

**NOTICE FOR INVITING TENDER**

**FOR PURCHASE OF MATTRESSES AND PILLOWS FOR  
HOSTELS OF ENGINEERING STFF COLLEGE OF INDIA (ESCI)**

**ENGINEERING STFF COLLEGE OF INDIA  
Old Mumbai Road,  
Gachibowli, Hyderabad-  
500032**

Ph. No. : 040-66304100/040-66304155- email:ic@escihyd.org / admn@escihyd.org

**ENGINEERING STFF COLLEGE OF INDIA**

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Gachibowli,Hyderabad-  
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**ESTIMATED COST : Rs 4,00,000 (approx.)**

**EARNEST MONEY DEPOSIT : Rs. 40,000/-**

**PART-I**

**GENERAL INSTRUCTIONS TO BIDDERS**

**1.1 Schedule of Bidding :**

For and on behalf of the Director, engineering Staff College of India, Hyderabad tenders, under Two Bid Systems (offline), are invited from reputed suppliers/firms in Hyderabad and Secunderabad for the supply of items as mentioned in **Annexure-'A'**, as per the schedule given herein below:-

- |  |  |
|--|--|
| <b>1. Mode of Tendering</b>  | <b>: Two-Bid System i.e. Technical Bid and Financial Bid</b> |
| <b>2. Last Date &amp; Time for Submission of Bids along with EMD</b> | <b>: 03.09.2025 at 02.pm.</b>                                |
| <b>3. Date &amp; Time for Opening of Technical Bid</b>               | <b>: 04.09.2025 at 12:00 a.m.</b>                            |
| <b>4. Date &amp; time for opening of Financial Bid</b>               | <b>: 04.09.2025 at 4:00 pm</b>                               |

**1.2 Availability of Tender Document**

The tender document will be available for download on the website of the Engineering Staff College of India ([https://escihyd.org\\_under\\_tenders\\_tab](https://escihyd.org_under_tenders_tab)).

**Requirement: Supply of Mattresses and Pillows to ESCI Hostels as per specifications, make and Model and number of units of each item as mentioned in the Annexure A of this tender Document**

**1.3 Requirement of Deposit of EMD:**

A bidder would be required to deposit EMD for Rs.40,000/- by due date and time of submitting of tender in a box kept at the reception, Admin department of ESCI, Hyderabad in the form of Bankers Cheque /FDR in favour of "the IEI-Engineering Staff College of India , Hyderabad,. EMD of successful bidder will be returned 45 days after payment of bills and for unsuccessful bidder EMD will be returned within 7 days of closure of tender process.

#### **1.4 Method of Payment:**

Payment shall be made within 30 days after the receipt of complete stores mentioned in the purchase orders and due inspection by the nominated official of the ESCI, Hyderabad. No advance payment shall be made.

#### **1.5 Validity of Tender and Price Quoted:**

A bid submitted in response to Notice Inviting Tender shall be valid for 90 days from the date of opening of price bid. A bid valid for a shorter period would be liable to be rejected as non-responsive.

#### **1.6 Submission of Undertaking:**

Bidder would be required to submit an undertaking on a non-judicial stamp paper of Rs.50/-, duly signed, stamped and attested by the Notary Public as per **Annexure 'B'**, by the due date and time of submitting the tender by depositing the same in the box to be kept at the Administration Department, ESCI , Hyderabad

## **PART II**

### **SUBMISSIONS OF DOCUMENTS AND SAMPLES**

#### **2.1 Documents to be submitted:**

Bidder would be required to be submitted the following documents while submitting the Tender/ Bid:

1. EMD as demanded in the Tender notification
2. Certificate regarding non-depositing of EMD and registration status etc. if exemption is claimed.
3. Copy of certificate showing the status of the firm/ Company on its letterhead (i.e. whether it is company, partnership firm or proprietorship firm)
4. Copy of PAN number.
5. Copy of GST registration certificate.
6. Copies of GST Returns filed during the last two financial years 2023-24 and 2024-25
7. Copy of the undertaking in the form of **'Annexure-B'**
8. Copies of Income Tax Return for the last two Financial Years 2023-24 and 2024-25
9. Details of the firm as per **Annexure-'C'**.
10. Acceptance of Terms and Conditions of Tender notification in the given format as **Annexure-'D'**.
11. Copy of Purchase Orders and Performance Certificate (one each of the last **three** financial years) received preferably from Govt. Departments/ PSUs for the supply of requisite items.
12. Technical Bid in the form as given in **Annexure 'E'**.

