



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)

HEADQUARTERS

Tender Ref No.: IMU-HQ/R/71/63-H/1/2020-PUR

06.08.2021

LIMITED TENDER ENQUIRY (For Notified Bidders)

Sealed Tenders are invited from notified Bidders for supply of material, Stitching and delivery of Curtains and supply of Curtain rods for the Bungalow of the Vice Chancellor of Indian Maritime University.

Notified Bidders are advised to study the Tender Document (including all Sections, Annexures and Schedule etc.,) carefully. Submission of Tender shall deem to have been done after careful study and examination of the Tender Document with full understanding of its implications. The Tender Document can be downloaded at free of cost from IMU's website: www.imu.edu.in or CPP Portal of Govt. of India i.e. <https://eprocure.gov.in/epublish/app> from **06.08.2021** onwards. The last date for receiving tender vide Offline Mode is 03:00 PM on **16.08.2021**

This issues with the approval of Competent Authority.


REGISTRAR (i/c)

Tender Abstract

1.	Tender Title	:	Limited Tender Enquiry for Supply of material, Stitching and delivery of Curtains and supply of Curtain rods for the +Bungalow of the Vice Chancellor of Indian Maritime University
2.	Notice Inviting Tender No.	:	Tender No. IMU-HQ/R/71/63-H/1/2020-PUR dated 06.08.2021
3.	Tender Release Date (by Email)	:	On 06.08.2021
4.	Pre bid meeting	:	11:00 AM on 10.08.2021 (through Video Conference due to COVID-19 pandemic. Prospective Bidders will be required to register through the Google Form link which will be intimated separately through email)
5.	Last date and time for receipt of Bids	:	03:00 PM on 16.08.2021
6.	Date and time for Bid opening	:	03:30 PM on 16.08.2021
7.	Estimated cost of Tender	:	Rs.4,00,000/- (Approximately).
8.	Certificate in lieu of EMD	:	Due to COVID-19 pandemic situation Bidders in lieu of Bid security shall submit the following certificate in their Letter Head: "I/We, hereby state and understand that if I/we withdraw/modify our bid during the period of validity of the tender, the administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months".
9.	Security Deposit (for finalized bidder only)	:	3% of the contract value for that part in the form of Online/ NEFT/ RTGS with necessary supporting document for the transfer affected and Transaction number.
10.	Validity of Bid offers	:	90 days from the last date for submission of Tender.
11.	Address for communication: The Registrar, Indian Maritime University Headquarters, East Coast Road , Semmencherry, Sholinganallur (PO), Chennai-600 119 Tel: 044- 2453 9020 Email: registrar@imu.ac.in		

<p>Note: For any information/queries/clarification relating to Terms & Conditions of this tender, the bidders can directly send mail TO dr.purchase@imu.ac.in & purchase.hq@imu.ac.in with a CC to registrar@imu.ac.in or can be contacted through mobile at 9840981612 and phone at 044-2453 9020 (IVR Ext:221/222) within the time laid down in the tender document.</p>
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Note: Bidders are advised to study the Tender Document (including all Sections, Annexures and Schedule etc.) carefully. Submission of Tender shall deem to have been done after careful study and Tender Document with full understanding of its implications.

A] Introduction

1. The Indian Maritime University wishes to seek quotation from established Vendors for the Supply of Curtains, Stitching of Selected Curtain Material, Delivery of Curtains and Selected Curtain Rods as per Annexure – II for the Bungalow of the Vice Chancellor of Indian Maritime University.
2. The Vendor will be required to present various Catalogues for Curtain material and Rods which have same/similar specification as mentioned in Annexure – II. Each room in the Bungalow has been identified with a specific décor, therefore, the shade mentioned in specification is very crucial to this procurement.

