Expression of Interest (E-Procurement mode)
कोटेशन को आमंत्रित करने की सूचना (इ-प्रोक्योर्मेंटमोड)
INDIAN INSTITUTE OF TECHNOLOGY DELHI
भारतीय प्रौद्योगिकी संस्थान दिल्ली
HAUZ KHAS, NEW DELHI-110016
हौज ख़ास, नई दिल्ली- 110016

Dated/ दिनांक**: 25/06/2021**

Expression of Interest Notice No. /प्रस्ताव निविदा सूचना नंबर: IITD/ISTA (SP-3527)/2021

Indian Institute of Technology Delhi invites **on-line** applications for Expression of Interest for **Design and Supply of Furniture and Furnishings of common areas** for three new hostels on its campus located at Hauz Khas, New Delhi-110016. Agencies specialized and experienced in providing these Services in large organizations are invited to apply for the same as per details given below.

Details of the item	**Expression of Interest Design and Supply of Furniture and Furnishings of common areas in three new hostels**
Duration of the Contract	**One time**
Value	**INR 80,000,00 (Rupees Eighty Lakhs only)**

EOI (Expression of Interest) Documents may be downloaded from Central Public Procurement Portal http://eprocure.gov.in/eprocure/app . Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website http://eprocure.gov.in/eprocure/app . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.
निविदा दस्तावेज केन्द्रीय सार्वजनिक खरीद पोर्टल http://eprocure.gov.in/eprocure/app से डाउनलोड हो सकते हैं ई-प्रोक्योरमेंट में पंजीकृत नहीं होने वाले इच्छुक बोलीदाताओं को वेबसाइट http://eprocure.gov.in/eprocure/app के माध्यम से भाग लेने से पहले पंजीकरण करना चाहिए। पोर्टल नामांकन मुफ्त है बोलीदाताओं को सलाह दी जाती है कि 'ऑनलाइन बोली के लिए निर्देश' पर दिए गए निर्देशों के माध्यम से जाने की सलाह दी जाए।

Interested parties can access EOI documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website http://eprocure.gov.in/eprocure/app as per the schedule given in the next page.
निविदाकर्ता वेबसाइट पर निविदा दस्तावेज का उपयोग कर सकते हैं) एनआई सी साइट में खोज के लिए, कृपया निविदा खोज विकल्प और 'आईआईटी' टाइप करें। उसके बाद, सभी आईआई टी दिल्ली निविदाओं को देखने के लिए "गो "बटन पर क्लिक करें (उपयुक्त निविदा का चयन करें और उन्हें सभी प्रासंगिक सूचनाओं से भरें और वेबसाइट पर http://eprocure.gov.in/eprocure/app पर पूरा निविदा दस्तावेज ऑनलाइन जमा करें। अगले पृष्ठ में दिए

गए कार्यक्रम के अनुसार

No manual bids will be accepted. Technical quotations should be submitted in the E-procurement portal कोई मैन्युअल बोली स्वीकार नहीं की जाएगी। तकनीकी को ई-प्रोक्योरमेंट पोर्टल में जमा करना चाहिए ।

SCHEDULE

Name of Organization	Indian Institute of Technology Delhi.
Tender Type (Open/Limited/EOI/Auction/Single)	EOI
Tender Category	Goods and Services
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	**Design and Supply of Furniture and Furnishings of common areas in hostels**
Is Multi Currency Allowed	No
Date of Issue/Publishing	25.06.2021 at 17:30 PM
Document Download/Start Date	25.06.2021 at 17:30 PM
Document Download/ End Date	14.07.2021 at 15:00 PM
Date for Pre EOI Conference	30.06.2021 at 11:00 AM
Venue of Pre EOI Conference	Video conference (Link for the meeting can be obtained by sending a mail to arsa@admin.iitd.ac.in)
Last Date and Time for Uploading of Bids	14.07.2021 at 15:00 PM
Date and Time of Opening of Technical Bids	15.07.2021 at 15:00 PM
Estimated tender cost/service value	INR Eighty Lacs (Rs 80 Lacs)
Earnest Money Deposit to be submitted	NIL. Bidders are required to submit 'Bid Security Undertaking' in lieu of EMD (Annexure-IV)
Performance security(to be paid after award of tender)	3% of order value
No. of Covers	01
Bid Validity	180 days.
Address for Communication	Assistant Registrar, Student Affairs Room No. MS-207/C-9, Main Building, Indian Institute of Technology Delhi, Hauz Khas, New Delhi – 110016.
Contact No.	011 26591747/1766
Email Address	arsa@admin.iitd.ac.in