**\* All the documents submitted in the bid must be clearly legible and self-attested, failing which the bid submitting would be rejected.**

## **PART-III**

### **TECHINCAL BID**

**3.1 To qualify the Technical Bid, a bidder shall be required to submit the Technical Bid in the form as given in Annexure 'B,C,D, and E' and comply with the following:**

1. Deposit Rs. 40,000/- as an EMD in the form of Bankers Cheque/ Demand Draft/FDR.
2. Have a valid GST Registration with the Trade and Tax Department and having filed GST returns in the last two financial year 2023-24 and 2024-25
3. Have a Permanent Account Number and having been assessed to income tax for last two financial year i.e. 2023-24 and 2024-25
4. Furnish the details of its establishment as per the Annexure' 'D'.
5. Submit a letter having minimum experience of two years of supply of items as mentioned in the financial bid preferably to the Govt. Department/ /PSU s along with such purchase orders
6. Documents mention in Para 2.1 are also to be encloses.

All the above documents are to be kept in a envelop which has to be sealed and super scribed as **TECHINCAL BID**"

## **PART-IV**

### **PRICE BID**

4.1 Bidder shall submit the Price Bid in the form as given in **Annexure 'A'**.

**Annexure A to be kept in separate envelop and seal it. Superscript as "PRICE BID"**

**Both envelops i.e., 1). Technical Bid, 2). Price Bid are to be in sealed condition and are to be submitted to ESCI , Hyderabad on tender due date**

## **PART-V**

### **5.METHOD OF SELECTION**

5.1 As stated above the tenders are being invited in two bid system.

5.2 Initially Purchase Committee open the technical Bids and check for the eligibility as per tender document.

5.3 Considering the items to be purchased, physical examination of items to be purchased for determining the suitability of the items, if required, purchase committee may ask for submission of samples of the items

5.4 Price Bid will be opened on designated date and time for those bidders whose technical Bids are accepted by the purchase committee.

5.5 It would therefore, be possible that the contract may be awarded to not one but different bidders depending upon the price quoted by the bidders for a particular items. For example: if bidder 'A' has quoted the price of item 'x' and 'y' as Rs 10/- and 20/- respectively, and the other bidder 'B' for the same items has quoted the price of item 'x' as Rs. 9/-and for item 'y' Rs. 21/-. The contract for the supply of the item 'y' would be awarded to 'A' and contract for the supply of item 'x' would be awarded to 'B'.

## **PART-VI**

### **6. OTHER TERMS AND CONDITONS**

#### **6.1 Delivery:**

Once Purchase order is issued to the Successful Bidder (s), it shall be under the obligation to deliver the items to the ESCI premises, Hyderabad at the earliest or in the time as may be allowed.

#### **6.2 Submission of originals/ certified copies:**

Before entering into the contract with the successful bidder, the bidder may be required to produce the originals of any documents or duly certified/attested copies thereof.

#### **6.3 Fall Clause**

If at any time during the execution of the contract, the Successful Bidder (s) reduces the sales price of such items, as are covered under this tender enquiry, to any organization (including the purchaser of any department of the Govt. of Telangana at a price lower than this price quoted under this contract, the bidder/supplier shall supply the said item(s) to the ESCI, Hyderabad on such reduced rates.

#### **6.4 Penalty Clause**

If the supplier fails to supply the requisite Items within the stipulated time, then a penalty @ 0.1% per day, subject to maximum of 10% of the tender amount will be imposed. It would be without prejudice to the right of the Academy to purchase the said item(s) from the open market and recover the excess amount paid for purchase of said item(s) from the Successful Bidder.