B] Instructions to Bidders:

1. Tender documents shall be submitted by the Bidders in sealed envelopes:
 - (a) Cover should be sealed and super scribed as "Submission of Sealed Bids for Supply of material, Stitching and delivery of Curtains and supply of Curtain rods for Bungalow of the Vice Chancellor of Indian Maritime University". The bids should reach latest by 3.00 PM on 16.08.2020. Tenders no received as stated will be liable to be rejected.
 - (b) Cover should contain Annexure – I & Annexure-III (with detailed rates for Table-I, II & III) duly signed by Authorized signatory.
 - (c) Covering should have covering letter for the Organization as per Annexure - I on its letter head duly signed by Authorized signatory.
 - (d) Sealed bids should be dropped in the Tender Box at Indian Maritime University, East Coast Road, Semmencherry, Sholinganallur PO, Chennai-600 119 or sent by registered post in the address mentioned for communication in the tender and to reach this office by due date and time.
2. Late tenders will not be accepted in any circumstances and no responsibility will be taken for any postal delay or non-receipt/non-delivery of the bid documents.
3. The Bidders should submit all details, documents etc. as required in the tender document duly signed on each page. The Total number of pages should be mentioned in the forwarding letter. In case Bidder fails to do so, the offer will be considered as unsolicited bid and IMU Headquarters will reject the bid without seeking any further clarification.
4. Pre-bid Meeting and Clarification:

IMU shall organize a pre-bid meeting through Video Conferencing with a view to give the Bidders an idea about the scheduled work, on the scheduled date, time and venue as mentioned in Tender Abstract. The prospective Bidders shall submit their queries in writing in prescribed format below in writing to the address mentioned in the invitation of tenders or E-Mail to registrar@imu.ac.in with a copy to dr.purchase@imu.ac.in , three days

before the pre-bid meeting and the same shall be clarified during the pre-bid meeting.

Sl. No.	Clause No. & Page No.	Reference Clause Details	Clause	Clarification Sought

IMU may or may not incorporate any changes in the Tender document based on acceptable suggestions received during the Pre-Bid Conference. The decision of IMU regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances.

5. All communications with regard to this tender to be addressed to: The Registrar, Indian Maritime University, Headquarters, East Coast Road, Semmencherry, Sholinganallur PO., Chennai – 600 119 Tel: 044 - 2453 9020 Email: registrar@imu.ac.in.
6. IMU, Headquarters at its sole discretion reserves the right to extend last date of submission of tender and the same shall be updated in IMU, Headquarters website and all Bidders are requested to visit the website for latest updates.
7. IMU-Headquarters reserves the right to annul the bidding process at any time without any liability for such annulment, without assigning any reason there to.
8. IMU-Headquarters reserves the right to invite revised tenders with or without amendment at any stage without any liability for such invitation and without assigning any reason thereof.
9. IMU-Headquarters shall notify the successful Bidder through registered letter/ speed post / fax / e-mail or in person confirming that their offer has been accepted. IMU-Headquarters will issue the Award letter to the successful Bidder. This award letter shall indicate the details of services to be supplied by the Bidder and the amount which IMU-Headquarters shall pay to the successful Bidder in consideration of the execution of the contract by him.
10. IMU-Headquarters may seek clarification /further information from any bidder during evaluation process.
11. Upon receipt of the Work Order by the Contractor, he shall execute an Agreement on Non-Judicial Stamp paper for value of Rs.100/- (Rupees Two Hundred only) within 5 days from the date of receipt of Work Order.
12. Quoted rates must be valid for 90 DAYS from the date of issue of work order and subsequent extension if any.
13. Successful Bidder will nominate an Officer/Manager as single point of contact to IMU-Headquarters to promptly address the issues raised by this Office.
14. The Bidder must comply with all the provisions of Rules/Regulations Statutory guidelines applicable and shall comply with all necessary registration, licenses, approvals and sanction under the applicable laws.

