

Institute of Hotel Management and Catering Technology

G.V Raja Road

Kovalam

Thiruvananthapuram

Ph No: 0471 2480283

Website:www.ihmctkovalam.ac.in

Tender Reference No: KIHM/IHM/TVM/2021/1

e TENDER FOR SUPPLY OF OFFICE / CLASS ROOM FURNITURE - GODREJ / METHODEX/ RUBCO BRAND OR EQUIVALENT

E-Tenders (in prescribed format) are invited from the **Kerala Government accredited Government agencies** for reputed/branded furniture manufacturer/authorized dealers/suppliers for supply of GODREJ / METHODEX/ RUBCO BRAND OR EQUIVALENT brand Furniture items as per the requirements mentioned below in the **Schedule-I** for the Office of Kerala Institute of Hospitality Management Society (KIHMS), Thalassery, Kannur District.

The last date for filing the Bid through the portal is **22.02.2021, 10.00 am.**

SCHEDULE –I

| Sl No. | Item | Dimensions are in cm and for indicative purpose only | BRAND Godrej/ Methodex/Rubco / Equivalent | Quantity |
|---------------|---|--|--|-----------------|
| 01 | Executive Office Desk with Mobile Pedestal/ Drawers and side cabinets. | Length- 240 Depth - 90 Height - 75 | -DO- | 01 |
| 02 | Premium Executive revolving pedestal chair of steel base with side arms with wooden or steel cladding with high back and upholstery seat and back. With Push back lumbar support, with adjustable seat depth and arms. | Length - 76.10 Depth - 76.10 Height- 112-130 Seat Depth- 43.10-53.10 | -DO- | 01 |
| 03 | Premium Executive revolving pedestal chair of steel base with side arms with wooden or steel cladding with high back and upholstery seat and back. | Length - 76.10 Depth - 76.10 Height- 96.50 -114 Seat Depth- 43.10-53.10 | -DO- | 01 |

| | | | | |
|-----------|---|---|-------------|-----------|
| | With Push back lumbar support, with adjustable seat depth and arms. | | | |
| 04 | Visitors Chair with arms and Upholstered | Length- 60.90 Depth – 64.70 Height- 98.20 Seat Depth- 46.20 | -DO- | 12 |
| 05 | Office Table with drawer lock and key. All - Wood desk and free standing pedestal. Drawers on both side. Front covered | Length - 150 Depth – 75 Height- 75 | -DO- | 01 |
| 06 | Office / teacher’s Table with two drawers (small & large) on one side only with lock and key. All -Wood desk and free standing pedestal. Front covered | Length - 135 Depth – 75 Height- 75 | -DO- | 06 |
| 07 | Class room teacher’s Table with single drawer All-Wood desk and free standing pedestal. Front covered | Length - 120 Depth – 60 Height- 75 | -DO- | 01 |
| 08 | Sofa 1 Seater Sofa with upholstery and cushion | Length - 70 Depth – 65 Height- 70 Seat Depth -41.50 | -DO- | 02 |
| 09 | Sofa 2 Seater Sofa with upholstery and cushion | Length - 129 Depth – 65 Height- 70 Seat Depth -41.50 | -DO- | 01 |
| 10 | Teapoy/ center table –with glass top, bottom shelf, with Steel/ Chrome/ wooden legs. | Length – 120 Width – 62 Height- 45 Glass thickness 6 mm (0.5 CM) | -DO- | 01 |
| 11 | Lobby- Sofa 1 Seater. Steel / Chrome- plated steel tubes with cushion on seat and back | Length - 68.40 Depth – 77.50 Height- 74.50 Seat Depth -41.50 | -DO- | 01 |
| 12 | Lobby- Sofa 3 Seater. Steel / Chrome- plated steel tubes with cushion on seat and back | Height- 183 Depth – 77.50 Height- 74.50 Seat Depth -41.50 | -DO- | 01 |
| 13 | Single desk with seat attached, under shelf for books with foot rest | Length – 59.4 Depth - 105.10 Height 75 | -DO- | 30 |
| 14 | MS angle rack with five shelves | | -DO- | 02 |

1. The complete tender document containing general terms and conditions are available on www.etenders.kerala.gov.in and can be downloaded free of cost.

