

Short Notice Tender

for

Supply and Installation of Modular Kitchen & Wardrobe for Director Curriculum Development Residence at Jharkhand University of Technology, Ranchi



Jharkhand University of Technology, Ranchi

Science and Technology Campus, Sirkhatoli, Namkum, Ranchi, Jharkhand-834010

jutranchi.ac.in

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SECTION 1 – BID SCHEDULE

Short Notice Tender for “Supply and Installation of Modular Kitchen & Wardrobe for Director Curriculum Development Residence”	
Tender No.	JUT-684/2021/1605
Date of Tender	19.10.2022
Tender Type	Two Bid Systems: Tender should be submitted by the scheduled date with your covering letter in the enclosed form duly signed. Your quotation must be submitted in two Envelopes: Technical Bid and Financial Bid super scribing on both the Envelopes- the tender no. and the due date and both these sealed Envelopes are to be put in a bigger Envelope which should also be sealed and duly super scribed with the Tender No. & Due Date.
Date of Pre Bid Meeting	03.11.2022 at 03:00 PM at Conference Room, Jharkhand University of Technology, Science and Technology Campus, Sirkha Toli, Namkum, Ranchi-834010
Last date & time of submission of Tender	12.11.2022 up to 05:00 PM
Place, Date & Time of Opening the Technical Bids.	16.11.2022 at 03:00 PM at Conference Room, Jharkhand University of Technology, Science and Technology Campus, Sirkha Toli, Namkum, Ranchi-834010
Place, Date & Time of Opening the Financial Bids.	Will be Announced further
Tender Fees	Tender Fee of Rs 500/- (Rs. Five Hundred Only) in the form of Demand Draft in the favor of Jharkhand University of Technology " payable at Ranchi, to be submitted in the Technical Bid
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft in the favor of "The Registrar, Jharkhand University of Technology " payable at Ranchi, to be submitted in the Technical Bid.
Contact No.	Purchase Officer: +918271936438

Note:

1. The authority (JUT Ranchi) reserves the right to reject any or all the bid(s) received without assigning any reason thereof. JUT reserves the right to cancel the tendering process at any stage without assigning any reason thereof.

2. This tender document contains 17 pages and bidders are requested to sign on all the pages. The duly filled in bid should be sealed by the bidders and super scribed as “Supply and Installation of Modular Kitchen & Wardrobe for Director Curriculum Development Residence”.

SECTION 2 – ELIGIBILITY CRITERIA

1. Enclose copy of **Certificate of Incorporation** Under the Company's Act in case the firm is a company, **partnership deed** in case the firm is a partnership firm and **proof of proprietorship** in case the firm is an individual firms.
2. Enclose copy of valid **GST Registration** Certificate.
3. Enclose Bidder's Information as per **Annexure I**
4. Bidders having **experience** of similar work during last 3 years in Government/ Semi- Government/ PSUs. Copy of work orders, completion certificates and payment received against the work order is required as per **Annexure II, if any**. The work experience must be in following manner :-
 - a) 3 Nos. of similar completed works costing not less than an amount equal to 40% of the estimated cost of this NIT. **OR**
 - b) 2 Nos. of similar completed works costing not less than an amount equal to 50% of the estimated cost of this NIT. **OR**
 - c) 1 Nos. of similar completed works costing not less than an amount equal to 80% of the estimated cost of this NIT.
5. The bidder must have an Average Annual Business Turnover of a minimum 30 % of the estimated value in the last three consecutive financial years **Annexure III**. (Enclose copy of Audited Annual Accounts with Chartered Accountant certificate for turnover for the last three years).
6. The bidder should accept tender terms & Conditions as per **Annexure IV**.
7. Price Schedule as per **Annexure V (to be kept separately in financial bid cover)**.
8. The bidder must not be a Blacklisted/Suspended firm or have not been involved in any service related dispute with any Government or Private organizations / Banks, in or outside India, as per **Annexure VI**
9. Tender Documents should be duly signed on each page by the concerned/ competent person of the firm.