15. The Bidder shall note that no alternative or counter or qualifying tender conditions by the Bidder will be acceptable to IMU-HQ. Tenders containing any qualifying conditions in any form may be treated as non-responsive and will run the risk of rejection. In general, printed or another written terms & conditions shall not be accepted.
16. Bidder who submits more than one tender will be disqualified.
17. Tenderers who have downloaded the tender, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case, if the same is found to be tampered / modified in any manner, such tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Indian Maritime University.
18. Intending Tenderers are advised to visit again the Portals mentioned above for any Corrigendum / Addendum/ Amendment etc., if any issued.

C] **Evaluation Process:**

The Price bids be evaluated on the basis of the Overall furnishing Cost quoted in the Price Bid as per Annexure – III.

In case of tie in L-1 rates, work will be awarded to the Bidder who has Highest Average Annual Turnover of Last three completed financial years. Chartered Accountant's Certificate to this effect can be submitted by Bidders.

D] **Terms & Conditions of the Contract:**

1. **Scope of Work:**

- 1.1. The successful Vendor on receipt of the Work Order will take measurements for the Windows/Doors at the site and confirm whether there is any variation.
- 1.2. Then the successful Vendor will have to provide catalogues as per the specifications provided at Annexure II for selecting Curtains with a minimum of 30 options for each room. The Catalogue provided should necessarily be for the shade and material design provided in the attached specification.
- 1.3. The selection of material as per specification will be done by the Interior Designer in consultation with the AE (Civil), IMU-HQ.
- 1.4. After selection of Curtain Material the matching Curtain rods will be selected, for which the successful Vendor would be required to provide catalogue or produce sample similar to the design give in the specifications.
- 1.5. Approval for both Curtain Material, Stitched Material and Rod specific for each room has to be exclusively taken from IMU, prior to starting the stitching or fixing work.
- 1.6. In case, of any queries, please contact AE (Civil), IMU-HQ.

2. **Deliverables:**

- 2.1 Delivery Period, from the date of receipt of Work Order, will be as follows for the various activities:
 - a) Measurement for each room – to be completed within 3 days.
 - b) Finalizing of Material for curtains and matching curtain Rods for each room – to be completed within 7 days.

- c) Stitching of Curtains – to be completed within 14 days of confirmation under point b) above.
 - d) Fixing of Curtains and Curtain Rods – by 20th day of confirmation under point b) above.
- 2.2 At the time of Delivery of Goods, Certificate should be provided for the Materials used for making the Curtains is same as per the Quote.
 - 2.3 All the materials should have guarantee of one year against manufacturing defects from the date of supply.
 - 2.4 During the guarantee period, the Vendor is bound to take necessary action within a period of One week from the date of intimation, to resolve any issues being raised by IMU in respect of Quality of Material supplied **at no additional cost to IMU.**
 - 2.5 **IMU will not be responsible if the Vendor proceeds to stitch or deliver the Curtain without seeking explicit approval from IMU.**

3. **Execution of Contract:**

Upon receipt of the Work Order the Vendor has to enter in to an agreement with IMU incorporating all clauses of this Work Order and any other as may be agreed to by both the parties on a Non- Judicial Stamp Paper of Rs.100/- within five (5) days from date of receipt of Work Order.

- 4. The Service Provider shall be required to furnish the Security Deposit by transferring Online/ NEFT/ RTGS with necessary supporting document for the transfer effected and Transaction number, for an amount of 3% of the Purchase Order value within 3 working days from the date of receipt of the Purchase Order.
- 5. Security Deposit will be refunded / returned without any interest only 90 days after successful completion of contractual work and after adjustment of dues if any to IMU or penalty imposed by IMU.

6. **Payment Terms:**

- 6.1 No advance payment will be made.
- 6.2 100% payment will be paid after certification of interior Designer, and AE (Civil) IMU-HQ within 15 days of submission of Tax Invoice subject to nil clarifications/observations. Tax Invoice raised by the successful Vendor should be addressed to The Registrar, IMU - Headquarters, Semmencherry, Sholinganallur [PO], Chennai-600119 and should have GST Registration No of IMU-HQ: 33AAAAI2610K2Z3.
- 6.3 Scanned Copy Invoice should be mailed to dr.purchase@imu.ac.in & purchase.hq@imu.ac.in
- 6.4 Mandate form to be duly filled by the successful bidder for making payment (Annexure IV).

