

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
HOSTEL COORDINATING UNIT**

No.IITB/Tender/2024/01

Date : 31.05.2024

Open Tender document for providing Mattress, Pillow, Bucket & Mug to IIT Bombay students for a limited duration.

IMPORTANT INFORMATION

S. No.	Item	Description
1	Scope of Work	Providing Mattress, Pillow, Bucket & Mug to the students of IIT Bombay, Powai, Mumbai
2	Tender Number	No.IITB/Tender/2024/01
3	Tender Type	Open Tender
4	Submission of Bids	Two Bid System: The two-bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as – Technical Bid and Commercial Bid . Both the technical bid and commercial bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid” and "Envelope No. 2 - Commercial Bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with the Tender No. & Due Date and to be submitted to the concern department/section mentioned in tender document.
5	Availability of Bid Documents/Tender Date	31.05.2024
6	Date & Venue of Sample Submission	Date:12.06.2024, From 02:00 PM to 05:00 PM SAC Building, IIT Bombay, Powai – 400076 (Contact No. 8882167908)
7	Venue of Bid Submission	Hostel Coordinating Unit, Nandan Nilenkani Main Building, Next to Security Office, IIT Bombay, Powai - 400076
8	Last Date of Submission of Bid	14.06.2024 (13:00 hours)
9	Venue, Date and time of Opening of Technical Bid	14.06.2024 (15:00 hours) Conference Room, Associate Dean (SA) office 1 st Floor, Main Building, IIT Bombay, Powai – 400076
10	Venue, Date and time of Opening of Commercial Bid	Will be notified later to the technically qualified bidders only
11	Earnest Money Deposit	Rs. 50,000/- (Rupees Fifty Thousand only)
12	Performance Security	Rs. 50,000/- (Rupees Fifty Thousand only)
13	Contact details for any query	Contact No. 022-2576-8900 / 8901 Email to: – raviranjan2995@iitb.ac.in Copy to: - arhcu@iitb.ac.in & gsecha@iitb.ac.in

Indian Institute of Technology Bombay (IITB) invites Open Tender from interested vendors to provide Mattress, Pillow, Bucket and Mug for a limited duration. The Tender document contains the following:

1. Schedule A - Tender Conditions
2. Schedule B - Scope of work
3. Schedule C - Selection Criteria
4. Schedule D - List of Items
5. Annexure I - Basic Details of Tender
6. Annexure II - Specimen of Quotation
7. Annexure III - Undertaking of Bid Security
8. Annexure IV - Checklist

Incharge, HCU

Schedule – A (Tender Condition)

1. The Institute invites the prospective bidders to provide Mattress, Pillow, Bucket and Mug to the students of IIT Bombay for a limited duration **i.e. from 20/07/2024 to 10/08/2024.**
2. The interested bidder may submit the duly filled tender to the Incharge-HCU, Indian Institute of Technology Bombay, Powai – 400076 on or before **13:00 Hrs. on 14/06/2024.**
3. An amount of Rs.50,000/- (Rupees Fifty Thousand Only) towards Security deposit (EMD) in the form of Demand Draft drawn in favour of 'The Registrar, IIT Bombay' should be enclosed with Annexure I. Tenders without EMD will be summarily rejected. While EMD will be returned to the unsuccessful bidders within 45 days of award of the contract. As defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME), bidder will be given exemption in the submission of EMD.
4. All the documents must be duly signed by the authorized signatory of the Tenderer.
5. The sealed cover containing the tender should superscribed as '**Tender for providing Mattress, Pillow, Bucket & Mug to the students of IIT Bombay**'. The sealed cover containing the signed Tender documents and Demand Draft for Rs.50,000/- in favour of "Registrar, IIT Bombay" towards EMD should be sent by in-person/speed/registered post at **Hostel Coordinating Unit, Nandan Nilekani Main Building, IIT Bombay, Powai, Mumbai – 400076.** No interest is payable on EMD submitted.
7. The Tender will be opened on specified date and time in the Conference room, Office of Dean (SA), Nandan Nilekani Main Building, IIT Bombay.
8. The Tenders received after the due date and time will not be considered.
9. The participating tenderers undertake to acknowledge that they have gone through all the Schedules and Annexures of this tender documents and agree to abide by them.
10. The Tender Committee reserves the right to shortlist / reject any or all the Tenders and accept the whole or any part of a tender without assigning any reason therefore.
11. Any legal disputes arising out of this tender process shall be settled in the court of competent jurisdiction located within the city of Mumbai, Maharashtra.
12. **All the prospective bidders have to submit one sample for each items (all 9 items listed in Schedule-D) on 11.06.2024 (from 02:00 PM to 05:00 PM) at the SAC Building, Indian Institute of Technology Bombay, Powai, Mumbai – 400076.** Bid without sample / less sample will not be opened and will be rejected. Cost of transporting the sample will be bear by the respective bidders. Sample of unsuccessful bidder will be returned after award of contract. Authority will not be responsible for the lost/damage of any sample after intimation to collect the sample.
13. The successful bidder have to keep a weighing machine and measuring tape at their allotted space for mattress shop. Any students can check the weight and dimension of the mattress. If any discrepancies found in the weight, students can complaint to the General Secretary (Hostel Affairs).
14. In case, quality is not found suitable, the Competent Authority, on the recommendation of General Secretary (Hostel Affairs), shall have right to terminate the contract. Fine may also be imposed with the approval of Competent Authority for any complaint received from students and the vendor may be debarred for further participation in any bid in the IIT Bombay.