Tender Critical Date Sheet

| | |
|---|-----------------------------|
| Tender Publishing Date & Time | 15.02.2021, 9.00 am |
| Bid document download start date and time | 15.02.2021, 9.00 am |
| Clarification start date and time | 15.02.2021, 9.00 am |
| Clarification end date and time | 18.02.2021, 4.00pm |
| Bid Submission Start Date & Time | 15.02.2021, 9.00 am |
| Bid Submission Closing Date & Time | 22.02.2021, 10.00 am |
| Technical Bid Opening Date & Time | 23.02.2021, 11.00 am |

2. Kerala Government accredited Government Agencies supplying such furnitures may submit their bids in the prescribed format with all the necessary documents online on or before **22.02.2021, 10.00 am** through the portal.

The bidders shall submit their bids online only at www.etenders.kerala.gov.in Portal and to follow the terms and conditions provided therein for online submission of bids.

3. Bidder who has downloaded the Tender from the portal www.etenders.kerala.gov.in shall not tamper/modify the tender form including downloaded price bid in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and bidder is liable to be banned.
4. Intending bidders are advised to visit website www.etenders.kerala.gov.in , www.ihmctkovalam.ac.in and www.keralatourism.org regularly till closing date of submission of tender for any corrigendum / addendum/amendment.
5. Technical Bid will be opened as per date/ time as mentioned in the Tender Critical Date Sheet.
6. Submission of Tender:-
 - (a) The tender shall be submitted online in two parts viz., Technical Bid & PriceBid.
 - (b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
 - (c) The offers submitted by Fax/email/Post will not be considered. No correspondence will be entertained in this matter.

For any queries regarding the bidding procedure, the following persons are to be contacted:

1. Mr. Narayana Sarma.E, Admn. Cum Accounts Officer – 0471 2480283 9.00am to 5.00pm
- 2.

Encl: Asabove

SD/- dated

(.....)

.....

Dated:

1.

2.

3.

SD/- dated

.....

(.....

...)

.....

ANNEXURE-I

SCOPE OF WORK AND TERMS & CONDITIONS

Scope of Work: Supply of GODREJ / METHODEX/ RUBCO BRAND OR EQUIVALENT brand furniture as mentioned in

SCHEDULE-I

Terms & Conditions

1. The Bidder must quote and supply only the furniture of GODREJ / METHODEX/ RUBCO BRAND OR EQUIVALENT Brand and Bid for unbranded items will not be entertained.
2. The Bidder must upload the High-Resolution Colour Photos / Catalogue of each furniture mentioned in the **Schedule-I** and Sl. No. of the item in the Schedule I should be mentioned on the said photograph /catalogue.
3. Bids must comply with the specifications mentioned at **Schedule – I** and Bids have to be made for all items mentioned in **Schedule-I**. Bids for part items will be rejected. The bidders must supply and quote for only GODREJ / METHODEX/ RUBCO BRAND OR EQUIVALENT brand furniture and Bidders may quote their rates inclusive of all charges. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during the validity period.
4. IHMCT, Kovalam, Thiruvananthapuram reserves the right to reject any item found to be non-confirming to required quality and specification at the time of supply from the successful bidder.
5. This office reserves the right to purchase part quantity of a particular furniture item listed in **Schedule-1** / reject a particular furniture item listed in **Schedule-1** based on the availability of funds.
6. The bidders may quote the price only in the **BoQ Format** available in the www.etenders.kerala.gov.in Portal.
7. The price should include supply and installation at the said premises and warranty would commence from the date of commissioning. No delivery charges will be paid extra.
8. The method of selection will be **on the L-1 basis** viz., the bidder quoting lowest total

amount which is inclusive of GST.

