

# **OPEN TENDER**

*for*

## **RATE CONTRACT FOR SUPPLY OF FURNITURE ITEMS**

**Tender No. : IIT (BHU)/IPCell/FPC/2016-17/926      dated 19.11.2016**

**Last Date of Submission: December 12, 2016**



**Indian Institute of Technology  
(Banaras Hindu University)  
Varanasi-221005**

**E-mail: [assistantregistrar.purchase@iitbhu.ac.in](mailto:assistantregistrar.purchase@iitbhu.ac.in)**



## Advertised Tender Enquiry Documents

**OPEN TENDER NOTICE NO. IIT(BHU)/IPCel/FPC/2016-17/926 Dated : 19.11.2016**

Indian Institute of Technology (BHU), Varanasi invites bids from **furniture manufacturing firms (Original Equipment Manufacturers OEMs) in India** for "Rate Contract for Supply of furniture items" as per details given as under.

<b>Details of the item</b>	<b>Rate Contract for supply of complete range of office furniture of different levels/types, tables, chairs, storages, modular furniture, lab furniture, classroom furniture, public seating and library furniture from reputed furniture manufacturers (Technical Specifications as per Annexure - I)</b>
<b>Tender Document Fee</b>	Rs. 1000/-
<b>Earnest Money Deposit to be submitted</b>	Rs. 50,000/- (Fifty Thousand only)
<b>Validity of the Rate Contract</b>	The Empanelment and Rate Contract will be valid for a period of <b>ONE YEAR</b> which may be extended for another 1 year based on satisfactory performance.
<b>Warranty</b>	At least 01 Year or more.
<b>Performance security</b>	For selected bidders the above EMD will be retained as performance security till the end of rate contract period.

The Tender Documents for items will be on two-Bid System consisting of Technical Bid and Price Bid. The Tender Document (non-transferable) along with detailed specifications, terms and conditions may be **downloaded from the Institute website** ([www.iitbhu.ac.in/iitnotifications/purchase\\_enquiries/](http://www.iitbhu.ac.in/iitnotifications/purchase_enquiries/)) or from Central Public Procurement Portal (CPPP) by the interested supplier along with payment of non-refundable Tender fee as mentioned above. The Tender fee and EMD will be paid in the form of Bank Draft in favour of **Registrar, IIT (BHU)** payable at **Varanasi**.

- Last date and time for receipt of Tender Document: **12.12.2016 (up to 15:00 Hrs.)**.  
The tender should be addressed to **The Registrar, IIT (BHU), Varanasi-221005**, and should be delivered in person or sent by registered post / courier so as to reach the Institute on / before the last date up-to 15:00 Hrs. No tender will be accepted after the due date and time.
- The tender will be opened on **12.12.2016 at 16: 00 Hrs** in the Committee Room, Ground Floor, Admin Building, IIT (BHU), Varanasi -221005. All Tender Documents must be accompanied by the Bid Security / Earnest Money Deposit (Refundable) amounting to Rs. 50,000/- The Earnest Money Deposit is to be paid in the form of **Bank Draft** in favour of the **Registrar, IIT (BHU)** payable at Varanasi. **The Bid Security / Earnest Money Deposit Bank Draft must be enclosed with Technical Bid in a separate sealed envelope**. The details of Bank Draft of Earnest Money Deposit must be endorsed on top of envelope containing Technical Bid.

The Institute shall not be responsible for any delay in receiving Bids / sending of Tender Document by post. The Institute reserves the right to accept or reject any bid, without assigning any reason thereof. No correspondence in this regard will be entertained. Earnest Money shall be forfeited in case it is found at any stage that information/particulars regarding supply of tendered item (s) is false.

Sd/-  
Registrar

**SCHEDULE**

Name of Organization	Indian Institute of Technology (BHU), Varanasi
Tender Type	Open
Tender Category	Goods (Furniture)
Type/Form of Contract	Supply
Is Multi Currency Allowed	No (only INR)
Date of Issue/Publishing	21/11/2016
Document Download/Sale Start Date	21/11/2016
Document Download/Sale End Date	11/12/2016
Date and time for Pre-Bid Conference	25/11/2016 at 2:30 P.M.
Venue of Pre-Bid Conference	Committee Room, Ground Floor, Administrative Building, IIT(BHU), Varanasi-221005
Uploading of Corrigendum, if any	26/11/2016
Address for Submission of Bids	Institute Purchase Cell, IIT(BHU), Varanasi-221005
Last Date and Time for Submission of Bids	12/12/2016 upto 15:00 Hrs. i.e. 3:00 P.M. only
Date and Time of Opening of Technical Bids	12/12/2016 at 16:00 Hrs. i.e. 4:00 P.M.
Venue of Technical Bid Opening	Committee Room, Ground Floor, Administrative Building, IIT(BHU), Varanasi-221005
Tender Fee	Rs. 1000/- to be submitted with technical bid in the form of Demand Draft in favour of Registrar, IIT (BHU) payable at Varanasi.
EMD	Rs. 50,000/- (For EMD) To be submitted with technical bid in the form of Demand Draft in favour of Registrar, IIT (BHU) payable at Varanasi
No. of Covers	02
Bid Validity days	120 days (From last date of opening of tender)
Address for Communication	The Registrar, Institute Purchase Cell, Indian Institute of Technology (BHU), Varanasi-221005, UTTAR PRADESH
Contact No.	9838880091
Fax No.	+91-542-2368428
Email Address (for any queries)	<a href="mailto:assistantregistrar.purchase@iitbhu.ac.in">assistantregistrar.purchase@iitbhu.ac.in</a>