7. **Liquidity Damage:**

Penalty for the delay in activities mentioned in para 2.1 (a-d) beyond the stipulated delivery period will be charged at the rate of 0.5% per week up to a maximum of 10% of the value of work order.

8. **Applicable Law:**


The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction of Chennai Courts only.

9. Tender Validity:

- 9.1 Tenders shall remain valid for 90 days from the last date for submission of tender. A proposal valid for a shorter period may be rejected by IMU as being non-responsive. During the period of validity of Proposals, the terms and conditions mentioned shall not change and any such request may lead to denial of the award.
- 9.2 In exceptional circumstances, prior to the expiry of the original tender validity period, the IMU may request the bidder to extend the period of validity for a specified additional period. The request and the response thereof shall be made in writing through E-mail or Post.
- 9.3 Bidder agreeing to the request will not be required to nor permitted to modify his tender, but will be required to extend the validity of his tender for the period of extension. In case a bidder is not agreeing to the request of the IMU for extension of validity of the tender, then his tender will not be processed further and the portions of his tender which have not been opened will be returned to them unopened as the case may be.

10. Arbitration & Jurisdiction:

In the event of disputes, differences, claims and questions arising between the parties hereto arising out of this Agreement or anyway relating hereto or any term, condition or provision herein mentioned or the construction or interpretation thereof or otherwise in relation hereto, the parties shall first endeavour to resolve such differences, disputes, claims or questions by mutual discussion and failing such settlement, the same shall be referred for arbitration by a sole Arbitrator appointed by IMU-HQ. Such arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act 1996 or re-enactment thereof for the time being in force and shall be held in Chennai. In case the Arbitration award is not acceptable to either of the parties, they may approach courts having jurisdiction at Chennai only.


Registrar (i/c)
06-08-21

Copy to: 1. VC for information please

2. FO (i/c) / DR (P) / DR (F&A)/ AE (Civil) / PUR

**Cover Letter Format (In Letter Head)
(To be filled & duly signed)**

Tenderers particulars for **Tender No IMU-HQ/R/71/63-H/1/2020-PUR dated 06.08.2021**

To
The Registrar
Indian Maritime University, Headquarters,
East Coast Road, Semmencherry, Sholinganallur PO,
Chennai-600 119.

Sir,

We are a -----

[Introduce your company and its activities with particular reference to your experience with relevance to the subject Tender. Also furnish particulars of your registration with various statutory Tax Authorities. *Not more than 200 words*].

- 2) We hereby submit our Bid for:
Supply of material, Stitching and delivery of Curtains and supply of Curtain rods for Bungalow of the Vice Chancellor of Indian Maritime University.
- 3) We have enclosed the Certificate in-lieu of Earnest Money Deposit (EMD) as per Tender Document along with other documents as per checklist given below:

<input type="checkbox"/>	All Pages are numbered.
<input type="checkbox"/>	All pages are signed by Authorized signatory.

- 4) We have read and understood and hereby agree to all the terms and conditions stipulated by IMU in this tender.
- 5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence and as per prescribed format. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage.
- 6) We, hereby state and understand that if we withdraw/modify our bid during the period of validity of the tender, the IMU administration would suspend the Bidder from participation in any future tenders of IMU for a period of 6 months
- 7) In the event of our Firm being awarded the work, we undertake to remit the Security Deposit and execute the Contract with IMU within 3 (three) working days from the date of issue of the Purchase Order failing which the Purchase Order may be cancelled.

- 8) Our Price Bid is submitted as per the prescribed format and the price quoted shall be firm till the execution of the entire contract.
- 9) We shall ensure that we will supply the Items as per the specifications given in this tender and after seeking approvals.

We shall render all assistance to IMU to make the projects a success including provision of consulting, training and manpower support to the Registrar, IMU or any other designated officer in IMU premises to handle the entire End Semester Examinations related activities.