9. The supplier should **be registered with the GST** and should upload a copy of the Registration Certificate.
10. The furniture items etc., supplied by the bidders should be of best quality and a strict view will be taken if it is found defective at any stage during or after the delivery. This Office retains the right of taking any action including termination of the contract without assigning any reasons.
11. The Bids should be signed by the authorised person and his full name, designation, contact no. viz., Telephone/Mobile no. should be indicated below his/her signature and a proof of identity should be submitted along with the bid.
12. IHMCT, Kovalam, Thiruvananthapuram Reserves the right to accept or reject the tender or bid without assigning any reason to the supplier.
13. Payment against bill/invoice will be made directly by Department of Tourism, Government of Kerala only after supply/installation and observance of satisfactory quality of the item.
14. Under no circumstances the successful firm/bidder will appoint a sub – contractor or sub-lease the contract for the supply of furniture.
15. The bidder should have annual turnover of Rs 2 crores in the past three years. They should upload the balance sheets of last three years to support their claim.
16. The successful bidder shall supply the Furniture to Office of **Kerala Institute of Hospitality Management Society, Thalassery, Kannur** and get it installed / assembled/ fixed at the said office by deploying proper technical person.
17. This office will not bear any travelling/lodging/boarding expenses of the persons deployed when he/she visits **Kerala Institute of Hospitality Management Society, Thalassery, Kannur**
18. The supply and installation of the furniture so approved by IHMCT, Kovalam, Thiruvananthapuram should be completed within 5 days from the date of issue of work order, keeping in view of the urgency of requirement of the said items, failing which the order shall be liable to be cancelled and this office reserves the right to place the order to the next bidder.

We agree to the above terms and conditions.

Signature and Name with Date _____

Name of the Firm _____

Annexure-II
Summary of Documents to be submitted

A. Technical Bid:-

The following documents are to be furnished (uploaded) by the Vendor along with Technical Bid as per the tender document:

- i) Signed and Scanned Copy of Technical data sheet (In format as per Annexure-A)
- ii) Signed and Scanned Copy of Tender Acceptance Letter (As per Annexure-B).
- iii) Signed and Scanned copy of Certificates like GST Registration, PAN No., Address proof of Shops & Establishments, P & L Accounts of last three years etc.
- iv) Signed and Scanned Copy of Annexure-I (Terms & Conditions annexure).
- v) Proof of Accreditation of Government Agency.
- vi) Warranty Clause – Minimum 2 years from the date of supply and installation.

B. Price Bid:-

- (a) Signed and Scanned Copy of Price bid undertaking (As per Annexure-C)

ANNEXURE- III

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Portal.

More information useful for submitting online bids on the Portal may be obtained at:

www.etenders.kerala.gov.in and www.ihmctkoyalam.ac.in.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person in office of PRINCIPAL, INSTITUTE OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY, KOVALAM, THIRUVANANTHAPURAM, Mob:9495568755. Any queries relating to the process of online bid submission or queries relating to Portal in general may be directed to the 24x7 Portal Helpdesk.

ANNEXURE – ‘A’

**TECHNICAL/QUALIFYING BID FORM FOR TENDER for Supplying GODREJ /
METHODEX/ RUBCO BRAND OR EQUIVALENT furniture**

Furniture items to the KIHMS, Thalassery.....

| Sl.No | Description | |
|---|---|--------|
| 1 | Name, Address & Telephone of Organization /Firm. | |
| 2 | Proprietors/ Directors | |
| QUALIFYING CRITERIA FOR TECHNICAL BID: | | |
| 1 | Model name of the Furniture proposed to be Supplied | |
| 2 | GST Registration (please upload copy of GST Registration) | |
| 3 | PAN No (please upload a copy) | |
| 4 | Annual Turnover in last three years. (Please upload balance sheets/P & L Account of last three years). | |
| 5 | Product Catalogue / brochure with legible pictures, model name and number and specifications in respect of dimensions, material, colour, warranty etc., is Enclosed | Yes/No |

Note: Please note that if any of the qualifying criteria and supporting documents are not enclosed the bid will be rejected.