## INVITATION FOR BIDS

1. Sealed bids in two parts (techno commercial un-priced & Priced bids) are invited from eligible bidders for the following

Sl. No.	Tender No	Subject	Earnest Money Deposit (EMD)
1.	IIT(BHU)/IPCell/FPC/2016-17/926 Dated 19.11.2016	Rate Contract for supply of complete range of office furniture of different levels/types, tables, chairs, storages, modular furniture, lab furniture, classroom furniture, public seating and library furniture from reputed furniture manufacturers (Technical Specifications and pre bid criteria as per Annexure I)	Rs. 50,000/-

2. Interested eligible Bidders may obtain further information from and inspect the bidding documents at the office of **The Registrar, Institute Purchase Cell, Indian Institute of Technology (Banaras Hindu University), Varanasi – 221 005, U.P., INDIA** or on IIT (BHU) website: [www.iitbhu.ac.in/iitnotifications/purchase\\_enquiries/](http://www.iitbhu.ac.in/iitnotifications/purchase_enquiries/)

3. Each set of bidding document can be **downloaded from the Institute website** by any interested eligible bidder on payment of the cost of tender document. The cost of bidding documents as indicated above should be submitted in the form of a Demand Draft in favour of the Registrar IIT (BHU) payable at Varanasi.

4. All bids must be accompanied by earnest money deposit as specified above and must be delivered to the Registrar IIT (BHU), Varanasi office up-to 15.00 Hrs of the last date of receiving the tender document as specified.

5. The Institute reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons thereof.

6. This Tender Document contains the following:

- A. Instructions to Bidders
- B. General conditions of contract (GCC)
- C. Tender form (Techno commercial un-priced Bid)
- D. Tender form (priced Bid)
- E. Check-list for Bid/Tender submission
- F. Declaration Certificate
- G. Technical specification, Bid evaluation criteria and special conditions of contract (Annexure I)
- H. Price Bid Format (Annexure II)

# **INSTRUCTIONS TO BIDDERS**

## **ii. Introduction**

### **1. Qualification Criteria / Eligible Bidders**

**1.1** This Invitation for Bids is open to all manufacturers (OEMs) to quote in response to this NIT.

**1.2** Copies of valid Central/State VAT registration certificate, CA certified copies of last three years Income tax return filing statements, self-certified copy of PAN card, proof of manufacturing unit, proof of service centre in Varanasi and proof of local dealership in Varanasi. Copies of any two major supply orders during the preceding three years for Govt. Depts. / PSUs/Central Autonomous bodies have to be submitted. The minimum annual turnover from furniture business for the bidder should be Rs. 1 crore and the bidder should not have earned a loss during the last three financial years. Self-certified copy of Audited Balance Sheet and P/Loss statement for the year 2013-14, 2014-15, 2015-16 to be attached as a proof. The bidder should not have been black listed by any Government / Semi Government / Board /Corporations /Autonomous Body/ PSU. An affidavit on Non Judicial Stamp paper has to be submitted by the firm to this effect. The firms should possess at least one of the following prevalent certifications related to quality & safety possessed by most of the brands of furniture manufacturers: ISO 9001, ISO 14001, BIFMA, Green-guard, ISO 18001, ISO 50001. Self-certified copy of minimum one of the aforementioned and currently valid certifications to be attached as proof.

### **2. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and “the Purchaser”, will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **B. The Bidding Documents**

#### **3. Cost of Bidding Documents**

Interested eligible bidders may download the bidding documents from the Institute website or from Central Public Procurement Portal (CPPP) as indicated in the invitation for bids. The cost of bidding documents should be submitted in the form of a Demand Draft in favour of the Registrar, IIT (BHU) payable at Varanasi.

#### **4. Content of Bidding Documents**

**4.1** The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- (a) Instruction to Bidders (ITB);
- (b) General Conditions of Contract (GCC);
- I Schedule of requirements (Annexure I)
- (d) Tender form (technical bid).
- (e) Tender form (financial bid)
- (f) Price bid (Annexure II)

**4.2** The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding Documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in rejection of its bid.

#### **5. Amendment of Bidding Documents**

**5.1** At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

**5.2** All prospective bidders who have received the bidding documents will be notified of the amendment in writing, which will be binding on them.

**5.3** In order to allow prospective bidders reasonable time within which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

### **C. Preparation of Bids**

#### **6. Language of Bid**

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in English language.

#### **7. Documents Comprising the Bid**

**7.1 Techno commercial un-priced bid and priced Bids:** The bids are to be submitted in two parts in separate sealed envelopes i.e. Techno commercial un-priced bid and priced Bids. Both the sealed envelopes should be submitted in another envelop duly mentioning all the details like : Tender no. with date, name of bidder, due date of tender etc.

