name of the firm/person in whose favour the purchase order is to be placed. Any request made after submitting the tender for changing the name of the firm in whose favour the purchase order is to be placed shall not ordinarily be entertained.
21. The tenderer shall attach a list of his/her customers with supporting documents, failing which the tender is liable to be rejected. The Vendor shall also provide a list of three (3) organizations including a contact person for each organization, where similar items have been installed.
22. If the tenderer is not the original manufacturer of the product(s), a letter from the OEM authorizing the vendor to quote OEM's product on behalf of the OEM specifically for this tender shall be attached failing which the offer shall be rejected.
23. The tenderer shall attach catalogues and other details of the products quoted.
24. If the tenderer suggests any other alternative (option), this shall be separately mentioned and deviation from our specifications indicated clearly.
25. The vendor should be able to provide samples of the chairs quoted at his/her own cost for verification, if required.
26. The vendor should have his/her own capability for repair and maintenance of the equipment quoted locally.
27. The proposal should be duly supported by the following documents:
  - i. Covering letter addressed to the Chief Administrative Officer, giving brief company profile and brief technical description of the product quoted.
  - ii. Name and address of the manufacturer
  - iii. Letter of authorization and support for three years, from the principal company, if the product quoted is a third party product.
  - iv. Customer list
  - v. Statement of compliance with specification as specified by us
  - vi. List of support locations
28. Contact details of the person for all post sales/installation maintenance support:

**Name & Designation:**

**Phone No:**

**Fax No:**

**Mobile:**

**E-mail:**

29. IIMK reserves the right to alter and revise the technical specifications or the required quantity of the items at any point of time. In case of such alteration, the tenderers shall be duly notified.
30. Tenderers are to abide by all the Terms and Conditions detailed above. In case these terms and conditions are not acceptable to any tenderer, he/she should clearly specify the deviations in his/her tender. IIMK reserves the right to accept or to reject them.
31. In case of any dispute, the decision of the Director of the Institute shall be final and binding on both the parties.
32. **Receipt of Tenders:**  
Tenders along with all supporting documents, EMD etc. in sealed envelope will be received as stated on the cover of this notice.

If the tender document is downloaded from IIMK web site, a declaration in the Performa attached has to be furnished.

**The tenders along with all necessary documents in sealed envelopes should be sent to the following address, superscribing tender number:**

**THE CHIEF ADMINISTRATIVE OFFICER  
INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE  
IIM KOZHIKODE CAMPUS P.O.  
KOZHIKODE – 673 570  
KERALA  
PH: 0495-2803001-2803009**

IIMK is not liable for non-receipt of the tender forms in time due to change in address on the envelope.

Tender documents received after the last date and time for receiving tenders will be summarily rejected and no correspondence shall be entertained.

Signature of the Tenderer with Official Seal

## PROFORMA

### Certificate for Tender Documents Downloaded from Indian Institute of Management Kozhikode Website

In case the tender document is downloaded from the website, a declaration in the following Proforma has to be furnished.

"I..... (Authorized Signatory) hereby declare that the Tender Document submitted has been downloaded from the website <http://www.iimk.ac.in> and no addition/deletion/correction has been made in the Tender Form (Tender No.....) downloaded. I also declare that I have enclosed a DD/Bankers Cheque No. .... dated ..... for ₹..... towards the cost of Tender Form along with technical / techno-commercial bid".

In case at any stage, it is found that the information given above is false / incorrect, IIMK shall have the absolute right to take any action as deemed fit/without any prior intimation.

**Signature of the Tenderer with Seal**

## Annexure - I

Sl. No.	Item	Description	Colour	Unit	Estimated Unit Price (₹)	Quantity Required
1	<b>High Back Revolving Chair</b>	Ergonomically designed high back chair with leather upholstery, leather upholstery soft top fixed armrest, knee tilt synchronous mechanism, pneumatic seat height adjustment, five position locking , tilt tension adjustment	Black	No.	8,000.00	44
2	<b>Mid Back Chair with armrest and sledge base</b>	Ergonomically designed mid back chair with seat and backrest are made of polyurethane foam, thick cushion, soft top fixed arm rest and sledge base	Blue	No.	7,000.00	45
3	<b>Low Back Visitors Chair</b>	Ergonomically designed low back chair seat and backrest are made of polyurethane foam, thick cushion and sledge base	Blue	No.	3,000.00	132

Annexure - II

Sl. No.	Item	Description / Key Features	Colour
1	High Back Revolving Chair		
2	Mid Back Chair with arm rest and sledge base		
3	Low Back Visitors Chair		

## TENDER FORM

Sl. No.	Item	Rate (All inclusive*)	Qty.	Total Amount
A	<b>High Back Revolving Chairs</b> (As per specifications given in Annexure – II of the Tender Document)	₹ ..... (in figures) Rupees ..... ..... (in words)	44 Nos.	₹ ..... (in figures) Rupees ..... ..... (in words)
B	<b>Mid Back Chairs with arm rest and sledge base</b> (As per specifications given in Annexure – II of the Tender Document)	₹ ..... (in figures) Rupees ..... ..... (in words)	45 Nos.	₹ ..... (in figures) Rupees ..... ..... (in words)
C	<b>Low Back Visitors Chairs</b> (As per specifications given in Annexure – II of the Tender Document)	₹ ..... (in figures) Rupees ..... ..... (in words)	132 Nos.	₹ ..... (in figures) Rupees ..... ..... (in words)

\*Rate quoted shall be inclusive of all charges for supply and installation.

Date:

Signature of the Tenderer with Official Seal