SECTION 3 – INSTRUCTIONS TO BIDDERS

SUBMISSION OF OFFER:

1. Technical and Financial bid for the items must be submitted to the Registrar, Jharkhand University of Technology, Ranchi in a sealed Envelope clearly mentioning the name of tender on the top of the envelope and must reach the Jharkhand University of Technology, Ranchi office on or before **12.11.2022; Time-05:00PM**. In case due date happens to be a holiday the tender will be accepted and opened on the next working day.
2. Tender must be submitted in two bid system. Envelope "A" containing Technical Bid and Envelope "B" containing Financial Bid.
3. The Quotation must be enclosed in a SEALED COVER super scribing tender number / due date & should reach the office of the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not found sealed, it will be rejected.
4. Price bid must be submitted in the enclosed "Price Schedule Format" only.
5. If Price bid is not quoted in the Price Schedule Format as provided in Tender document, then JUT Ranchi will reject bid along with forfeiting Earnest Money Deposit.
6. Every bidder shall enclose an affidavit to the effect that he has not been Black listed by any Govt. Dept. /PSU.
7. Any bidder currently engaged in litigation with any other Organization, must inform their status in writing.
8. Any future communication with bidders will be carried out electronically and /or in hard copy. All the bidders must provide their current E-mail address along with their postal address.
9. A cancelled cheque leaf of a running bank account should be enclosed for refund purposes.

CANCELLATION OF TENDER:

1. Notwithstanding, anything specified in this tender document, Purchaser / JUT Ranchi in its sole discretion, unconditionally and without assigning any reasons, reserves the rights:
 - To accept OR reject lowest tender or any other tender or all the tenders.
 - To accept any tender in full or in part.
 - To reject the tender offer not conforming to the tender's terms and conditions.
 - To give work preference to Public Sector undertakings wherever applicable as per Govt.Policy/ Guidelines.

VALIDITY OF THE OFFER: 90 days from the date of awarding the contract.

TRANSFER AND SUBLETTING: The vendor shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

EVALUATION OF OFFER:

1. JUT Ranchi will evaluate technical and financial acceptable offers on landed net Price basis inclusive of all taxes and levy.
2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
 - Non submission of complete documents required as per tender document.
 - Receipt of offers after due date and time and or by email/fax (unless specified otherwise).
 - Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clauses mentioned in this tender documents, JUT Ranchi shall construe that the BIDDER had accepted the clauses as per the invitation to tender and no further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders is over.
5. In case of two bid system the date and time of Price Bid opening shall be intimated to technically qualifying bidders only.

SECTION 4 – TERMS AND CONDITIONS

4.1 Award of Contract:

1. The selected bidder will abide by all the Terms & Conditions of the Tender Document.
2. Selection of bidders will be done only on L1 rate basis from amongst the technically qualified bidders.
3. The Performance of the selected bidder will be reviewed by a committee after completion of work.

4.2 Earnest Money Deposit:

1. Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft in the favor of- " Jharkhand University of Technology, Ranchi " payable at Ranchi, to be submitted in Technical Bid, failing which, the submitted bid will be rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. For successful bidder, **EMD will be converted into security Deposit and will be retained with JUT Ranchi for one year from the date of issue of the work order without interest.**
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required **performance security (10 % of the work value)** within the specified period, its EMD will be forfeited.
5. In case there is any loss or damage to the material or unsatisfactory services provided to JUT, Ranchi by the bidder then such losses will be adjusted from the Security deposit.
6. If the quality of product and service provided is not found satisfactory, JUT Ranchi reserves the right to cancel or amend the contract.

4.3 Payment Terms:

Payment will be made within 30 days after submission of bill acceptance of quality of services supplied. Payment will be made through RTGS/electronics payment mode.

4.4 Force Majeure:

Force Majeure will be accepted on adequate proof thereof.

4.5 Disputes:

1. In the event of any dispute over this contract, JUT Ranchi's decision shall be final and binding.
2. Any dispute arising out of this contract shall be subject to Ranchi (Jharkhand) jurisdiction.