Chairman Purchase Committee, (Buyer Member)

Instructions for Online Bid Submission/ऑन लाइन बोली (बिड) के लिए निर्देश:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

व्यय विभाग के निर्देशों के अनुसार, यह निविदा दस्तावेज केंद्रीय सार्वजनिक प्रापण पोर्टल) यूआरएल :http: //eprocure.gov.in/eprocure/app) पर प्रकाशित किया गया है। बोलीदाताओं को मान्य डिजिटल हस्ताक्षर प्रमाण पत्र का उपयोग करते हुए सीपीपी पोर्टल पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट प्रतियां जमा करना आवश्यक है। सीपीपी पोर्टल पर पंजीकरण करने के लिए निविदाकर्ताओं की सहायता करने के लिए नीचे दिए गए निर्देशों का मतलब है, सीपीपी पोर्टल पर आवश्यकताओं के अनुसार अपनी बोलियां तैयार करें और अपनी बोलियां ऑनलाइन जमा करें।

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

अधिक जानकारी सीपीपी पोर्टल पर ऑनलाइन बोलियां जमा करने के लिए उपयोगी हो सकती है:
http://eprocure.gov.in/eprocure/app

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:http://eprocure.gov.in/eprocure/app) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.

   बोलीदाताओं को" नामांकन के लिए यहां क्लिक करें "लिंक पर क्लिक करके सेंट्रल पब्लिक प्रोक्युरमेंट पोर्टल) यूआरएल :http: //eprocure.gov.in/eprocure/app) के ई-प्रोक्योरमेंट मॉड्यूल पर भर्ती करना आवश्यक है। सीपीपी पोर्टल पर नामांकन नि:शुल्क है

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

   नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को अपने खाते के लिए एक अद्वितीय उपयोगकर्ता नाम चुनना होगा और एक पासवर्ड प्रदान करना होगा।

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

बोलीदाताओं को सलाह दी जाती है कि पंजीकरण प्रक्रिया के भाग के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

नामांकन पर, बोलीदाताओं को सीसीए इंडिया द्वारा मान्यता प्राप्त किसी प्रमाणन प्राधिकरण द्वारा जारी किए गए अपने मान्य डिजिटल हस्ताक्षर प्रमाण पत्र) कक्षा द्वितीय या कक्षा III प्रमाण पत्र के साथ महत्वपूर्ण उपयोग पर हस्ताक्षर करने (की आवश्यकता होगी) जैसे सिफी/टीसीएस/एनकोड/ई-मुद्रा आदि(, उनके प्रोफाइल के साथ

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

केवल एक मान्य डीएससी एक बोली दाता द्वारा पंजीकृत होना चाहिए। कृपया ध्यान दें कि निविदाकर्ता यह सुनिश्चित करने के लिए ज़िम्मेदार हैं कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e Token.

बोलीदाता फिर अपने यूजर आईडी/पासवर्ड और डीएससी/ईटीकेन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग ऑन करता है।

SEARCHING FOR EOI DOCUMENTS/निविदा दस्तावेजों के लिए खोजना

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.

सीपीपी पोर्टल में निर्मित विभिन्न खोज विकल्प हैं, ताकि बोलीदाताओं को कई माप दंडों से सक्रिय निविदाएं खोज सकें। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता कई नामों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का स्थान, स्थान, सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए तारीख, अन्य कीवर्ड आदि।

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

बोलीदाताओं ने एक बार निविदाएं चुनी हैं जिसमें वे रुचि रखते हैं, उसका वे आवश्यक दस्तावेज/निविदा कार्यक्रम डाउनलोड कर सकते हैं। ये निविदाएं 'मेरी निविदाओं' फ़ोल्डर में ले जाई जा सकती हैं। इससे सीपीपी पोर्टल को बोलीदाताओं को एसएमएस / ई-मेल के माध्यम से सूचित किया जा सकता है, यदि निविदा दस्तावेज में कोई शुद्धि जारी कि गई है।

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

   बोलीदाता को प्रत्येक निविदा को निर्दिष्ट अद्वितीय निविदा आईडी का नोट बनाना चाहिए, अगर वे हेल्प डेस्क से कोई स्पष्टीकरण/ सहायता प्राप्त करना चाहते हैं।

PREPARATION OF BIDS / बोली (बिड) की तैयारी

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

   बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि को ध्यान में रखना चाहिए।

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.

