



**INDIAN INSTITUTE OF TOURISM & TRAVEL MANAGEMENT**  
**Golagamudi (Vil), Venkatachalam (Md), SPSR Nellore (Dt) - 524321**  
**Tel - 9866274850**

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**Notice Limited Tender Enquiry / Notice Inviting Quotations**

No.IITTM/LTE/NELLORE/2018/06

Date: -20.01.2018

Sealed quotations are invited from reputed companies/authorised distributors/dealers for **Supply of Mattress at Indian Institute of Tourism & Travel Management, Golagamudi, Nellore (AP)**. Bid document with other terms & conditions can be downloaded from IITTM Website: [www.iittmsouth.org](http://www.iittmsouth.org) and be submitted as per following:

Name of work / supply	Last Date for submission of bids/ Time	Venue & opening of Bids
<b>Supply of Mattress at Indian Institute of Tourism &amp; Travel Management, Golagamudi, Nellore (AP).</b>	On 09.02.2018 at Indian Institute of Tourism & Travel Management, Golagamudi (Vil), Venkatachalam (Md), SPSR Nellore (A.P) 524 321 (India) at 06.00p.m	Indian Institute of Tourism & Travel Management, Golagamudi (Vil), Venkatachalam (Md), SPSR Nellore (A.P) 524 321 (India) on 12.02.2018

**Eligibility Criteria:**

1. The bidder should be a reputed and an authorised firm/supplier having after sales service agreement with the OEM (Proof for the same to be enclosed alongwith address, phone nos. &E-mail, etc.).
2. If it is an ISO certified Company, they may enclose the documentary proof.
3. The bidder should have experience of more than five years in execution and maintenance of supplies quoted (A certificate of the establishment to be provided).
4. The bid document complete in all respect should reach the Director, IITTM, Golagamudi (Vil), Venkatachalam (Md), SPSR Nellore (A.P) 524 321 (India) on or before 09.02.2018 up to 6.00 p.m. No bids after the last date shall be entertained. Bids shall be opened pm on 12.02.2018.

**The sequence of documents to be provided/enclosed in each copy of the bid documents:**

1. Forwarding letter duly signed by the authorised person.
2. Central Sales Tax/VAT/GST
3. Proof of the authorised agent/distributors/supplier.
4. Name and address of registered office/ Head Office of the company with name and phone numbers.
5. Format of Schedule of Requirements at Annexure-I
6. Self-declaration at Annexure-II
7. Format for Supplier/Distributor information at Annexure-III
8. Financial Bid at Annexure- IV
9. Acceptance of all clauses of bids specification duly signed page-wise.

**Sd/-**  
**DIRECTOR, IITTM**

## Conditions of Contract

### Terms & Conditions:

1. The bidder shall be required to deposit **2% Earnest Money** of estimated value of goods to be supplied through Bank Draft drawn in favour of 'The Director, IITTM, Nellore.' No bid shall be accepted without the Earnest Money.
2. The winning bidder will submit a **Security Deposit equivalent to 5%** of the total value of purchase order before supply / installation which would remain valid for a period of 60 days beyond the date of completion of all obligations of the supplier including warranty liability. EMD will be released to winning bidder after submission of Bank Guarantee. IITTM shall forfeit Bank Guarantee in the event of a breach of contract by the successful supplier.
3. Bids will be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
4. The bids received after the deadline for submission of bids prescribed by the IITTM will be rejected, and such bids shall be marked as late and not considered for further evaluation.
5. The IITTM may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with clause relating to Amendment of Bidding documents in which case all rights and obligations of the IITTM and Bidders previously subject to the deadline will thereafter be subject to the time limit as extended.
6. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the Contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. Further, over-writings on documents, if any should be supported by signatures.
7. The bidders may submit their duly sealed Bid by post or by hand at the address specified in the Notice Inviting Quotation not later than the time and date specified therein. In the event of the specified date for the submission of the bid being declared a holiday for the IITTM, the bid will be received up to the appointed time on the next working day.
8. Issuance of bid documents should not automatically be construed that the bidder is considered qualified. The Director, IITTM has the right to reject any bids on technical grounds without assigning any reason.
9. IITTM shall not be responsible for any delay, loss or non-receipt of bid documents sent by post.
10. Prices shall be quoted in Indian Rupees and should be on FOB-destination, freight prepaid basis for IITTM, Nellore.
11. Payment shall be made only after delivery, successful installation, testing and commissioning and inspection of materials.
12. Prices quoted should be inclusive of all taxes, FOB/FOR, IITTM, Golagamudi, Nellore (AP) inclusive of all charges required to make the product functional to the satisfaction of IITTM.
13. Delivery should be within specified days mentioned in Purchase Order. If the goods are not delivered within the stipulated time, the supplier shall be liable to pay a penalty of 1% of the total order value for each delay of 10 days or part thereof and the amount will be deducted from the payment on account of purchase.