(a) Techno commercial un-priced bid along with Tender fees and Earnest Money Deposit (EMD) as shown in invitation to bids may be submitted in the form of demand draft issued from Nationalized Bank in favour of the Registrar, IIT (BHU) payable at Varanasi. If the EMD is not received along with the technical bid, such bid will not be considered. The sample drawings and specifications of all the quoted furniture items should be mentioned in the unpriced catalog of technical bid alongwith all other documents required for fulfilling the essential pre-bid criteria and technical evaluation criteria in a sealed envelope.

(b) **Priced bid:** The price bid should be submitted in a separate sealed enveloped duly superscribed as Price Bid as per **Annexure-II**. The price bid must contain the sample drawings and specifications of all the quoted furniture items alongwith priced catalog and discount offered on the same.

**7.2 Techno commercial un-priced bid:** The Techno commercial un-priced bid prepared by the bidder shall be provided in the following Model Response format:

#### **Model Response format**

(a) Standing of each Bidder Manufacturer/Dealer and past experience in supply of the material (certificates to be enclosed), proof of manufacturing Unit/Local Dealership letter and Local service centre.

(b) List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is supplying material or having the similar type of contracts and a certificate regarding the satisfactory performance of the contract.

**I** Copy of the audited balance sheet of the vendor for the previous three financial year indicating the turnover in supply of the material.

(d) Details of Permanent Account Number and latest income tax clearance certificate.

(e) Details of S.T. No. along with a copy of certificate to be attached.

(f) Submission of samples if required, for all items indicated in the schedule of requirements. The make of the items proposed to be supplied should be indicated in the format of the schedule of requirements and submitted along with the techno commercial un-priced bid without indicating the pricing components.

(g) Willingness to execute all orders which are placed to meet emergency requirement on priority basis. The Bidder shall note that standards for workmanship, material and equipment, and references to brand names designated by the Purchaser in the schedule of requirements are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names and/or catalogue numbers in his bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

### **7.3 Priced Bid**

The priced bid shall comprise the techno commercial bid along with the price component indicating the unit prices for each and every item indicated in the schedule of requirements along with discount offered on the catalogue price (**Annexure-II**).

- (a) The prices quoted must be net per unit as shown in the Schedule and must include all charges for delivery at the designated stores.
- (b) The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in word and figures the higher price quoted will be treated as final.
- I The price quoted by the tenderers should be exclusive of Excise Duty & Sales Tax. However, the Excise Duty & Sales Tax payable should be quoted separately in the schedule enclosed.
- (d) Quoted prices should be firm and inclusive of octroi, freight and forwarding charges, handling charges, loading and unloading charges, and insurance charges etc.
- (e) The prices once accepted by the Institute shall remain valid till the successful execution of the order and till supplies is fully effected and accepted or 12 months from the date of acceptance of tender whichever is later. The Institute shall not entertain any increase in the rates during the period. However, in the event there is a reduction or increase in Government levy/duties during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/excise duty. The quantity given in the schedule is fulfill annual requirement, which can be reduced or increased by 50%.

#### **NOTE**

**1. THE TWO BIDS (BOTH TECHNO COMMERCIAL UNPRICED BID) ALONG WITH EARNEST MONEY DEPOSIT (EMD) AND SAMPLES (IF REQUIRED) AND THE PRICED BID SHOULD BE SUBMITTED SEPARATELY..**

**2. CONDITIONAL BIDS WILL NOT BE ACCEPTED**

### **8. Bid Prices**

**8.1** The Bidder shall indicate on the Schedule of requirements, the unit prices of the goods it proposes to supply under the Contract and enclose it with the priced bid.

**8.2** Prices indicated on the Price Schedule shall be entered separately in the following manner:

- (i) The prices quoted must be net per unit as shown in the schedule of requirements and must include all charges for delivery at the designated stores.
- (ii) Any Indian duties, VAT / Sales and other taxes which will be payable on the goods if this Contract is awarded;

**8.3** Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.

### **9. Bid Currencies**

Prices shall be quoted in Indian Rupees only.

### **10. Period of Validity of Bids**

**10.1** Bids shall remain valid for 120 days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

**10.2** In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request without forfeiting its EMD. A Bidder granting the request will not be required nor permitted to modify the bid.

**10.3** Bid evaluation will be based on the bid prices without taking into consideration the above modifications.

#### **D. Submission of Bids**

##### **11. Sealing and Marking of Bids**

**11.1** The outer envelope containing Techno commercial un-priced bid along with EMD & samples, if required, and priced bid shall be addressed to The Registrar, Institute Purchase Cell, Indian Institute of Technology (Banaras Hindu University), Varanasi – 221 005, INDIA and shall indicate tender number and due date.

**11.2** The inner envelope shall indicate the name and address of the bidder, tender number, due date and contents i.e. “Techno commercial un-priced bid along with EMD and Tender Fee” and “Priced bid”.

**11.3** If the outer envelope is not sealed and marked as required, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.

##### **12. Deadline for Submission of Bids**

**12.1** Bids must be received by the Purchaser at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up-to the appointed time on the next working day.

**12.2** The Purchaser may, at his discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

##### **13. Late/Delayed Bids**

Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, pursuant to Clause 5 of invitation of bids will be rejected and/or returned unopened to the Bidder.

##### **14. Modifications and Withdrawal of Bids**

**14.1** The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.

**14.2** The Bidder’s modification or withdrawal notice shall be prepared, marked and dispatched in a sealed envelope. A withdrawal notice may also be sent by telex or cable or fax but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.