SCHEDULE – B (Scope of Work)

1. Operating area will be provided to the two successful bidders for selling of the goods at four different location near Hostel 1, 3, 15 & 17 at IIT Bombay. L1 will be given preference to choose one set of location between these two set of location near hostel 17, 3 & hostel 15, 1. All the necessary temporary arrangement/infrastructure for selling of the goods will be done by the vendor. After the completion of the contract, any cost for repairs or damages caused by the bidder to IIT property will be adjusted against the Security Deposit of the bids.

2. Operating Duration – From 20/07/2024 to 10/08/2024 (09:00 AM to 10:00 PM)

3. The vendor shall not assign, sublet or part with the possession of the licensed premises and properties of the Institute therein or any part thereof under any circumstances.

4. On expiry/termination of the contract period, the vendor must vacate the allotted space. Any materials which are properties of IIT Bombay should be handed over to IIT Bombay in good and tenable conditions. Cost of repair charges for mishandling and damage, if any (except normal wear and tear), will be deducted from the Security Deposit. Any equipment of the vendor left behind beyond a reasonable time will be deducted from the Security Deposit.

5. The vendor shall not construct or make any structural alterations inside the allotted space.

6. An amount of Rs.50,000/- (Rupees Fifty Thousand Only) towards **Performance security** should be paid by the successful bidder in the form of Demand Draft drawn in favour of 'The Registrar, IIT Bombay' before signing the Agreement. The EMD will be converted as Performance Security for the successful bidder on a request in writing and no interest is payable on the Performance security and the amount will be refunded within 60 days of the expiry/termination of the contract after adjusting dues, if any.

7. The vendor should not employ any child labour. The vendor shall maintain a register with name, age and address of all his employees working in IIT Bombay campus. The successful bidder must report any changes in the list of employees immediately. The successful bidder shall arrange to obtain security pass for all his employees from the Security Section of IIT Bombay, giving due undertaking for their character and antecedents.

8. No staff of the vendor can stay overnight in the IIT Bombay campus or beyond reasonable hours after, before closing or opening time of the shop.

9. The vendor shall be responsible for the proper conduct and behaviour of the employees engaged by him.

10. Smoking, consumption/distribution of alcohol, use of pan and gutka or any other banned or restricted substances by the vendor or his employees of the vendor is strictly prohibited.

