



भारतीय सूचना प्रौद्योगिकी संस्थान भागलपुर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR

(An Institute of National Importance, established by Ministry of Education, Govt. of India)

Sabour, Bhagalpur-813210, Bihar

Advt. No. IIITBH/REG/883/2025-26/04

Date: 02.03.2026

**Subject:** Limited Tender Enquiry (LTE) for “Providing and Fixing of (i) Modular Kitchen and (ii) Customized Wardrobe at Director Residence and Camp Office, IIIT Bhagalpur.”

Dear Sir/ Madam,

The Indian Institute of Information Technology Bhagalpur, invites sealed quotations for “Providing and Fixing of (i) Modular Kitchen and (ii) Customized Wardrobe at Director Residence and Camp Office, IIIT Bhagalpur. The quotation in Single bid is to be submitted to the office of undersigned on or before 12/03/2026 (02.00 P.M.). The quotations will be opened on the same day at 04:00 PM in the presence of the bidders or their authorized representatives, if they choose to attend.

Kindly read the LTE document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the LTE terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfil its obligations under the Bid.

The IIIT Bhagalpur will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, the work order. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive IIIT Bhagalpur of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

**Note:** Before submitting the bid, the bidders may visit the administrative office, IIIT Bhagalpur for understanding of our requirements.

In case of doubt please contact us at +91-9205269508 or [adarsh.to@iiitbh.ac.in](mailto:adarsh.to@iiitbh.ac.in).

Thanking you.

  
02/03/26  
(Dr Gaurav Kumar)  
Registrar

## INSTRUCTION TO BIDDERS

1. **Mode of Bid:** Tender will have to be submitted in a **Single bid mode only**.
2. **Tender document:**
  - i.) Tender document is divided into Three parts i.e. (1) Instruction to Bidders, (2) Terms & Conditions and (3) Annexure I, II, III, IV, V
  - ii.) The bid documents are not transferable.
3. **Bid submission:** Price Bid with following documents:
  - i.) In Bid Submission, the vendor must provide the followings self-attested documents:
    - a.) PAN Number
    - b.) GST Registration Certificate must be enclosed.
    - c.) A self-declaration form for not blacklisted from any Central/State Government Institute for doing any work.
    - d.) EMD Declaration as per Annexure – V.
    - e.) Price bid as per Annexure-II
  - ii.) The seal and signature of the authorized official of firms must appear on all the papers submitted.
  - iii.) Annexure- I, II, III, IV and V will be submitted with bid.
4. **Important Date and Time:**
  - i.) Last date & time of receipt of Tender: **12/03/2026 (02.00 P.M.)**
  - ii.) Due date & Time of opening Tender: **12/03/2026 (04.00 P.M.)**
  - iii.) Venue of Bid opening: **Administration Building, IIIT Bhagalpur**
  - iv.) Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/ opening.
  - v.) The work shall be completed in all aspects within 30 days of the award of the work order.
5. **Address for correspondence:** The address and contact number of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

**Limited Tender Enquiry (LTE) for “Providing and Fixing of (i) Modular Kitchen and (ii) Customized Wardrobe at Director Residence and Camp Office, IIIT Bhagalpur.”**

**LTE No.: IIITBH/REG/ Wood Work at Director’s Residence and Camp Office/883/2025-26/ 1084**

To,  
The Registrar,  
IIIT Bhagalpur,  
Bhagalpur-813210

From: M/s: \_\_\_\_\_

Detail Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

6. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on IIIT Bhagalpur.
7. **Defect Liability Period:** 12 Months from the completion of the work.
8. Any query related to this bid and terms and conditions must be made before 03 working days of submission of bids to [adarsh.to@iiitbh.ac.in](mailto:adarsh.to@iiitbh.ac.in) or in writing to the office of undersigned..

## **TERMS & CONDITIONS**

### **1. Rates:**

- Rates quoted should be on FOR IIIT Bhagalpur, in the format, Annexure II. Failing to provide as per Annexure, quotation may not be accepted.
- Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation. In case of a mismatch, the rates written in words will prevail.

### **2. Validity of Quotation:**

Quoted rates must be valid for 90 days from the last date of submission of quotation.