**14.3** No bid may be modified subsequent to the deadline for submission of bids.

**14.4** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its EMD.

#### **E. Bid Opening and Evaluation of Bids**

##### **15. Opening of Techno commercial un-priced Bids**

The purchaser will open all techno commercial un-priced bids in the first instance.

##### **16. Clarification of Bids**

**16.1** During evaluation of the bids, the purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

**16.2** No Bidder shall contact the purchaser on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Institute it should be done in writing.



**16.3** Any effort by a Bidder to influence the purchaser in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

## **17. Evaluation of Techno commercial un-priced Bid**

**17.1** Prior to the detailed technical evaluation, the purchaser will determine the substantial responsiveness of each bid. A substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations.

**17.2** The purchaser will reject a bid determined as not substantially responsive.

**17.3** The bidders may be called for discussion and may be allowed to modify their technical bids to suit the organization's requirement. The idea is to arrive at a threshold level of acceptability above which all the bidders shall be treated on par. Those whose technical specifications do not reach the threshold level of acceptability shall be rejected as technically unsuitable. The price bids of the bidders who finally emerge as technically acceptable shall be opened, evaluated and the contract awarded to the lowest evaluated bidder.

**17.4** The bidders short-listed by the purchaser based on evaluation of their technical bids may be called for detailed discussions with a team selected for the purpose, at a specified date, time and venue, if needed.

## **18. Opening of Priced Bids**

**18.1** The Purchaser will open the Priced Bids of only those bidders whose techno commercial bids have been found to be substantially responsive.

**18.2** The priced Bids of the technically qualified bidders shall be opened by the tender committee.

## **19. Evaluation and Comparison of priced Bids**

**19.1** Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price. If the Vendor does not accept the correction of errors, its bid will be rejected

**19.2** Bidders shall state their bid price for the payment schedule outlined in the Clause 14 of General Conditions of Contract. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The purchaser may consider the alternative payment schedule offered by the selected Bidder but it may not be binding on the purchaser.

**19.3** The purchaser, at its option may ask some more bidders to match the rates of the lowest bidder for creating parallel suppliers.

## **20. Purchasers right to accept any bid and to reject any bid or all bids**

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

## **21 Award Criteria**

Subject to Clause 19, the purchaser will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

## **22. Notification of Award**

Prior to the expiration of the period validity, the purchaser will notify the successful Bidder in writing by letter or by fax, to be confirmed in writing by speed post or hand delivered letter, that its bid has been accepted.

## **23. Factors Affecting the Award of Supply**

- 23.1** The bidder should have its own Contract support facilities. The support facilities should be fully owned and managed by the bidder.
- 23.2** Conformity with the Request for Bid/Tender required and conditions.
- 23.3** The assessment based on the response to Model Response Outline.
- 23.4** The assessment of the capability of the bidder to meet the terms and conditions.
- 23.5** The bidders must have executed similar orders, for which the bidder is quoting, as indicated in clause 1 for Govt./Semi-Govt./Autonomous/PSU Organizations.
- 23.6** The cost and the discount offered, if any.

#### **24. Fall clause**

- 24.1** The price quoted by the supplier should not be higher than the maximum retail price, if any, for the stores and the same shall not be higher than the price usually charged by the supplier for stores of the same nature, class or description to any other purchaser.
- 24.2** The price charged for the stores supplied under the contract by the supplier shall in no event exceed the lowest price at which the supplier sells the stores of identical description to any other person during the period till performance of all supply orders placed during the currency of the contract is completed. If at any time during the period the supplier reduces the sale price of such stores or sells such stores to any other person including his dealers at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale to the purchaser and the price payable under the contract for these items of stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.
- 24.3** If it is discovered that the supplier has contravened the above conditions, then without prejudice to any other action which might be taken against him, it shall be lawful for the purchaser to (a) revise the price at any stage so as to bring it in conformity with sub-clause(i) above, or (b) to terminate the contract and purchase the items of stores at the risk and cost of the supplier and in that event the provisions of Clause 28 of General Conditions of Contract shall, as far as possible, be applicable or recover the loss.

#### **25. Samples**

All suppliers are requested to submit samples of items indicated in the schedule of requirements for each tender separately in a separate envelope along with the technical bid (where ever applicable).

## **GENERAL CONDITIONS OF CONTRACT (GCC)**

### **ii. Definitions**

In this Contract, the following terms shall be interpreted as indicated:

- (a) "The order" means the agreement entered into between the Purchaser and the Supplier including all the attachments and appendices and all documents incorporated as per notification of award.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- (c) "The Goods" means all the items, which the Supplier is required to supply to the Purchaser under the Contract;
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services training and other obligations of the Supplier covered under the Contract;
- (e) "GCC" means the General Conditions of Contract contained in this section.
- (f) "The Purchaser" means the organization purchasing the Goods i.e. IIT (BHU), VARANASI.
- (g) "The Purchaser's country" is India.
- (h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
- (i) "Day" means calendar day.

### **ii. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

### **ii. Standards**

The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Goods' country of origin and such standards shall be the latest issued by the concerned Institution.