Yours Sincerely

Signature of Authorised Signatory with Company Seal

Detailed Specification of Curtain Material Room-wise and Curtain Rods is attached with the email as PDF file

Vendors are requested to study this document in detail before giving their quote. Vendor should not make any changes to this document or any part thereof. If any changes are made the Bid will be rejected summarily. The Stitching requirements have also been shown and is a part of the specification for the acceptance of final stitched product.

**Price Bid Format (In Letter Head)
(To be filled & duly signed)**

To
The Registrar
Indian Maritime University, Headquarters,
East Coast Road, Semmencherry, Sholinganallur PO,
Chennai-600 119.

Sir,

Sub: Submission of Quotation for tender for supply of material, Stitching and delivery of Curtains and supply of Curtain rods for Bungalow of the Vice Chancellor.

Ref: Tender No IMU-HQ/R/71/63-H/1/2020-PUR dated 06.08.2021

<u>S.No</u>	<u>Job Description</u>	<u>Grand Total Amount (Inclusive of GST)</u> [= Sub Total of I, II & III of Detailed Price Quotations for Table-I, II, III of Annexure-III]
1	Overall Furnishing Cost (Curtains + Curtain Rods) for Supply of material, Stitching and delivery of Curtains and supply of Curtain rods for Bungalow of the Vice Chancellor	
<u>Amount in Words (Inc.GST):</u>		

Statement of Declaration

I/We hereby declare that we have read and agreed for Scope of Work, Terms & Conditions in the referred Tender and acknowledge that the materials will be delivered within the specified time as per Tender Once after placing the order. Quality of the materials shall be same as per approved samples by IMU-HQ for the mentioned specifications. The Above Quoted rate is inclusive of GST & all other charges including stitching, fixing, travelling & visiting expenses. No additional costs will be raised during the work period.

The Detailed rates for Table-I, II & III of Annexure-III are enclosed.

Date:

Signature of Authorized Signatory with Seal.

Place:

Detailed Rates

(To be submitted along with Annexure-III and to be signed by Authorized Signatory.)

		Fabric	Fabric			Fabric		Fabric		
		Type A Curtain	Type B Curtain			Type C Curtain		Type D Curtain		
1	Width	48"	48"			54"		48"-54"		
2	Material blend	70% Polyester and 30% Cotton	70% Polyester and 30% Cotton			100% Polyester Filament		100% Polyester Filament		
3	Shade	Beige and Blue	Light Blue and Green			Cream and Light green		Warm shades of Red and Peach. Preferably silk finish.		
4	Material Design	Printed, Cotton or Linen Finish	Printed			Thread work, Silk finish		Thread work / Print, Silk finish		
5	Thickness gsm	200gsm	320gsm			280gsm		280gsm-320gsm		
6	Stitching Type	Fabric Loops behind the curtain using the same material	Fabric Loops behind the curtain using the same material			Fabric Loops behind the curtain using the same material		Fabric Loops behind the curtain using the same material		
7	Window/Door	W4	W3	W	W5	W4	W2	W4	W	W2
8	No of Windows or Door	2	3	2	1	2	1	1	2	2
9	Dimensions in Feet	8' x 6'5"	6' x 4'6"	3' x 4'6"	10' x 6'6"	8' x 6'6"	5' x 4'6"	8' x 6'6"	3' x 4'6"	5' x 4'6"
10	Wall coverage s.ft.	122sft	151sft	50sft	72sft	130sft	40sft	64sft	57sft	72sft
11	Qty required in mtrs	25	47			31		33		
12	Rate per mtr (without GST)									
13	GST Rate									
14	Total with GST									
15	Sub Total -I									

Signature of Authorized Signatory with Seal.

Table-II of Annexure - III

Detailed Rates (To be submitted along with Annexure-III and to be signed by Authorized Signatory.)