### **3. Genuine Pricing:**

Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this particular service has been provided, particularly to IIIT Bhagalpur/Institutes and other Government Organization.

### **4. GST:**

- a. GST Registration Certificate indicating the GSTIN number of the firm must be attached, Certificates must be enclosed.
- b. GST TDS Deduction at source as per Order/notification of the Govt. of India will be applicable.

### **5. Late and delayed tender:**

Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.

### **6. Payment Terms & Condition:**

100% Payment within 45 days from the date of successful completion of work at IIIT Bhagalpur, generally through NEFT/RTGS. Please note as per Institute's norm advance payment is not allowed.

### **7. Enquiry during the course of evaluation not allowed:**

No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s).

### **8. Security Deposit:**

Security Deposit after award of contract in form of DD of 03% of the quoted amount in favour of IIIT Bhagalpur must be submitted within 07 days from the receipt of the work order. The security deposit will be returned after completion of Defect Liability Period.

**9. Acceptance of quotations:**

The acceptance of the quotation will rest solely with the Director, IIIT Bhagalpur.

**10. Termination for default:**

Default is said to have occurred if –

- a. If the contractor fails to do any or all of the mentioned work within the time period(s) specified in the work order or any extension thereof granted by IIIT Bhagalpur.
- b. If the contractor fails to perform any other obligation(s) under the contract.

**11. Applicable Law:**

- a. The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Bhagalpur only.
- b. Any dispute arising out of this works shall be referred to the Director IIIT Bhagalpur.
- c. In case of dispute, the matter shall be referred to sole arbitration of the Director, IIIT Bhagalpur or his nominee under Arbitration and Conciliation Act, 1996

sd/-  
(Dr. Gaurav Kumar)  
Registrar

**ANNEXURE-I****Scope of Work:**

Name of the Work	A. Providing & Fixing of Modular Kitchen at Director Residence			
Sl.	Description	Size	Unit	Quantity
1	19 mm thick both side balancing lamination factory pressed BWP plywood conforming to IS: 303 & IS: 710, Borer & Termite Free for kitchen cabinet boxes, shelves.(8'x4')	32	Sq.ft	15
2	12 mm thick BWP grade plywood for backing / shelves etc. plywood conforming to IS: 710,IS:303(8'x4')	32	Sq.ft	5
3	White coloured Mica(8'x4')	32	Pc	30
4	Decorative Mica(8'x4')	32	Pc	15
5	Stainless Steel telescopic ball bearing drawer slides/ channels	20''	Each	20
6	Handles	6''-8''	Each	45
7	Edge Banding Tape	1mm thickness	rolls	5
8	providing and fixing of Plain Stainless Steel Basket	42x48.5x15	Cm <sup>3</sup>	14
9	Providing and fixing of perforated cutlery Basket Stainless Steel	42x48.5x10	Cm <sup>3</sup>	1
10	Providing and fixing of Round corner Basket Stainless Steel	24x24	Cm <sup>2</sup>	1
11	Providing and fixing of Plate/Thali Stainless Steel Basket	42x48.5x20	Cm <sup>3</sup>	2
12	Cup & Saucer Stainless Steel Basket	42x48.5x10	Cm <sup>3</sup>	2
13	Bottle basket SS304	20x48.5x43	Cm <sup>3</sup>	1
14	Heatx	5	ltr	5
15	Adhesive	30	kg	30
16	Abrotape		roll	2
17	Corner Hinge		Set	3
18	Hinges		Set	15
19	Nails & Screws		pkts	5
20	Labour		Sq.ft	210

Name of the Work	A. Providing and Fixing of Customized Wardrobe at Director Residence & Camp office			
Sl No.	Description	Size	Unit	Quantity
1	19 mm thick both side balancing lamination factory pressed BWP plywood conforming to IS: 303 & IS: 710, Borer & Termite Free for kitchen cabinet boxes, shelves.(8'x4')	32	Sq.ft	16
2	12mm thick plywood conforming to IS: 710 IS:303(8'x4')	32	Sq.ft	6
3	White coloured Mica(8'x4')	32	Pc	24
4	Decorative Mica(8'x4')	32	Pc	6
5	Stainless Steel telescopic ball bearing drawer slides/ channels	20''	Pc	20
6	Handles	4''-6''	Pc	9