14. The suppliers will undertake warranty of goods from the date of installation and shall have to mention clearly the period of warranty in the financial bid.
15. The quotations must be valid for 180 days (six months) from the date of opening of the financial bids. No change in prices and change in terms and conditions will be permitted.
16. All quoted items may carry brochure/catalogue/Pamphlets/Technical Literature and related documents.
17. The supplier further warrants that the goods shall be free from defects arising from any act or omission of the vendor or resulting from design, materials, and workmanship, under normal use in the conditions prevailing in India.
18. Installation, testing, commissioning of the materials shall have to be carried out by Technical experts of the company/supplier up to the satisfaction IITTM authorities.
19. IITTM reserves the right to purchase a different quantity of material, less or more.
20. In the process of evaluation, comparison of bids, IITTM reserves the right to reject any or all bids.
21. In case replacement of a part becomes necessary during the warranty period, the components of the same make and same or better configurations as were originally there in the materials shall be used. The cost of the parts will be borne by the supplier.
22. In the case of a complaint regarding repairing/replacement of goods within the warranty period, the vendor will provide repair/replacement immediately. In the case of non-compliance or delayed compliance, the provider will be penalised with an amount mutually agreed upon, and it would be deducted from the Security Deposit.
23. The Director- IITTM shall be the final Authority for settlement of any dispute, and his interpretation of any Clause of this document shall be final and binding, and the jurisdiction of Court of Law shall be Nellore (AP).

Authorised signatory of the firm:

Name:

Designation:

**ANNEXURE –I**  
**FORMAT OF SCHEDULE OF REQUIREMENTS**

S. N.	Product	Specifications	Required quantity
01	Mattress Size: 75" X 36" X 6"	The coir and foam of mattress size 72"×36"×3" made from centrifuged uniform superior quality of 70 Gm/den <sup>3</sup> density. A layer of the mattress in the middle should be 60 Gm/den <sup>3</sup> density. Hitlon / Profile / Litelon general purpose, non-cross linked, expanded polyethylene foam (EPE / PE) of a closed-cell structure layer for stability & strength. The top layer of mattress should have an EPE sheet parametric encapsulation preventing the de-shaping for prolonged usage. The coir should be bonded using natural latex of minimum 25% DRC. This entire rounded corner sandwich construction enveloped in a superior 85 GSM fabric. A minimum of 18 months guarantee must have to be provided by the supplier. Preferably Kurl-on, Sleepwell, Rubco, Tempurpedic, Dunlopillo, MM foam, Duroflex.	32
02	Mattress Size: 75" X 36" X 4"		76
03	Mattress Size: 75" X 36" X 8"		02

**Important Note: The successful bidder must ascertain the proper sizes from the actual site prior to fabrication of the same.**

Authorized Signatory:  
Name:  
Designation:  
Name of the firm with seal :

**ANNEXURE-II**

**Self-Declaration to be given by the bidder**

Bid's Reference No. & Date:

Bidder's Name & Address

Person to be contacted:

Designation:

Telephone No.: Fax No.: Email:

To,  
The Director,  
IITTM, Nellore

We, the undersigned bidder, have read carefully and examined in detail the terms and conditions, specifications and all of the bidding document with regard to the supply of materials at IITTM, Nellore and accept the same.

**We also do hereby declare that:**

1. we have not been blacklisted/debarred by any Government/Undertaking;
2. the rates quoted are not higher than the rates quoted for the same item to any Government/Undertaking;
3. the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

(Signature of Authorized Signatory)  
For and on behalf of the firm  
(Firms Name & Address)

Name:  
Designation  
Phone No.:  
Seal:

Date: .....

Place:.....

**ANNEXURE-III**

**FORMAT FOR OTHER INFORMATION**

**(To be filled in by the bidder)**

1. Name of the firm: .....

2. Address:-.....

3. Telephone/Mobile No.....

4. Fax Number:- .....

5. Email:- .....

6. TIN/VAT/CST No.: .....

7. Firm Registration No.:.....

(if any)

8. PAN : .....

(attach photocopy)

**9. Earnest Money (Bids Security).....**

**@ 2% of the estimated value of  
the goods to be provided.**

a) Bank Draft/Pay Order No .

b) Date .

c) For Rs .

d) Drawn On .

(Signature of the authorized person)

Name of contact person

Name of Firm

Contact No.

Seal

Place .....

Date.....

**ANNEXURE-IV**

**FINANCIAL BID**

<b>S. N.</b>	<b>Product</b>	<b>Specifications</b>	<b>Required quantity</b>	<b>Rate</b>	<b>Amount</b>
01	Mattress Size: 75" X 36" X 6"	The coir and foam of mattress size 72"×36"×3" made from centrifuged uniform superior quality of 70 Gm/den <sup>3</sup> density. A layer of the mattress in the middle should be 60 Gm/den <sup>3</sup> density. Hitlon / Profil / Litalon general purpose, non-crosslinked, expanded polyethylene foam (EPE / PE) of a closed-cell structure layer for stability & strength. The top layer of mattress should have an EPE sheet parametric encapsulation preventing the de-shaping for prolonged usage. The coir should be bonded using natural latex of minimum 25% DRC. This entire rounded corner sandwich construction enveloped in a superior 85 GSM fabric. A minimum of 18 months guarantee must have to be provided by the supplier. Preferably Kurl-on, Sleepwell, Rubco, Tempurpedic, Dunlopillo, MM foam, Duroflex.	32		
02	Mattress Size: 75" X 36" X 4"		76		
03	Mattress Size: 75" X 36" X 8"		02		
		Grand total			

SIGNATURE OF AUTHORISED  
SIGNATORY

NAME :

NAME OF FIRM :

CONTACT NO. :

,SEAL :