SPECIFICATIONS

| Sl No. | Item | Dimensions are in cm and for indicative purpose only | BRAND Godrej/ Methodex/Rubco / Equivalent |
|--------|--|--|--|
| 01 | Executive Office Desk with Mobile Pedestal/ Drawers and side cabinets. | Length- 240 Depth - 90 Height - 75 | -do- |
| 02 | Premium Executive revolving pedestal chair of steel base with side arms with wooden or steel cladding with high back and upholstery seat and back. With Push back lumbar support, with adjustable seat depth and arms. | Length - 76.10 Depth - 76.10 Height- 112-130 Seat Depth- 43.10-53.10 | -do- |
| 03 | Premium Executive revolving pedestal chair of steel base with side arms with wooden or steel cladding with high back and upholstery seat and back. With Push back lumbar support, with adjustable seat depth and arms. | Length - 76.10 Depth - 76.10 Height- 96.50 -114 Seat Depth- 43.10-53.10 | -do- |
| 04 | Visitors Chair with arms and Upholstered | Height- 60.90 Depth – 64.70 Height- 98.20 Seat Depth- 46.20 | -do- |
| 05 | Office Table with drawer lock and key. All - Wood desk and free standing pedestal. Drawers on both side. Front covered | Length - 150 Depth – 75 Height- 75 | -do- |
| 06 | Office / teacher's Table with two drawers (small & large) on one side only with lock and key. All - Wood desk and free standing pedestal. Front covered | Length - 135 Depth – 75 Height- 75 | -do- |
| 07 | Class room teacher's Table with single drawer All- Wood desk and free standing pedestal. Front covered | Length - 120 Depth – 60 Height- 75 | -do- |
| 08 | Sofa 1 Seater With upholstery and cushion | Length - 70 Depth – 65 Height- 70 Seat Depth – 41.50 | -do- |
| 09 | Sofa 2 Seater With upholstery and cushion | Length - 129 Depth – 65 Height- 70 Seat Depth -41.50 | -do- |
| 10 | Teapoy/ center table –with glass top, bottom shelf, with Steel/ Chrome/ wooden legs. | Length – 120 Width – 62 Height- 45 | -do- |

| | | | |
|-----------|---|---|-------------|
| | | Glass thickness 6 mm (0.5 CM) | |
| 11 | Lobby- Sofa 1 Seater. Steel / Chrome- plated steel tubes with cushion on seat and back | Length - 68.40 Depth – 77.50 Height- 74.50 Seat Depth -41.50 | -do- |
| 12 | Lobby- Sofa 3 Seater. Steel / Chrome- plated steel tubes with cushion on seat and back | Height- 183 Depth – 77.50 Height- 74.50 Seat Depth -41.50 | -do- |
| 13 | Single desk with seat attached, under shelf for books with foot rest | Length – 59.4 Depth - 105.10 Height 75 | -do- |
| 14 | MS angle rack with five shelves | | -do- |

Note: Bidders should not quote price here.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide by them.

(Signature) Name of Representative:

ANNEXURE-B TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To
The Principal
IHMCT
Kovalam
Thiruvananthapuram

Sub: Acceptance of Terms & Conditions of Tender.

Tender ReferenceNo: _____

Name of Tender / Work: - Supply of Office Furniture to office of the

KIHMS, Thalassery.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s)namely: _____ as per your advertisement, given in the above-mentionedwebsite(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptanceletter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality /entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sectorundertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights orremedy.

Yours faithfully,

(Signature of the Bidder, with Official

Seal)

Annexure-C

PRICE/ FINANCIAL BID DOCUMENT

(a) Price bidundertaking

(b) Schedule of price bid in the form of BoQ_xls (**sample given at next**

page) PRICE BIDUNDERTAKING

From: (Full name and address of theBidder) _____

To,

Dear Sir/Madam,

I submit the PriceBidfor _____ (please indicate only the Bid ID No) and related activities as envisaged in the Biddocument.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document and agree to abide bythem.

3. I offer to work at the rates, as indicated in the price Bid in BoQ format, which is inclusive of all applicable taxes/other charges exceptGST.