## **4. Use of Contract Documents and Information**

**4.1** The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

**4.2** The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information except for purposes of performing the Contract.

**4.3** Any document, other than the Contract itself, shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

## **5. Patent Rights**

The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in India.

## **6. Submission of the bids.**

**6.1** All bids complete in all respect must reach the purchaser within the last date and time of receipt of bid. No extension shall be allowed for any reason what so ever. Late tenders/delayed bids and tenders received without earnest money etc. shall be rejected.

**6.2** Tender documents are available for sale with the purchaser. Interested bidders may purchase the tender documents on payment of the cost there of. The purchaser shall not be liable for either non-receipt of the tender document or for delay in receipt of tender document.

## **7. Inspections and Tests**

**7.1** The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.

**7.2** The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data shall be furnished to the inspectors at no charge to the Purchaser.

**7.3** Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

**7.4** The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Project Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.

**7.5** Nothing in GCC Clause 7 shall in any way release the Supplier from any warranty or other obligations under this Contract.

## **8. Consequences of rejection**

If in the event the stores are rejected by the purchaser at the destination and the supplier fails to make satisfactory supplies within the stipulated period of delivery, the purchaser will be at liberty to:

(a) Allow the supplier to resubmit the stores in replacement of those rejected, within a specified time without any extra cost to the purchaser or

(b) Reject the material, which shall be final and binding on the contractor.

I Procure the rejected materials of comparable quality from the open market/Govt. stores and the supplier shall be liable to pay the difference in price over the RC prices or get the amount adjusted from the outstanding bills of the supplier, if any or EMD.

## **9. Packing**

**9.1** The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

**9.2** The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, in any subsequent instructions ordered by the Purchaser.

## **10. Delivery and Documents**

**10.1** The Supplier shall make delivery of the Goods within 30 days from the placement of purchase order in pursuance of the notification of award. The purchase order would be placed after assessing the requirements on quarterly basis. However, the supplier shall also arrange to execute all orders on priority basis which would be placed to meet any emergent requirements.

**10.2** In case the purchaser decides to conclude parallel rate contracts, then the requirements would be split on different firms on equitable basis as per the discretion of the purchaser.

**10.3** The delivery of Stores shall be affected at the premises of the Institute free of all delivery charges and within the stipulated time and as may be elucidated in the confirmed order, accompanied by a delivery challan. No extension of time for delivery of Stores shall normally be accorded.

**Time and date of delivery – the essence of the contract:** The time for and the date of delivery of the stores stipulated shall be deemed to be of the essence of the contract and delivery must be completed not later than the date(s) specified.

## **11. Insurance**

The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be obtained by the suppliers in an amount equal to 110% of the value of the goods from “warehouse to warehouse” (final destinations) on “all risks” basis including war risks and strikes.

## **12. Transportation**

Where the Supplier is required under the Contract to transport the Goods within India defined as Project site, transport to such place of destination in India including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the contract Price.

## **13. Warranty**

**13.1** The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in India.

**13.2** This warranty shall remain valid for at least 12 months (or as specified) after the Goods or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, unless specified otherwise.

**13.3** The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

**13.4** Upon receipt of such notice, the Supplier shall with all reasonable speed, repair or replace the defective Goods or parts thereof, without any extra cost to the Purchaser.

**13.5** If the Supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier’s risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## **14. Payment**

**14.1** The payment shall be made by LC and after inspection of the materials and satisfactory performance.

**14.2** The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the contract.

## **15. Prices**

Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in his bid.

## **16. Change Orders**

**16.1** The Purchaser may at any time, by written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:

- (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) The method of shipping or packing;
- (c) The place of delivery; and/or
- (d) The services to be provided by the Supplier.

**16.2** If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

## **17. Contract Amendments**

Subject to GCC Clause 16, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

## **18. Assignment**

The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

## **19. Subcontracts**

The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in his original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

## **20. Delays in the Supplier's Performance**

**20.1** Delivery of the Goods and performance of the Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser as per GCC clause 10.

**20.2** If at any time during performance of the Contract, the Supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

**20.3** Except as provided under GCC Clause 23, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to GCC Clause 21, unless an extension of time is agreed upon pursuant to GCC Clause 20.2 without the application of liquidated damages.

## **21. Penalty**

Subject to GCC Clause 23, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 1% per week and the maximum deduction is 10% of the contract price of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 22.

## **22. Termination for Default**

**22.1** The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:

- (a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the purchase order, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 20; or
- (b) If the Supplier fails to perform any other obligation(s) under the Contract.

I If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

‘For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, 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 the Borrower of the benefits of free and open competition;”

**22.2** In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 22.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

## **23. Force Majeure**

**23.1** Notwithstanding the provisions of GCC Clauses 20 & 21, the Supplier shall not be liable for imposition of liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

**23.2** For purposes of this Clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

**23.3** If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

## **24. Termination for Insolvency**

The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without

compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.

## **25. Termination for Convenience**

**25.1** The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

**25.2** The Goods that are complete and ready for shipment within 30 days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices.

## **26. Resolution of Disputes**

**26.1** The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

**26.2** If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified below. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.