		Roman Blind		Sheer				Sheer					Sheer			
		Type E Curtain		Type F Curtain				Type G Curtain					Type H Curtain			
1	Width	54"		48"				48"					48"			
2	Material blend	100% Polyester Filament		100% Polyester				100% Polyester					100% Polyester			
3	Shade	Beige and White		Cream				Cream					Cream			
4	Material Design	Embroidered, Cotton or Linen finish		Weaving Patterns				Weaving Patterns					Weaving Patterns			
5	Thickness gsm	280gsm		150-200gsm				150-200gsm					150-200gsm			
6	Stitching Type	Roman Blind		Fabric Loop for the rod to go through.				Fabric Loop for the rod to go through.					Fabric Loop for the rod to go through.			
7	Window/Door	W2	CW	W4	W6	FD	ED	W3	W	W5	W4	W2	W4	W2	FD1	MasterBedroom Door
8	No of Windows or Door	1	2	2	1	1	1	3	2	1	3	3	1	1	1	1
9	Dimensions in Feet	5' x 4'6"	5' x 4'6"	8' x 6'6"	2' x 6'6"	10'2" x 7'	8'6" x 7'	6' x 4'6"	3' x 4'6"	10' x 6'6"	8' x 6'6"	5' x 4'6"	8' x 6'6"	5' x 4'6"	12' x 7'	3' x 7'
10	Wall coverage s.ft.	22sft	44sft	122	22	74	70	151sft	52sft	72sft	195sft	120sft	65sft	43sft	94sft	22sft
11	Qty required in mtrs	20		60				103					44			
12	Rate per mtr (without GST)															
13	GST Rate															
14	Total with GST															
15	Sub Total -II															

Signature of Authorized Signatory with Seal. _____

Table-III of Annexure – III

Detailed Rates

(To be submitted along with Annexure-III and to be signed by Authorized Signatory.)

		Sheer			Sub Total for T-I, T-II & T-III	Curtain Rod Length		
		Type I Curtain					Overall Length	
1	Width	48"						
2	Material blend	100% Polyester						
3	Shade	Cream						
4	Material Design	Weaving Patterns						
5	Thickness gsm	150-200gsm						
6	Stitching Type	Fabric Loop for the rod to go through.					Material Specification	Normal Steel rod, powder coated finishes
7	Window/Door	W4	W	W2				
8	No of Windows or Door	1	2	2				
9	Dimensions in Feet	8' x 6'6"	3' x 4'6"	5' x 4'6"				
10	Wall coverage s.ft.	64sft	58sft	72sft		2120 Sft		
11	Qty required in mtrs	33			396 mtrs	Qty required in ft.	360 Running Feet	
12	Rate per mtr (without GST)					Rate per Running feet		
13	GST Rate					GST Rate		
14	Total with GST					Total with GST		
15	Sub Total -III							

Signature of Authorized Signatory with Seal.

(For finalized Bidders to be submitted along with Invoice)

MANDATE FORM (Account/s Information form)

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS SETTLEMENT (RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS FROM INDIAN MARITIME UNIVERSITY (IMU).

A. DETAILS OF ACCOUNT HOLDER:-

NAME OF ACCOUNT HOLDERER / FIRM:
COMPLETE CONTACT ADDRESS:
MOBILE NUMBER / PH NO:
E.MAIL:
PAN :

B. BANK ACCOUNT DETAILS:

NAME OF ACCOUNT HOLDERER / FIRM (Name as appearing in your Cheque Book):
COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name of the Firm as appeared in the bill. In case of other Beneficiaries (Non-Service Provider) the Account name must be in the name of Applicant):

NAME OF THE BANK:
BRANCH NAME WITH COMPLETE ADDRESS:
IFSC CODE:
TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT):
MICR CODE OF BANK:

Note: Please attach a Cancelled Cheque along with the account information form

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the IMU responsible.

(.....)

Signature of Beneficiary

Date:

Mandatory for Service Providers/suppliers/Contractors etc., Payment:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp with Date & Place)

(.....)

Signature of Bank Manager