Yours faithfully

Signature of bidder with
Office Seal

SAMPLE BoQ

Tender Inviting Authority: The Principal, Institute of Hotel Management and Catering Technology, Kovalam, Thiruvananthapuram

Contract No: <KIHM/IHM/TVM/2021/1>

| | | | | | | | |
|---|--|-------------------------|-----------------|---------------|---|------------------------------|------------------------------|
| Name of the Bidder/ Bidding Firm / Company : | | | | | | | |
| <p><u>PRICE SCHEDULE</u></p> <p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p> | | | | | | | |
| NUMBER # | TEXT # | TEXT # | NUMBER # | TEXT # | NUMBER # | NUMBER # | TEXT # |
| Sl. No. | Item Description | Item Code / Make | Quantity | Units | BASIC RATE In Figures To be entered by the Bidder in Rs. P | TOTAL AMOUNT in Rs. P | TOTAL AMOUNT In Words |
| 1 | 2 | 3 | 4 | 5 | 7 | 8 | 10 |
| 1 | Executive Office Desk with Mobile Pedestal/ Drawers and side cabinets. | | 01 | Nos | | 0.00 | INR Zero Only |
| 2 | Premium Executive revolving pedestal chair of steel base with side arms with wooden or steel cladding with high back and upholstery seat and back. With Push back lumbar support, with adjustable seat depth and arms. | | 01 | Nos | | 0.00 | INR Zero Only |
| 3 | Premium Executive revolving pedestal chair of steel base with side arms with wooden or steel cladding with high back and upholstery seat and back. With | | 01 | Nos | | 0.00 | INR Zero Only |

| | | | | | | | |
|----|---|--|-----------|-----|--|-------------|---------------------|
| | Push back lumbar support, with adjustable seat depth and arms. | | | | | | |
| 4 | Visitors Chair with arms and Upholstered | | 12 | Nos | | 0.00 | INR Zero Only |
| 5 | Office Table with drawer lock and key. All - Wood desk and free standing pedestal. Drawers on both side. Front covered | | 01 | Nos | | 0.00 | INR Zero Only |
| 6 | Office / teacher's Table with two drawers (small & large) on one side only with lock and key. All -Wood desk and free standing pedestal. Front covered | | 06 | Nos | | 0.00 | INR Zero Only |
| 7 | Class room teacher's Table with single drawer All- Wood desk and free standing pedestal. Front covered | | 01 | Nos | | 0.00 | INR Zero Only |
| 8 | Sofa 1 Seater Upholstery with cushion | | 02 | Nos | | 0.00 | INR Zero Only |
| 9 | Sofa 2 Seater Upholstery with cushion | | 01 | Nos | | 0.00 | INR Zero Only |
| 10 | Teapoy/ center table –with glass top, bottom shelf, with Steel/ Chrome/ wooden legs. | | 01 | Nos | | 0.00 | INR Zero Only |
| 11 | Lobby- Sofa 1 Seater. Steel / Chrome- plated steel tubes with cushion on seat and back | | 01 | Nos | | 0.00 | INR Zero Only |
| 12 | Lobby- Sofa 3 Seater. Steel / Chrome- plated steel tubes with cushion on seat and back | | 01 | Nos | | 0.00 | INR Zero Only |
| 13 | Single desk with seat attached, under shelf for books with foot rest | | 30 | Nos | | 0.00 | INR Zero Only |
| 14 | MS angle rack with five shelves | | 02 | Nos | | 0.00 | INR Zero Only |

| | | | |
|---------------------------------|--------------------------|-------------|---------------------|
| Total in Figures | | 0.00 | INR Zero Only |
| Quoted Rate in Words | INR Zero Only | | |

Note:

1. This is a **sample Bid**. Bidders need not fill this and are required to fill the details only in **the BoQ format available in the Portal(www.etenders.kerala.gov.in)**.
2. Rate quoted should be per piece inclusive of all charges and exclusive of GST. The GST rate has to be given in the portal and the system will auto calculate total amount and GST.