**26.3** In case of Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996.

## **27. Governing Language**

The contract shall be written in English language. Subject to GCC Clause 28, English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

## **28. Applicable Law**

**28.1** The contract shall be governed by the Law of Contract for the time being in force.

**28.2** Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.

**28.3** Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.

**28.4** One month notice will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise.

## **29. Taxes and Duties**

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

## **30. Performance Security:**

(i) Successful bidder have to furnish **10%** of the order value as a performance security in the shape of Fixed Deposit Receipt / Bank Guarantee in favour of the Registrar, Indian Institute of Technology (BHU) for a period of 60 days beyond the end of all warranty period / obligations. Fixed Deposit Receipt / Bank Guarantee should be issued from a schedule bank in India.

(ii) Earnest Money Deposit will be refunded to the successful bidder on receipt of Performance Security.

Sd/-

**Registrar**

*Indian Institute of Technology,  
(Banaras Hindu University)*

**NOTE: 1- While arranging the Tender Documents, check list should be placed on TOP.**



**TENDER FORM**  
**(Techno commercial un-priced Bid)**  
(On the letter head of the firm submitting the bid)

Tender No.....  
To  
The \_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/We hereby offer to supply the items as listed in the schedule to this tender hereto/portion thereof as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 90 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.

2. I/We have understood the Instruction to bidders and Conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.

3. A crossed Bank Draft in favour of the Registrar, IIT (BHU) for Rs. ....  
(Rupees.....only) as Earnest Money is enclosed. The Draft is drawn on  
.....Bank payable at Varanasi

4. The following have been added to form part of this tender.

- (a) Samples of items quoted for, as per instructions provided in the schedule of requirement.
- (b) Schedule of requirements, quoting the make only duly signed and stamped.(without indicating price)
- (c) Income Tax clearance certificate.
- (d) Copy of last audited balance sheet.
- (e) Copy of Valid Central/State sales tax registration certificate.
- (f) Copy of relevant major purchase orders and rate contracts executed during last three years for Govt. Departments., PSUs & Central Autonomous bodies..
- (g) Proof of manufacturing Unit, local dealership certificate, local service centre.
- (h) Statement of deviations from financial terms & conditions, if any.
- (i) Any other enclosure. (Please give details)

5. We undertake to execute all orders which have been placed to meet emergent requirements on priority basis.

6. Certified that the bidder is: A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).

7. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.

Yours faithfully,  
(Signature of bidder)

Dated this day of \_\_\_\_\_

Address:.....  
Telephone: \_\_\_\_\_  
FAX \_\_\_\_\_  
E-mail \_\_\_\_\_  
Company seal

**Tender Form**

(Priced Bid)

(On the letter head of the firm submitting the bid document)

To \_\_\_\_\_  
The \_\_\_\_\_  
\_\_\_\_\_

Ref: Tender No .....

Dated : .....

Sir,

Having examined the bidding documents and having submitted the techno commercial un-priced bid for the same, we, the undersigned, hereby submit the priced bid for supply of goods and services as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to supply the Goods/Services at the prices and rates mentioned in the enclosed schedule of requirement.

We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in the schedule of requirement and that we shall perform all the incidental services.

The prices quoted are inclusive of all charges net F.O.R IIT (BHU), Varanasi. We enclose herewith the complete Financial Bid as required by you. This includes:

Price Schedule as per schedule of requirement.

Statement of deviations from financial terms and conditions.

We agree to abide by our offer for a period of 120 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/ constituted attorney of sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorised to sign the bid document.)

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

Dated this day of \_\_\_\_\_

Signature of Bidder

Details of enclosures

Full Address:

Telephone No.:

Fax No.

E-mail:

COMPANY SEAL

## CHECKLIST FOR BID/TENDER SUBMISSION

The following check-list must be filled in and submitted with the bid document:

### **Pre-qualification Bid**

- |  |          |
|--|----------|
| 1. Was the bid document downloaded by you?   | Yes / No |
| 2. Have you attached the techno commercial un-priced bid form duly filled in appropriately?  | Yes / No |
| 3. Have you attached a copy of a compliance list against the technical Specification (for each point) ?  | Yes / No |
| 3. Have you attached a copy of the last three years audited balance sheet, P&L Statement and solvency certificate from bank regarding your firm  | Yes / No |
| 4. Have you attached the details of the income tax clearance certificate, proof of manufacturing unit/ dealership letter/general order suppliers and copy of Central/State sales tax registration certificate. | Yes / No |
| 5. Have you attached the copies of relevant work orders from Govt. Deptt. /PSUs and Central Autonomous Bodies.   | Yes / No |
| 6. EMD: Have you submitted EMD asked for-  | Yes / No |
| 7. Have you submitted samples of all items indicated in the respective schedule of requirements.   | Yes / No |
| 8. Have you enclosed the schedule of requirement indicating the make offered without indicating the pricing components along with the techno commercial un-priced bid.   | Yes / No |
| 9. Have you submitted the bids both techno commercial un-priced and priced bid separately for each tender?   | Yes / No |
| 10. Have you enclosed the statement of deviations from financial terms and conditions, if any?   | Yes//No  |
| 11. Have you enclosed compliance statement form?   | Yes / No |

### **Priced Bid:**

- |   |          |
|---|----------|
| 1. Have you signed and attached the priced bid form.                  | Yes / No |
| 2. Have you attached the schedule of requirements duly priced         | Yes / No |
| 3. Have you attached the Declaration / integrity pact (as applicable) | Yes / No |