#### **6.5 Payment and Terms and Conditions**

- (a) The payment shall be made against submission of Tax invoice duly mentioning GST numbers of both ESCI and Successful bidder and making relevant GST entries in the system. The payment will be made in Indian Rupees through ECS/RTGS after making stock entry of the Items in the Hostels Stores of ESCI, Hyderabad and necessary verification of the bill and recoveries, if any, in respect of penalty/damages/losses etc. within 30 days after supply of material and submission of tax invoice by the successful bidder and inspection of supplied material by nominated officer of ESCI
- (b) At the time of entering the contract, the successful Bidders will be required to furnish the detail of their bank and account no. and GST number of the successful bidder etc. for making payment of their bills through ECS/RTGS, along with the tender. No payment shall be made in respect of rejected items.

## **6.6 EMD**

EMD amount of successful bidder will be returned 45 days after settlement of bills to the firm after successful/satisfactory completion of the contract.

## **6.7 Timely supply of stores**

It may be noted that timely supply of the store would be an essence of the contract to be entered into with the successful bidder. Therefore, the ESCI may refuse to receive the delivery of stores received later.

## **6.8 Rejection**

In case a bidder is not found to have complied with any of the terms and condition/instruction his bid shall be liable to be rejected summarily.

## **6.9 Cancellation of Tender.**

ESCI has right, without prejudice, to terminate / cancel /reject the bids or tender at any stage of tender process without assigning any reason

## **6.9 Termination of Contract/ Order**

The ESCI may without prejudice to any other remedy for breach of terms and conditions of the tender may by a written notice terminate the contract in whole or in part as it may deem it consider appropriate in the circumstances.

## **6.8 Disputes**

Any legal dispute arising between the Academy and the tenderer shall be subject to jurisdiction of Courts in Hyderabad city.

Sd/-  
Dy. Chief ( A & P )

**Price Bid**

<b>Sl. No</b>	<b>Items Name</b>	<b>Specification</b>	<b>Qty</b>	<b>Rate per Unit.</b>	<b>GST</b>	<b>Total Value inclusive Tax</b>	<b>Remark, if any</b>
1	Mattress	77.5x36x5 inches Kurlon make- Durest Essential Model x 5 inches (lxbxh)	40				
2	Pillow	18 X 27 inch Filled with Hollow Fiber (light weight)	40				

**UNDERTAKING**

(To be submitted on Rs.50/- Stamp Paper duly notarized)

To

The Director  
Engineering Staff College of India  
Gachibowli, Hyderabad-500032

Sir,

I/We hereby declare that:-

1. I/We have carefully read and understood all the contents along with all the terms and conditions of the Tender before submitting the same, and I/We do accept and undertake to abide by the same.
2. I/We bind myself/ourselves to the Engineering Staff College of India to provide the Items mentioned in the Supply Order at the rates quoted by me/us.
3. I/we have deposited the required EMD, as mentioned in the tender, in favour of the “IEI- Engineering Staff College of India , Hyderabad”.
4. The rate(s) quoted by me is/are for the Items conforming to the complete specification/requirements given by the Engineering Staff College of India and inclusive of all charges such as levies, packing, forwarding, loading, unloading, insurance etc., if any. The percentage of GST wherever applicable, have been mentioned separately.
5. I/We certify that the item in question against the existing tender has not been supplied to any other Govt. Departments at the rates below the rates mentioned in my/our quotation against the present tender.
6. I/we will refund the difference in the cost in the event of my/our supplying stores at a lesser rate to other Governments/Organizations during the currency of this contract.
7. I/We agree that the rates quoted against this tender will be valid for **90days** from the date of opening of price bid.
8. I/We shall deliver the ordered items to the Engineering Staff College of India on F.O.R. destination basis within due date of supply order on any working day. If the items supplied are found to be unsatisfactory in quality & quantity, I/We bind to replace all the items on the same day but in any case not later than the next working day. Nothing extra will be charged on account of packing, cartage, loading, unloading, insurance charges etc. for the replacement of rejected items.
9. If I/We fail to supply Items in scheduled time and the Engineering Staff College of India purchases the required Items from open market, the excess expenditure so incurred shall be borne by me/us.
10. I /we have never been black listed from any Government Department.
11. I/We hereby undertake that we shall supply all the items as and when required by the Academy, failing which the Engineering Staff College of India is at liberty to forfeit Performance Security Deposit in full.
12. I/We understand that The Director, Engineering Staff College of India , is empowered/will have the right:

