



ITI LIMITED  
Palakkad Plant, Kanjikode West  
PALAKKAD – 678 623  
KERALA -INDIA  
Web site <http://itipalakkad.in/public/tenderterms.htm>.

Phone: (0491)2566010(4 Lines)  
(0491) 2566180  
E-Mail : [pur1\\_pkd@itilttd.co.in](mailto:pur1_pkd@itilttd.co.in)

**Ref: RFQ PF190L017**

**12/01/2021**

Dear Sir,

Sub: Request for quotation – ESD Chair with Fixed Arm Rest – 50Nos. for ITI Ltd. PALAKKAD.

ITI Ltd, Palakkad Plant, invites quotations from reputed Original Manufacturers or their Authorized Representatives for the Supply, Installation, Testing, Commissioning and Acceptance of ESD Chair  
**Specifications : ESD Chair with Fixed Arm Rest – Height adjustable, Minimum Seat height from floor – 19”, Maximum seat height from floor – 24”, Seat Size – 18”X18”, Back Rest size – 15”X17”, Fabric Structure, Fixed Arm Rest. Minimum ESD Castors – 2 Nos.**

### **Section A**

#### **General Terms and Conditions:-**

1. Terms of price : FOR Kanjikode, At our Store( Including loading, Unloading, Insurance, Transportation, Supply, Installation Testing and Commissioning of ESD Chair as per our Spec.
2. Due date : 27-01-2021 at 04.00 pm.
3. Tender opening date : 28-01-2021 at 02.30 pm.
4. Validity of the quote : 120 days.
5. Warranty : 2 years
6. Packing : Standard packing
7. Payment : 90% Payment, After Delivery and Commissioning, balance 10% will be made immediately against submission of PBG for an amount of 10% of the PO value, valid for a period of warranty period.
8. Earnest Money Deposit : The Bidder shall submit a Demand Draft for an amount of Rs. 8000/- (Indian Rupees Eight Thousand only) drawn in favour of ITI Limited, Payable at Palakad, from any Indian Nationalized / Scheduled Bank Towards Earnest Money Deposit (EMD)
9. Discharge of EMD : The EMD of bidders those who are not qualified after Technical Evaluation, will be returned within 30 days from the date of bid Opening. The EMD of successful bidder shall be discharged within 30 days after the bidder's acceptance of Purchase Order and Submission of performance bank guarantee. The EMD of all other Unsuccessful bidder's shall be discharged within 30 days from the Date of price bid opening. The EMD will be forfeited if the bidder Withdraws the bid during the validity of the bid, or, in the case of a Successful bidder, the bidder fails to accept the Letter of Intent / Purchase order or fails to submit the Performance Bank Guarantee.
10. Delivery & Commissioning : within 6 weeks from the date of Purchase Order (PO).
11. PBG : The Supplier shall submit Performance Bank Guarantee for an amount of 10% of the order value, valid for warranty period,

## 12. Eligible bidders

- a The Bidder should be an Original Equipment Manufacturer (OEM) or their authorized dealer. If the bidder is an authorized representative of the OEM, certificate / undertaking from respective OEM authorizing him as a fully empowered representative shall be submitted along with the bid.
- b Bidder or the OEM should have executed PO similar to the one called for in this tender covering all, least two locations in India in the last two years. The bidder shall submit a certificate confirming this eligibility conditions as part of the bid documents. The bidder shall also give the list of customers in India with whom similar projects have been executed along with the bid.
- c Certificates from at least two customers in India for the satisfactory working of similar projects and maintained the systems at least two years, with address and contact details for these customers.