**DECLARATION**

**(To be submitted on the letter head of the bidder)**

1. I, ----- Son /Daughter of Shri -----  
----- Proprietor/Partner/CEO/MD/Director/ Authorized

Signatory of M/s. ----- am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

----- Signature of the Authorized Person

Date: -----

Place: -----

Full Name: -----

Company Seal: -----

The OEM firm must fulfill the following pre bid criteria and technical specifications regarding office furniture:

<b>Sl. No.</b>	<b>Description</b>
<b>A.</b>	<b>ESSENTIAL PRE BID ELIGIBILITY CRITERIA</b>
1.	Annual Turnover of company should not be less than <b>1 crores</b> per year from furniture business only during last three years. The bidders should submit the turnover proof since last three years in terms of P&L and B/sheet statement for the period 2013-14, 2014-15 and 2015-16. (Proof to be attached).
2.	The bidders should never have been black listed by any Government / Semi Government / Board /Corporations/Autonomous Body during last five years. An affidavit on Non-Judicial Stamp paper has to be submitted by the firm to this effect.
3.	The bidders should possess following prevalent certifications related to quality & safety possessed by furniture manufacturers ISO 9001 /ISO 14001/ BIFMA /Green Guard/ ISO 18001/ ISO 50001 (Certificates to be attached).
4.	The bidder should have a local dealer and service centre in Varanasi (Proof to be attached)
	<b>The bid of any bidder not meeting any of the above 4 criteria shall be rejected.</b>
<b>B.</b>	<b>TECHNICAL EVALUATION CRITERIA</b>
5.	The bidder should have entered into Annual Rate Contract (ARC) for the supply of complete range of office Furniture items being quoted by them with at least three (3) Government Departments/Educational Institute /Universities/ PSUs during last three years. Copies of the Annual Rate Contract issued by the clients must be attached.
6.	The bidder should possess Anti Rust treatment plant, powder coating machinery and oven in their own premises, if they are quoting for furniture specifications with powder coating ( <b>copy of details of machinery/plant to be attached</b> ). IIT(BHU), Varanasi reserves the right to visit bidders factory, if required.
7.	The bidder should not have incurred loss in last three financial years. Certified copy of profit and loss statement should be attached with technical bid.
8.	The bidders should have a Standard Price List of all the products applicable throughout the country. Electronic version of the catalog indicating the price of each items should be provided with financial bid. The price should be inclusive of fixing and instillation cost (ready to use cost).
9.	The bidder should have a solvency of Rs. 50 Lakhs. (Solvency certificate from bank to be submitted as proof).
10.	The bidders must be the original equipment manufacturer of complete range of furniture items of office furniture of different levels/types, tables, chairs, storages, modular furniture, lab furniture, classroom furniture, public seating and library furniture being quoted by them. The bidder shall submit the proof of manufacturing facilities for all the types of furniture being quoted by them in their catalogue alongwith the technical bid.

**ESSENTIAL PRE-BID EVALUATION CRITERIA:**

A score of zero (0) in any of the below mentioned criteria from S. No. 1 to 4 (at S. No. 3 the total score should not be zero) will lead to the rejection of the bid on account of not meeting the pre-bid criteria. Minimum total Qualification marks for qualifying the pre-bid criteria is 25 without obtaining a 0 score in any individual pre-bid criteria from S. No. 1 to 4. A score of minimum 25 marks is required to qualify the technical criteria.

S. No.	Parameter	Evaluation Criteria	Maximum Marks
1.	Annual Turnover of company should not be less than 1 crores per year & above during last three years. The bidders should submit the turnover proof since last three financial years. Balance Sheet and P/Loss statement for the year 2013-14, 2014-15, 2015-16 to be attached.	Yes /No  (In case the minimum annual turnover during last three financial years is less than Rs. 1 crore then they will be awarded 0 marks and their bid will be rejected.)	10
2.	The bidder should never have been black listed by any Government / Semi Government / Board /Corporations /Autonomous Body/ PSU during last five years. An affidavit on Non Judicial Stamp paper has to be submitted by the firm to this effect.	Yes / No  (In case the bidder has not provided an affidavit then they will be awarded 0 marks and their bid will be rejected.)	5
3.	The firms should possess at least one of the following prevalent certifications related to quality & safety possessed by furniture manufacturers as per the list mentioned below (Proof to be attached):	In case any bidder does not provide minimum 1 (one) certification , then they will be awarded 0 marks and their bid will be rejected.	
	i. ISO 9001	Yes/No	5
	ii. ISO 14001	Yes/No	5
	iii. BIFMA	Yes/No	5
	iv. Green-guard	Yes/No	5
	v. ISO 18001	Yes/No	5
	vi. ISO 50001	Yes/No	5
4.	Firm should have a local dealer & service center in Varanasi. (Proof to be attached)	Yes/No  (In case there is no Local Dealer & service centre in Varanasi, then 0 marks will be awarded and the bid will be rejected.)	5

**TECHNICAL EVALUATION CRITERIA:**

A score of minimum 25 marks is required to qualify the technical criteria.