4.6 Estimated Cost

The estimated cost of this proposed work is EMD 3, 00,000 (Rupees Three Lac Thousand only)

4.7 Instructions & Guidelines for submission of application form for Agencies/ Contractors

1. Application form shall be submitted in sealed envelope super scribing "Supply and Installation of Modular Kitchen & Wardrobe for Director Curriculum Development Residence" within the specified dates as in "Section I' to the office of registrar, JUT, Ranchi at Science & Technology Campus, Sirkhatoli, Namkum, Ranchi, Jharkhand-834010.
2. The application shall be signed by the authorized person (s) of the contractor. **All pages of the bidding document shall be signed/ sealed.**
3. JUT Ranchi reserves the right to accept or reject any application or cancel this bidding process without assigning any reason or incurring any liability thereof.
4. Bidder should give an undertaking certifying that the contractor has not been blacklisted by any Govt. / Local bodies/ PSUS/ autonomous bodies.
5. The tenderer has to make his own arrangement for the inspection of site and his stay during the visits and no payments shall be made on this account.

4.8 Conflict of Interest

1. JUT, Ranchi requires services that can provide professional, objective and impartial advice and at all times hold the client's interest paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interests and act without any consideration for future work. The agency/ contractor and any of their affiliates shall be considered to have a conflict of interest and shall not be hired under any of the circumstances given below.
 - a. Conflicting activities or assignment i.e. providing goods or works or assignment other than maintenance works.
 - b. Conflicting relationship i.e. business/ relationship with a member of client's staff involved in the job.
 - c. The consultants shall be required to observe the highest standard of ethics during rendering of professional services.

4.9 Scope of contract:

The contractor shall carry out and complete the said work in every respect in accordance with this contract and with the directions of and to the satisfaction of the University. The University may in its absolute discretion and from time to time issue further drawings and/or written instructions, details, direction and explanations which are hereafter collectively referred to as "University instruction in regard to":

1. The variations or modifications of the design, quality or works or the addition or omission or substitutions of any work.
2. Any discrepancy in the specification or between the Schedule of Quantities and specification.
3. The removal from the site of any materials brought thereon by the contractor and the substitution of any other material therefor.
4. The removal and/or re-execution of any works executed by the contractor.
5. The dismissal from the works of any persons employed thereupon.
6. The opening up for inspections of any work covered up.
7. The amending and making good of any defects.

The contractor shall forthwith comply with and duly execute any work comprised in such University's instructions provided always that verbal instructions, directions and explanations given to the Contractor or his representative upon the works by the University shall, if involving a variation, be confirmed in writing by the Contractor within seven days, such shall be deemed to be University's instructions within the scope of the Contract.

4.10 Other Terms & Condition:-

1. JUT, Ranchi reserves the right to modify the criteria and take own decision if so required.
2. The contractor shall carry out all the works as specified in the contract at its own cost without demanding any advance for the expenditure estimated to the institute.
3. The University shall be at liberty to object to and request the contractor to remove forthwith from the work any person provided by the contractor who, in the opinion of the Engineer, misconducts himself, or whose presence on Site is otherwise considered by the University to be undesirable, and such person shall not be again allowed upon the works without the consent of the University.
4. Accident or injury to workmen: JUT Ranchi shall not be liable for or in respect of any damages or compensation payable to any workman for death for or injury resulting from any act or default of the contractor.
5. The contractor shall take appropriate steps to provide insurance coverage to his work and workers and staff employed by him fully required under the contract who are likely to be affected while carrying out the work.

SECTION 5-SCOPE OF WORK

5.1 Specification of Work

The scope of work covers 'Fabrication, Supply & Installation of Modular Kitchen & Wardrobe in 1 bungalow of Director Curriculum Development at JUT Campus, Sirkha Toli, Namkum, Ranchi in accordance with specifications prepared to the satisfaction of the University. The following specifications shall form part of the contract, and these shall deem to be supplemental to the specifications and not in derogation thereof except to the extent specifically provided herein.