SCHEDULE – C (Selection Criteria)

1. Technical and Financial bid will be opened separately. Financial bid will be opened only for technically qualified bidders.
2. It is mandatory for all bidders to supply one sample for each item on 12.06.2024 from 02:00 PM to 5:00 PM. The bid may be rejected on recommendation of the Bid Evaluation Committee, if it found that the sample provided is not satisfactory. In such case, their technical bid will not be opened.
3. IIT Bombay would be providing four locations (near hostel 1, 3, 15 & 17) to sell the below mentioned items. Only two vendors will be selected from the available vendors to sell the undermentioned items at IIT Bombay. The bidder who will quote the lowest of the **Total Value (summation of Offered Price for all individual items)** will be declared as overall L1 vendor. L2 vendor will be given preference to match the price of L1 vendor, if he agrees, the order will be given to him along with L1 vendor. If vendor L2 disagrees, then same offer would be given to next vendor (L3 and so on) in order of their price bid.

SCHEDULE – D (List of Items)

S. No.	Items to be sold	Weight / Size / Volume
1	Box Cotton Mattress 10 Kg White Cotton	30" X 75"
2	Box Cotton Mattress 10 Kg Black Cotton	30" X 75"
3	Sada Cotton Mattress Black Cotton	30" X 75"
4	Cotton Pillow	16" X 25"
5	Recron Pillow	16" X 25"
6	Nilkamal Mattress	30" X 75"
7	Kurlon Mattress	30" X 75"
8	Bucket	20 Liters
9	Mug	1 Liter

Basic Details of Tenderer

S. No.	Description	Information
1	Name of the Vendor:	
	Complete Address:	
	Phone No.	E-mail ID:
2	Contact Person / Representative Name and Designation	
	Phone:	Mobile No.
3.	a). Registration No.	
	b). PAN:	
	Enclosed copies of the above	
4.	Bank Details - Bank Name, A/c No., IFSC Code and complete address (Enclose copies)	
5.	GST Registration Certificate, if applicable	
6.	Registration certificate of Establishment under Maharashtra Shops and Establishment Act, 1948 for similar business category	
7.	Any other information in support of the credentials	Details, if any, to be furnished.

**Signature of Vendor & Date
Official Seal and Address**

Specimen of Quotation

S. No.	Items to be sold	MRP (In Rupee)	Discount (Percentage)	Offered Price (In Rupee)
1	Box Cotton Mattress 10 Kg White Cotton (30" X 75")			
2	Box Cotton Mattress 10 Kg Black Cotton (30" X 75")			
3	Sada Cotton Mattress Black Cotton (30" X 75")			
4	Cotton Pillow (16" X 25")			
5	Recron Pillow (16" X 25")			
6	Nilkamal Mattress (30" X 75")			
7	Kurlon Mattress (30" X 75")			
8	Bucket (20 Liters)			
9	Mug (1 Liter)			
TOTAL VALUE				

Undertaking for Bid Security

(On Company / firm's Letterhead)

To,
Associate Dean (SA)
1st. Floor, Main Building,
I.I.T. Bombay, Powai,
Mumbai – 400 076.

Sir,

We, M/s (name of the firm), with ref. to Tender no. **No.IITB/Tender/2024/01** dtd. hereby undertake that:

- 1) We accept all the terms and conditions of the tender document.
- 2) We accept that, we will not modify our bid during the bid validity period and honor the contract after award of contract.
- 3) In the event of any modification to our bid by us or failure on our part to honor the contract after final award, our firm may be debarred from participation in any tender/contract notified by Indian Institute of Technology, Bombay for a period of one year.

Yours faithfully,

(Signature of the bidder)
Printed Name
Designation
Seal
Date:
Business Address:

Checklist

The following items must be checked before the bid is submitted:

1. Envelope “1” – Technical Bid

- a. Each page of Tender document duly sealed and signed by the authorized signatory.
- b. Annexure – I – Basic details of Tenderer
- c. Annexure – III – Bid security declaration
- d. Enclosed copies of following documents –
 - i. PAN
 - ii. GST Registration Certificate
 - iii. Bank Details
 - iv. Registration Certificate of Estb. Under Maharashtra shops and estb. Act. 1948
 - v. EMD

2. Envelope “2” – Commercial Bid

- a. Annexure II

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Commercial Bid (Envelope 2)** superscribing on both the envelopes the **Tender no. and the due date** and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date.