- a. To increase/decrease the quantity indicated in the tender/order to any extent depending on the actual requirements of the Engineering Staff College of India .
  - b. To impose penalty as deemed fit in case service do not commence by the stipulated date or extended date, if any, and can resort to risk purchase at my/our cost and may forfeit my/our Performance Guarantee security deposit in full or part thereof at the his discretion.
  - c. To reject full or any part of the supply that is not in accordance with the requirements and terms and conditions of the tender.
  - d. To deny the payment in respect of the rejected items and I/We will not have any claim for the above. Further, I/We will remove the rejected items immediately at our cost and replace them as per terms and conditions of the Contract.
  - e. To cancel, reject or accept any tender or split the items to be supplied from tenders at any stage without assigning any reason therefore.
  - f. To hold the demand draft/banker cheque/ submitted by me/us towards Earnest Money Deposit till the acceptance/rejection of the tender or finalization of the supply.
13. In case any of the our statement/submissions and undertakings are found wrong/false at any stage, the Engineering Staff College of India has the full liberty to forfeit my EMD and Security and to claim the excess amount from us along with any action as deemed fit by the Engineering Staff College of India against us.

**Signature of the Bidder** \_\_\_\_\_

**Name & Address** \_\_\_\_\_

**Rubber Stamp** \_\_\_\_\_

**DETAILS OF TENDERER/BIDDER**

<b>SN</b>	<b>Particulars</b>	<b>Details</b>
<b>1.</b>	Name(s) & Address(s) of partnership firm / proprietorship firm /Company	
<b>2.</b>	Name(s) & Address(s) of the partner(s)/ proprietor(s)/Director(s)	
<b>3</b>	Date of establishment/Registration of the Firm with the Registrar of Firm/Registrar of Company/ Registrar of Partnership Firm	
<b>4</b>	Registration No. of the Firm/Company with the Registrar of Firm/ Company	
<b>5</b>	PAN No of Firm/ Company/ Director/ Partner/Proprietor	
<b>6.</b>	Telephone Nos. Fax Nos. Email ID	
<b>7.</b>	Registration No of GST with date.	

Signature of the Tenderer \_\_\_\_\_

Name &amp; Address \_\_\_\_\_

Rubber Stamp \_\_\_\_\_

**Engineering Staff College of India**  
Gachibowli, Hyderabad-500032

**Purchase of Mattresses, and Pillows for Hostels of Engineering Staff College of India**

**Acceptance of Terms & Conditions**

1. I/we hereby certify that I/we have gone through the terms & conditions and have understood the same and I/We do undertake to comply with the same.

Signature of owner/partner/authorized signatory  
with address & telephone no.  
with seal of the firm/company & Date

## TECHNICAL BID FORM

1	Name of the firm/ Company	
2	Permanent Account Number (PAN)	
3	GST returns having filed in the last three financial years (Documentary evidence to be attached)  2023-2024  2024-2025	
4	Income Tax Return for Financial Year (Documentary evidence to be attached) 2023-2024  2024-2025	
5	Name of authorized person to sign on behalf of bidding agency (hereinafter referred to as bidder): Designation Telephone & Mobile No. E-mail ID Specimen Signatures of the authorized person	
6	EMD details (Amount, name of the Bank, Branch, DD/Bankers Cheque No./FDR No. and Date)	
7	Details of two years of experience of supplying of requisite items preferably to the Govt. departments/ Ministries of Govt. of India /PSUs (Copy of two Purchase Orders and performance certificate from Govt. Departments/ PSUs one each of the last three Financial Years.	

- The bidders who qualify in Technical Bid will be considered for sample evaluation of their quoted items by the Purchase Committee.

**Signature & Seal of Bidder**

**List of Bidders Technically Qualified to be used by ESCI only**

<b>S. No.</b>	<b>Name of the Bidder</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	
<b>9</b>	
<b>10</b>	

**List of Bidders whose samples are found suitable (item Wise) to be used by ESCI only**

Sl. No	Items Name	Specification	Name of the Bidder
1	Mattress	77.5x36x5 inches Kurlon make- Durest Essential Model x 5 inches (lxbxh)	1
			2
			3
			4
			.....
2	Pillow	18 X 27 inch Filled with Hollow Fiber (light weight) Kurlon make	1
			2
			3
			4
			.....