   कृपया बोली के भाग के रूप में जमा किए जाने वाले दस्तावेजों को समझने के लिए निविदा विज्ञापन और निविदा दस्तावेज ध्यान से देखें। कृपया उन अंकों की संख्या पर ध्यान दें जिनमें बोली दस्तावेज जमा करना है, दस्तावेजों की संख्या – जिसमें प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं, जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से कोई भी विचलन बोली को अस्वीकार कर सकता है।

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.

   बोलीदाता, अग्रिम में, निविदा दस्तावेज/अनुसूची में बताए अनुसार प्रस्तुत करने के लिए बोली दस्तावेज तैयार करना चाहिए और आमतौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ स्वरूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ काले और सफेद विकल्प स्कैन किया जा सकता है।

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area

while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

मानक दस्तावेजों के एक ही सेट को अपलोड करने के लिए आवश्यक समय और प्रयास से बचने के लिए जो प्रत्येक बोली के भाग के रूप में जमा करने के लिए आवश्यक हैं, ऐसे मानक दस्तावेज अपलोड करने का प्रावधान) जैसे पैनकार्ड कॉपी, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाण पत्र आदि(बोलीदाताओं को प्रदान किया गया है। ऐसे दस्तावेजों को अपलोड करने के लिए बोलीकर्ता उनके लिए उपलब्ध" मेरा स्पेस "क्षेत्र का उपयोग कर सकते हैं। बोली जमा करते समय ये दस्तावेज़ सीधे" मेरा स्पेस "क्षेत्र से जमा किए जा सकते हैं, और उन्हें बार-बार अपलोड करने की ज़रूरत नहीं है इससे बोली जमा प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

SUBMISSION OF BIDS/बोली (बिड)का जमा करना

1) Bidder should log into the site well in advance for bid submission so that he/she 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.

   बोलीदाता को बोली प्रस्तुति के लिए अच्छी तरह से साइट पर लॉग इन करना चाहिए ताकि वह समय पर बोली अपलोड कर सके या फिर बोली प्रस्तुत करने के समय से पहले। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

   बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार एक-एक करके आवश्यक बोली दस्तावेजों को डिजिटल हस्ताक्षर और अपलोड करना होगा।

3) Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).

   बोलीदाता को निविदा शुल्क/ईएमडी को भुगतान के लिए" ऑनलाइन "के रूप में भुगतान विकल्प चुनना होगा और उपकरण का विवरण दर्ज करना होगा। जब भी, ईएमडी/निविदा शुल्क की मांग की जाती है, बोलीदाताओं को टेंडर शुल्क और ईएमडी अलग-अलग आरटीजीएस के माध्यम से ऑनलाइन पर भुगतान करने की आवश्यकता होती है) अनुसूची, पेज नं. 2 देखें(।

4) 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.

   सर्वर का समय)जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है (बोलीदाताओं द्वारा बोलियों को खोलने के लिए समय सीमा को संदर्भित करने के लिए मानक समय के रूप में माना जाएगा।बोलीदाताओं को खोलना आदि।बोलीदाताओं को बोली प्रस्तुत करने के दौरान इस समय का पालन करना चाहिए।

5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

   बोलीदाताओं द्वारा प्रस्तुत सभी दस्तावेज पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया

जाएगा जिससे डेटा की गोपनीयता सुनिश्चित हो सके।दर्ज किए गए डेटा को अनधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है।बोलियों की गोपनीयता को सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग कर रखा जाता है।संवेदनशील क्षेत्रों का डेटा संग्रहण एन्क्रिप्शन किया जाता है।

6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

अपलोड किए गए निविदा दस्तावेज केवल अधिकृत बोलीदाता द्वारा निविदा खोलने के बाद ही पठनीय हो सकते हैं।

7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

बोलियों के सफल और समय पर जमा होनेपर, पोर्टल एक सफल बोली प्रस्तुत करने का संदेश देगा और एक बोली सारांश बोली संख्या के साथ प्रदर्शित किया जाएगा।औरअन्य सभी प्रासंगिक विवरणों के साथ बोली प्रस्तुत करने की तारीख और समय।

8) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

कृपया अनुपालन पत्रक की एक पीडीएफ फाइल में सभी प्रासंगिक दस्तावेजों के स्कैन किए गए पीडीएफ़ को जोड़ दें।

ASSISTANCE TO BIDDERS /बोलीदाताओं को सहायता

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 indicated in the tender.