1. Materials shall be of the best-approved quality obtainable, and they shall comply with the respective IS specifications. Plywood used in the work shall be of IS710 waterproof marine grade. Mica used in the as inner laminate shall be of 0.72 mm thickness and outer laminate shall be of 1 mm thickness. Under slab part shall have profile handles whereas overhead unit shall have 4" SS handle. Channels used in kitchen unit shall be of soft close mechanism. Samples of all materials shall be got approved before using and the approved sample shall be deposited in the University.
2. Damaged surface of walls/floor/skirting etc., surface shall be made good to the original condition with appropriate tile/plastering/painting etc., as per the direction, without any extra cost.
3. Minor alterations if required (of the order of a few centimetres) as per site conditions may be carried out during execution.

I / We hereby declare that I / we have read and understood the above instructions for guidance of tenderers and accept the same.

Date :

Signature of Authorized signatory with seal.

Place :

Name and Address:

5.2 List of Materials of Approved Brand and/or Manufacturer

1.	Plywood	a) Green Ply b) Anchor c) Kitply d) Century
2.	Laminates	a) Merino b) Greenlam c) Green Ply d) Century
3.	Channels	a) Hettich b) Ebco c) Godrej
4.	Basket	a) Ebco b) Godrej
5.	Lock	a) Godrej b) Link c) Harrison
6.	Glue/adhesive	a) Fevicol b) Araldite c) Vamicol

Note:-

The contractor shall produce 2-3 makes as the case may be for University's approval, before using the same in the works. Material approved by the University shall only be used in the work.

I / We hereby declare that I / we have read and understood the above instructions for guidance of tenderers and accept the same.

Date :

Signature of Authorized signatory with seal.

Place :

Name and Address:

5.3 Schedule of Quantities

Fabrication, supply and installation of modular kitchen units and wardrobe as per the following specifications. (The mentioned measurements are approximate only. The exact measurements shall be taken for each work after completion of work)		
Sl. No.	DESCRIPTION OF ITEMS	
1.	Modular Kitchen	Build under slab and overhead storage unit containing Cup & saucer unit, Thali basket, Bottle pullout, Dustbin unit. All storage having shutter and profile handle in under slab area.
2.	Wardrobe	Both 2 door and 3 door almirah has box type storage and frame door overhead with one centre lock and one drawer lock.

SECTION 6-ANNEXURES

Annexure-I

ORGANIZATIONAL DETAILS

Sl. No.	Parameter	Details
1	Organizational Set-up: -Year of Establishment -Status of Contractor (Proprietorship/Partnership/Company/Any other) -Name of Director/Partners/Proprietors -Empanelment with Govt. Organizations (If Any) -(Mention names along with copies of Certificates)	
2	Registration Details: -GSTIN Registration No. -PAN Details (Attach copy) -If registered with CPWD/PWD/any Govt. Body/Autonomous body etc. (Attach copy)	

Place:

Date:

**Signature of the bidder
Name & Designation**

**LIST OF MAJOR ASSIGNMENTS
COMPLETED IN LAST 7 YEAR/IN PROGRESS**

Sl. No	Name of work/ Project with address	Short description of work	Name and address of owner/ client	Value of Work Project	Date of Start of Work/ Project		Date of completion of Work/Projects		Bonus/Liquidated damages if any imposed	Any other Relevant Information

Note:

The list of works/projects mentioned should be substantiated with documentary evidence such as work orders and completion certificates in the absence of which the application is liable to be rejected.

Place:

Date:

**Signature of the bidder
Name & Designation**

FINANCIAL STATUS

Sl. no	Financial Year	Turnover (in Rs. Lac)
1		
2		
3		

Note:

Certified copies of audited Balance sheet/ IT Return/Chartered Accountant's Certificates to be enclosed.

Place:

Date:

**Signature of the bidder
Name & Designation**

AFFIDAVIT

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF MINIMUM RS.10/- DULY CERTIFIED BY NOTARY PUBLIC)

Affidavit of Mr.S/o.....
R/o.....