## 13 Submission of Bid documents

- 13.1 The bid will be processed on a **TWO BID SYSTEM**.
- 13.2 The bidder shall submit the following documents along with the bid. The documents shall be submitted in two sealed covers separately marked as  
**(a) Techno-commercial & Eligibility bid (b) Price bid**. Both covers shall be put in a separate cover. The covers shall be superscribed with our RFQ reference and due date.:
- 13.3 The cover marked Techno-commercial & Eligibility Bid shall have the following documents:-
  - a Documents to prove eligibility conditions as per clause 12.a to 12.c above
  - b Earnest Money Deposit as per Clause 8
  - c Clause-wise compliance to General Terms and Conditions (Section A), Technical Specifications, Requirements and Conditions and the technical clarifications issued by the Purchaser, if any. Documentary proof for specific clauses as per tender requirement (other than those covered on the eligibility clause).
  - d Price bid without indicating the price
- 13.4 The Price Bid shall have the following documents.
  - a The price bid shall be as per the format (Section-B)
- 13.5 The bidder is expected to examine all requirements, terms and conditions of the tender. Failure to furnish required information in every aspect or non- submission of necessary proof and relevant document or non-submission of EMD may lead to rejection of the bid.
- 13.6 Each page of the bid document shall be signed by the bidder (except the technical manuals associated with the bid where signing of each page is not mandatory).

Please submit your most competitive Offer for the above items in the following address in a sealed envelope to reach us on or before the due date ie. 27-01-2021 at 4.00 pm. The quote will be opened on the next working day at 2.30pm. On the day of the bid opening the covers containing Eligibility Bids only will be opened. The purchaser will evaluate the technical bids of those who have been found eligible. The Price bids of only those qualified after technical evaluation will be considered for further processing. Price bid opening date will be informed to the qualified bidders separately by the Purchaser. The interested bidders can participate in the tender opening.

The mail ID for general correspondence/queries / clarifications : [pur1\\_pkd@itilttd.co.in](mailto:pur1_pkd@itilttd.co.in)

Deputy General Manager (MM)

M/s. ITI Limited

Kanjikode West.P.O,Palakkad, Kerala, India - PIN 678 623

Phone: 0491 2564330/375, FAX: +91 491 2566009

E-mail: [pur1\\_pkd@itilttd.co.in](mailto:pur1_pkd@itilttd.co.in),

ANNEXURE

**PERFORMANCE BANK GUARANTEE FORMAT**

In consideration of ..... (*the Purchaser's name and address*) (herein after called as Company) we, ..... Bank executed this Performance Guarantee Bond as surety to the cost of ..... supplied by ..... (hereinafter called as the Supplier) as per the Purchase Order no. .... dated, ..... of the Company.

1. At the instance of failure by the Supplier to perform to the satisfaction of the Company, up to..... or before the expiry of this guarantee, or within the agreed period whichever is earlier, we..... Bank hereby undertake to pay to ..... (*The Purchaser's name and address*) an amount not exceeding Rs. .... (*10% of total purchase order value*).
2. We..... Bank agrees to pay for the value up to a limit of Rs. .... and interest thereon from the date of notice till the date of payment at ..... % per annum without any demur, merely on a demand notice from the Company stating that the Company has suffered loss due to non-performance of the equipment supplied by the Supplier. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee.
3. We undertake to pay to the Company any money as demanded notwithstanding any dispute or disputes raised by the Supplier in any suit or proceedings pending before any court or tribunal relating thereto our liability under this guarantee being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Supplier shall have no claim against us for making such payment.
4. We..... Bank, further agree with the Company that the Company shall have the fullest liberty without our consent and without affecting in any manner, our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by the Company against the Supplier and to forbear or enforce of the terms and conditions relating to the said Purchase Order and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier or for any forbearance act or omission on the part of the Company or any indulgence by the Company to the Supplier or by any such manner or thing whatsoever, which, under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier.
6. We..... Bank, further agrees that the guarantee herein contained shall remain in force till..... We..... Bank undertake not to revoke this guarantee during its currency except with the previous consent of the Company by writing.

Dated the.....day.....

Witnesses (1)

For Bank

(2)

## Section B

### Price Bid Format

Sl. No.	ITEM Description	QTY	Unit Rate (Rs.)	Taxes if any	Total Value
1	ESD Chair	50			

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Signature of the bidder with date and seal

For general correspondence / queries you are requested to send communication to [pur1\\_pkd@itilttd.co.in](mailto:pur1_pkd@itilttd.co.in).

MSME and NSIC Vendors may please forward valid MSME and NSIC registration certificate for the supply of above item.

**For ITI Limited**

**G. Jayanthimala  
DGM  
ITI Ltd. Palakkad.**