निविदा दस्तावेज से संबंधित कोई भी प्रश्न और इसमें निहित नियमों और शर्तों को निविदा आमंत्रण प्राधिकरण को निविदा के लिए या निविदा में वर्णित प्रासंगिक संपर्क व्यक्ति से संबोधित किया जाना चाहिए।

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

ऑनलाइन बोली प्रस्तुत करने या सामान्य में सीपीपी पोर्टल से संबंधित प्रश्नों की प्रक्रिया से संबंधित कोई भी प्रश्न24x7 सीपीपी पोर्टल हैल्पडेस्क पर निर्देशित किया जा सकता है।हेल्पडेस्क के लिए संपर्क संख्या 1800 233 7315 है

General Instructions to the Bidders /बोलीदाताओं के लिए सामान्य निर्देश

1) The tenders will be received online through portal http://eprocure.gov.in/eprocure/app . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
निविदाएं पोर्टलhttp://eprocure.gov.in/eprocure/app के माध्यम से ऑनलाइन प्राप्त होंगी तकनीकी बोलियों में, बोलीदाताओं को सभी दस्तावेजों को।पीडीएफ प्रारूप मेंअपलोड करना होगा।

2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through https://eprocure.gov.in/eprocure/app. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of

which are available in the web site https://eprocure.gov.in/eprocure/app under the link “Information about DSC”.

कंपनी के नाम में स्मार्ट कार्ड / ई-टोकन के रूप में मान्य क्लास II / III डिजिटल हस्ताक्षर प्रमाण पत्र (डीएससी) के पंजीकरण के लिए एक शर्त है और https://eprocure.gov.in/eprocure/ के माध्यम से बोली प्रस्तुत करने की गतिविधियों में भाग ले सकते है।डिजिटल हस्ताक्षर प्रमाण पत्र अधिकृत प्रमाणित एजेंसियों से प्राप्त की जा सकती है, जिनमें से जानकारी "डीएससी के बारे में सूचना" लिंक के तहत वेब साइट https://eprocure.gov.in/eprocure/app पर उपलब्ध है।

3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at https://eprocure.gov.in/eprocure/app.

निविदाकर्ता को सलाह दी जाती है कि वे निविदाकार को निर्देश दिए गए हों ताकि ई-प्रोक्योरमेंट के लिए सेंट्रल पब्लिक प्रोकॉर्ममेंट पोर्टल के जरिए https://eprocure.gov.in/eprocure/app पर ऑनलाइन निविदाएं जमा कर सकें।

Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016
(Student Affairs Section)

INVITATION FOR EXPRESSION OF INTEREST

1. SCOPE OF WORK
Expression of interest in invited for **Design and Supply of Furniture and Furnishings of common areas** in three new hostels on IIT Delhi Campus.
Within the campus of the Indian Institute of Technology Delhi at Hauz Khas, New Delhi, there are three new multi-storied Hostels coming up for students. These have a total of 1200 single occupancy, air-conditioned rooms. As part of this project, it is proposed to create suitably functional and attractive interior spaces, along with appropriate furniture and furnishings for the following areas: 1. Common areas 2. Dining areas 3. Reception 4. Indoor sports / gymnasium 5. Library 6. Music room 7. Warden's Office 8. Hostel staff rooms
The three hostels have single seater rooms having total residential capacity of 1200 students (440Men) + (440+320 women).
It is expected that the interior proposals submitted by the applicants will reflect the culture of IITD and help create spaces that are youthful, cheerful and uplift mood of the students. Both interiors and furniture should be detailed to be robust, yet easy to maintain.
This expression of interest is being invited to shortlist competent Interior Design or Architecture firms who can provide design services, along with an associated Furniture manufacturer / who would supply the Furniture specified in the proposed design.
Alternately, Expression of Interest may be submitted by Furniture manufacturers who either have an in-house design department competent to visualise and detail interior spaces, or, have an association with a competent interior design or architecture agency outside of their organisation.
In either construct, the Furniture manufacturer or supplier must have an in-house department for detailing and specification of furniture.
2. TENDER PROCESS
This is a three stage tender evaluation process -
STAGE 1 - Expression of interest
In this Stage, we would like to understand and evaluate the capability and quality of present workforce and facilities available with you for executing the work at hand.
For this Stage, the applicant is requested to submit - a) Details of company profile, (Section 4.1) and b) Details of the 5 best projects executed by you in the last 5 years. (Section 4.2)
Applicants earning ≥70% marks in (4.1+ 4.2) will be shortlisted for **Stage 2** and invited to submit design concepts.
STAGE 2- The Design Stage
We would be sending out invites to shortlisted agencies for submission of detailed design proposals of the indicated interiors. We