The deponents above named do hereby solemnly confirm and declare as under:

1. That I am proprietor/authorized signatory of M/s.....having its Head office/Regd. Office at.....
2. That the information/ documents/Experience certificate submitted by M/s.....along with this 'Bidding document to JUT Ranchi, are genuine and nothing has been concealed.
3. I shall have no objection in case JUT Ranchi, verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case JUT Ranchi, demand so for verification.
4. I hereby confirm that in case, any document, information or certificate submitted by me is found to be incorrect/false/fabricated, JUT Ranchi, at its discretion may disqualify/ reject my application for pre-qualification out-rightly and also debar me/ M/s.from participating in any future tenders/PQ.
5. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), and I/We shall abide hereby by the terms/conditions/clauses contained therein.
6. The corrigendum(s), if any, issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
7. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
8. I/We do hereby declare that I/We have read and understood the entire specifications/requirements laid down in the tender document and have prepared the bid in compliance with the requirements specified in the document.

Deponent

I,the proprietor/authorized signatory of M/s.do hereby confirm that contents of the above affidavit are true to the best of my knowledge and belief, nothing has been concealed there from and that no part of it is false.

Deponent

FINANCIAL BID

Annexure-V

Name of Work: Supply and Installation of Modular Kitchen & Wardrobe for Director Curriculum Development Residence at Science & Technology Campus, Namkum-834010. Bidders are requested to visit the campus before submitting the bid.

PRICE SCHEDULE

Sr. No.	Work	Approx. Area	Rate/Sq. Ft.	Total
1.	Modular Kitchen	104 Sq. Ft.		
2.	2 Door Storage Almirah	34.5 Sq.Ft		
3.	3 Door Storage Almirah	40 Sq.Ft.		

Total Amount quoted inclusive of taxes (in figures), Rs (In Words),.....

Place:

Date:

**Signature of the bidder
Name & Designation**

Annexure-VI

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD
TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION**

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To
The Registrar,
Jharkhand University of Technology,
Sirkhatali, Namkum, Ranchi, 834010 (Jharkhand)

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/
debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which
we have Executed/ Undertaken the works/ Services during the last 5 years.

For -----

Authorised Signatory

Date:

Annexure VII

Sr. No	Technical Evaluation Sheet	
1	Demand Draft for Tender Fee	
2	Demand Draft for EMD	
3	Copy of this Tender document duly sealed and signed by the authorized signatory on every page.	
4	Bidder's Information. Annexure-I	
5	Experience details as per annexure-II	
6	Declaration of Annual Turnover Annexure-III	
7	Declaration of Acceptance of Tender Terms and Conditions Annexure-IV	
8	Price scheduled as per annexure-V	
9	Declaration Regarding Clean Track Record, by the bidder Annexure-VI	
11	Certificate of incorporation/ Certificate of Registration	
	GST Registration Certificate	
12	Copy of PAN	

SECTION 7-CHECKLIST
(To be attached with the tender)

Important Notice: An incomplete offer bid may be rejected to aid the bidders in submitting the offer. A checklist is included in the bid Document. The bidders must fill this and submit along with their offer in their own interest.

NIT Ref. No.

Tender due for Opening:-

Sl.No.	Particulars of Completed Tender Documents	Status of Submission (Indicated Yes/No)	Ref. Page No. of Bid
1.	Application Fee/Cost of Tender document		
2.	Earnest Money		
3.	Copy of Certificate of Incorporation Under the Company's Act,		
4.	Bidder's Information as per Annexure I		
5.	With Experience/completion certificate/certificate of similar works as per NIT requirement.		
6.	Financial Turn-over certificate as per NIT requirement		
7.	Copy of PAN Card		
8.	Copy of GST certificate		
9.	Affidavit on Non-Judicial Stamp Paper or on Non-Judicial Adhesive Stamp as per the Performa provided in the Tender Document. (Annexure-IV)		
10.	Declaration as per Performa provided in the Tender Document(Annexure-VI)		
11.	Copy registered partnership deed/joint venture agreement as the case may be		
12.	Original " Power of Attorney in case person other than the tender has signed the tender documents		
13.	Cancelled cheque leaf		
14.	Whether Price Bid is properly filled as per Tender Document stipulation?		
15.	Whether all the pages of tender document are dully filled signed and sealed?		
16.	Whether Technical Bid (Part – I) duly sealed as required?		
17.	Whether Price Bid (Part – II) duly sealed as required?		
18.	Whether all above envelope, kept inside one envelope?		

Signature of Bidder

Name:-

Full Address:-

Telephone No.:-

E-mail address:-