7	Edge Banding Tape	1mm thickness	rolls	5
8	Cabinet Hinge		set	30
9	Heatx		ltr	5
10	Adhesive		kg	20
11	Abrotape		roll	2
12	Lock		pieces	6
13	Nails & Screws(gypsum,stainless Steel)		pkts	5
14	Labour		Sq.ft	135

#### **APPROVED MAKES OF MATERIALS (CIVIL)**

The Contractor shall obtain prior approval from the Engineer-In-charge before placing order for any specific material or engaging any of the specialized agencies. The Contractor shall make a detailed submission with catalogues and proposed specifications, as well as full details of the works executed by the specialized agency, as specified. Unless otherwise specified, the brands/makes of the material as specified in the item nomenclature, in the list of approved materials attached in the tender and in the particular specifications shall be used in the work. In case of non-availability of the brands specified in the contract the Contractor may be allowed to use alternates/equivalent brand of the material by Engineer-in-Charge with the prior approval of LTE approving Authority subject mission of documentary evidence of non-availability of the specified brands by contractor.

#### **List of Approved Makes of Materials for Wood Works**

Sl. No.	Material	Manufacturers Name
1	Plywood	Kuthputli, Pencil
2	Laminated Sheet	Merino, Greenlam, Century Ply,Kridha
3	Adhesive	Pidilite, Asian Plants Tru Grip
4	Locks, Channels, Cutlery Bucket,Hinges	Godrej

The vendors are required to get prior approval of Engineer-in-charge for the make of the material to be used in the work. In case of non-availability of material from these manufacturers, the Hon'ble Director IIT Bhagalpur may allow use of alternative BIS approved manufacturer makes.

**ANNEXURE-II**

**Financial Bid Details**

Sl. No.	Description of works	Quoted Amount in Rs.
1.	“Providing and Fixing of (i) Modular Kitchen and (ii) Customized Wardrobe at Director Residence and Camp Office, IIIT Bhagalpur.”	
	GST (Rs)	
	Total (Rs)	

**Amount in Rs.**

**Note:** Before submitting the bid, the bidders are requested to visit the administrative office, IIIT Bhagalpur for understanding of all the above-mentioned works and our requirements.

**Sign:** .....

**Vendor: M/s**.....

**Official seal of the vendor**

**ANNEXURE-III**

**COMPLIANCE CERTIFICATE**

Certify that we have carefully examined the Schedule of Work, Specifications, Approved Makes, General Conditions of Contract and all other documents forming part of the tender and fully understood its implications and do hereby agree to comply with all the terms, and hereby submit this compliance certificate.

<b>Sl. No.</b>	<b>General Terms and Conditions</b>	<b>Yes / No</b>
01	Rates quoted as per instruction	
02	Validity period for 90 days of quoted rate agreed	
03	GST Registration Certificate provided	
04	Payment term agreed	
05	Penalty clause for delay agreed	
06	Self-Deceleration for Blacklisting	
07	EMD Declaration Annexure	
08	Pan Card	

**Sign: .....**

**Vendor: M/s.....**

**Official seal of the vendor**

**ANNEXURE-IV**

**BIDDERS DETAILS**

<b>Sl. No.</b>	<b>Name of the company/Firm</b>	<b>To be filled by vendor (Documentary Proof must be attached as applicable)</b>
01	Registered office Name & Address Details of contact person Name designation Mobile number e-mail	
02	Is the company/firm registered for GST? If yes, submit valid registration certificate.	

Note: Document/s if attached to the LTE compliance Certificate the same may be referred to in the remark column above.

**Sign:** .....

**Vendor: M/s**.....

**Official seal of the vendor**

ANNEXURE-V

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**  
**(On Bidders Letter head)**

**Bid Security Declaration Form**

Tender No. -

Date: -

To,  
The Registrar,  
IIT Bhagalpur,  
Bihar – 813210

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period as decided by you from the date of notification if I am /We are in a breach of any obligation/clause of bid documents and/or because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; and or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to submit the Performance Security/Bank Guarantee, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Date:

Signature.....

Seal:

Name and Designation.....