shall provide plans and elevations of the spaces, which are in the process of being constructed.

It is expected that the design concepts would help us visualise the spaces as they would look.

We would also need detailed technical drawings, material specifications and associated bill of quantities.

We shall invite you on campus for an evaluation session of your Design proposal, relevant materials and finishes and furniture samples.

We would like to physically evaluate at least two different pieces of furniture, similar to what is proposed in the design, on a returnable basis.

These furniture samples would have to be delivered and showcased within the IITD campus at Hauz Khas, New Delhi.

The design and furnishing concept shall be discussed and finalized in consultation with the expert committee of the institute.

Bidders who score ≥80% marks in Stage 2 will be invited to submit financial bids for the concepts approved by the committee in Stage 2.

STAGE 3 – Financial Bid stage

Financial bids of shortlisted applicants will be opened. Bidder with the lowest bid (L1) shall be awarded the contract and will have to execute the project.

3. SCOPE OF WORK

Details of areas to be furnished

S No.	Name of hostel	Location	**Area (Sq. ft.)**
1	**Dronagiri**	Common area (GF)*	8620
		Dining area (GF)	3035
		Reception area (GF)	2070
2	**Saptagiri**	Common area (GF)*	8620
		Dining area (FF)	3035
		Reception area (FF)	2070
3	**Sahyadri**	Common area (GF)*	10700
		Dining area (GF)	2841
		Reception area (GF)	1040
	TOTAL		**42031**

4. EVALUATION CRITERIA FOR EXPRESSION OF INTEREST

4.1 Evaluation of Company profile (Maximum marks: 50)

Marks will be awarded on the basis of signed documents submitted by the bidder to support each of the following claims. Incomplete submissions or those not supported with valid documents will be rejected.

	Criteria		**Breakup of marks**
a.	**Relevant Experience**	**No. of years**	**Marks (20)**
	Total experience of providing Interior Design/ Furnishing services. (years)	>20 15-20 10-14	20 14 10
b.	**Turnover**	**INR**	**Marks (15)**
	Average annual turnover for last 3 financial years. (crores/lakhs)	>1Cr 75 lakh- 99 lakh 50-74 lakh	15 10 08
c.	**Size of organization**	**No. of people**	**Marks (15)**
	Number of design personnel employed by the organization having expertise in product/space/furniture design.	>10 6-10 3-5	15 10 08

	TOTAL MARKS (4.1)	/50

4.2 Evaluation of company portfolio **(Maximum marks: 50)**

Please furnish details of the 5 best projects completed by you in the past 5 years (2015-2021)

4.2.1 General details of 5 best projects

S No.	Name of client	Address and location	Design brief (not more than 50 words)	Total project cost	Date of completion
1.					
2.					
3.					
4.					
5.					

4.2.2 Submission of 5 best projects **(Maximum marks: 30)**

(no more than 30 slides in .pdf format, landscape model)

The applicant must submit actual photographs, drawings and details of the completed projects. Kindly add the descriptions, photographs, material specifications, drawings and details of not more than 2 pieces of Furniture designed, manufactured or supplied for the project.

4.2.3 Technical details of 5 best projects **(Maximum marks: 20)**

Please provide details to help assess your technical abilities for undertaking this project

S No.	**Query**	**Your response here**	**Marks**
1.	Describe the factors you considered in planning, conceiving and detailing the interior spaces.	(not more than 200 words).	05
2.	What are the unique design features of the Furniture highlighted in your presentation?	(not more than 500 words)	05
3.	What were the ergonomic considerations in the above-mentioned Furniture, if any?	(not more than 200 words)	05
4.	What are the materials selected, and what were the reasons for their selection?	(not more than 500 words) You may add images, drawings, or photographs to further illustrate your point.	05
	TOTAL MARKS (4.2)		**/50**
	TOTAL 4.1 + 4.2		**/100**

Applicants who score 70% marks or more in Stage 1 will be invited to participate in Stage 2

ANNEXURE I

5. DOCUMENTS TO BE SUBMITTED WITH EOI

5.1 COMPLIANCE SHEET

(Please attach self attested documents as proof in each case Please maintain sequence, number each page and indicate the page numbers on this sheet.)

S No.	Heading	Description	Proof attached at Page No.
a.	**Average annual financial turn-over**	Average annual financial turnover is >_Rupees 50 lakhs, during the last three financial years (2017-18, 2018-19, 2019-20).	
b.	**Income Tax Return**	Returns filed in last three years i.e 2017-18, 2018-19, 2019-20.	
c.	**Relevant experience**	The bidder should have completed at least one work equal to 80% of cost of this tender or 2 works of 60% cost or three works of 40% cost of this tender in last 5 years	
d.	**Solvency**	The firm should be solvent. Solvency certificate of Rs.20 Lakhs from any Nationalized/Scheduled Bank to be provided as proof.	
e.	**Local Office**	The company has an office in NCR	
f.	**Reputation**	Not have been blacklisted by any CentralGovt./StateGovt./PSU during the last 03 financial years.	
g.	**Experience**	***Essential:*** Have at least 10 years' experience of Designing and Furnishing large institutional spaces**.**	
		Desirable: Experience of handling student hostels in reputed organizations / Institutions / Universities / Public Sector (Central or State) / Government Department	
h.	**Registration of company**	Registered as an interior design/ furniture design/ or furniture manufacturing company.	
i.	**Manpower**	Have at least 3 in- house designers having a degree in product design or interior design or architecture.	
		The designers have at least 10 years of work experience	
j.	**Type of Company**	Public Limited/Private Limited Company/Registered Partnership/Proprietorship Firm.	
k.	**Registration**	Registered with Income Tax Department, PAN Card, Employees Provident Fund Organization, Employees State Insurance Corporation & GST.	

Bidders who do not fulfill any of the above criteria or fail to submit documents complete in all respects, shall not be evaluated in next stage.

Signature of Bidder

Name: _____ **Designation:** _____

Organization Name: _____ **Contact No. :** _____

ANNEXURE-II

<< Organization Letter Head >>

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

S No.	Details of the Applicant	
1.	Phone	
2.	Fax	
3.	E-mail	
4.	Contact Person Name	
5.	Mobile Number	
6.	GST Number	
7.	PAN Number	
8.	Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
9.	Account Number	

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

(Signature of the Tenderer)

Name:

Seal of the Company

ANNEXURE-III

List of clients (Govt. Organization/Deptt/ Autonomous bodies or other reputed educational Institute/Deptt).

List of Government Organizations/Deptt/Autonomous bodies or other reputed educational Institute/Deptt for whom the Bidder has undertaken such work during last five years (must be supported with work orders)			
Name of the organization	Period	Name of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

ANNEXURE –IV

BID SECURITY UNDERTAKING

(To be issued by the bidder on company's letterhead in lieu of EMD)

To,

The Registrar,
I.I.T. Delhi, Hauz Khas,Delhi – 110016.

We, M/s_____(Name of the Firm), with ref. to Tender No.

_____dated_____hereby undertake that:

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

Yours faithfully,

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

Bid Submission

Online Submission:

The EOI (complete in all respect) must be uploaded as explained below:-
To be uploaded as a single .pdf file

Sl. No.	Content
1.	Compliance Sheet as per Annexure – I
2.	Organization Declaration Sheet as per Annexure – II
3.	List of organizations/ clients where the same projects have been undertaken (in last five years) along with their contact number(s). (Annexure-III)
4.	Bid Security Undertaking (Annexure-IV)
5.	Company Portfolio (as per Section 4.2)