S. No.	Parameter	Evaluation Criteria	Maximum Marks
5.	The Firm should have existing Annual Rate Contract (ARC) for the supply of Furniture items being quoted by them, with Government Departments/ PSU/Educational Institute /Universities. Copies of the Annual Rate Contract and purchase order issued by the clients must be enclosed as per <b>Annexure I-A</b> .	Two Marks for each RC upto a maximum of 10 marks	<b>10</b>
6.	The bidder should possess Anti Rust treatment plant, powder coating machinery and oven in their own premises, if they are quoting for furniture specifications with powder coating. <b>(copy of details of machinery/plant to be attached)</b> . IIT(BHU), Varanasi reserves the right to visit bidders factory, if required.	Yes/No (Bidders who are quoting for powder coated furniture and if they fulfil the laid down criteria will be given 10 marks. Bidders who are not quoting powder coated furniture will be awarded 0 marks.)	<b>10</b>
7.	Firm should not have incurred loss in last 3 financial years. P&L statement to be attached	Yes/No	<b>10</b>
8.	The bidders should have a Standard Price List of all the quoted products applicable throughout the country.	Yes/No	<b>5</b>
9.	The firm should submit a "Solvency Certificate" from a Bank worth Rs. 50,00,000/ (fifty lakhs).	Yes/No	<b>5</b>
10.	Firm should have a complete range of office furniture of different levels/types, tables, chairs, storages, modular furniture, lab furniture, classroom furniture, public seating and library furniture (Proof of manufacturing facilities for all the quoted furniture items to be attached).	Yes/No	<b>5</b>

1. Technical bids will be evaluated on the basis of above evaluation table.
2. Technical bids of only those bidders will be further evaluated who attain minimum 25 marks from S. No. 1 to 4 (at S. No. 3 the total score should not be zero) without obtaining 0 in any individual pre-bid criteria.
3. Only those technical bids who qualify the pre-bid criteria will be further technically evaluated based on the above table as per S. No. 5 to 10 above and they have to attain minimum total of 25 marks for being eligible for ranking.
4. Minimum total marks to qualify technically is 50 out of 100 (i.e 25 marks in the pre-bid criteria and minimum 25 marks in the technical evaluation criteria). However, the committee may raise the above criteria to restrict the number of RC suppliers.
5. Finally, RC vendors will be ranked based on total score obtained by them (in all above items from serial number 1 to 10). Total number of RC furniture vendors to be shortlisted will be decided by the Director, IIT (BHU), Varanasi.
6. Financial Bids of only those bidders will be opened who are finally shortlisted.

## **SPECIAL TERMS & CONDITIONS OF CONTRACT**

*(In case of any discrepancy/ambiguity these conditions shall prevail over GCC & Instruction to bidders)*

- The Empanelment and Rate Contract will be valid for a period of **ONE year** which may be extended for another 2 years based on satisfactory performance.
- The Company should have technically qualified manpower available and first response time for service should be within two working days (excluding Sunday / holiday).
- The firm under the contract will have sole responsibility of providing furniture layout drawings/design of furniture to the Institute without any extra cost for the period of contract.
- The Rate contract will be terminated, if the firm fails to abide by the terms and conditions of the contract or fail to supply the goods in time or supply substandard goods or make any false declaration or fails to provide satisfactory after sale service to the Institute. In such situation, the penalty will be imposed on the firms by an expert committee and penalty amount will be deducted from the Security Deposits/bills submitted by the firm.
- IIT (BHU), Varanasi reserves the right to keep number of firms in Rate contract for the supply of furniture & fixture.
- IIT(BHU), Varanasi also reserves the right to procure furniture from other vendors also who are not empanelled in the rate contract.
- If the quality of product and service provided is not found satisfactory, IIT (BHU), Varanasi reserves the right to cancel or amend the contract.
- The Empanelled supplier will be abide by all the Terms & Conditions of the Tender.
- Warranty for all the products quoted to be given minimum 1 Year.
- Deviation+ / - 5% is acceptable from the quoted specifications.
- Samples of selected furniture have to be provided by the technically qualified bidders for inspection and approval by the committee before opening of financial bid. For this purpose Furniture committee reserves the right to visit bidders factory/local dealer, if required.
- IIT (BHU), Varanasi reserves the right to cancel any category from the rate contract and continue with other categories.

### **Prices**

- Bid Prices **MUST BE SUBMITTED IN ENCLOSED PRICE BID FORM ONLY.**
- If the price is not quoted in Price Bid Form provided in tender document then, IIT (BHU), Varanasi will reject bid along with forfeiting Earnest Money Deposit. If the supplier wishes to give separate pricing details they may be attached in separate sheet along with the duly filled price bid format only.
- As per Govt. of India Notification no. 10/97-CE dt. 1st March 1997, IIT (BHU), Varanasi is exempted from Excise duty for **SCIENTIFIC / TECHNICAL INSTRUMENTS WHICH ARE USED FOR RESEARCH PURPOSE ONLY.** If the items are exempted under notification NO. 10/97-CE dt. 1st March 1997 certificate will be provided. We shall provide all the documents under this notification to enable you to clear the goods without payment of excise duty, whenever required. Please state clearly that this certificate is required.



- Any new taxes and duties liable on the subject contract due to change in legislation during the contract period shall be reimbursed subject to the applicability of the said act to the satisfaction of the purchaser and the production of documentary evidence after availing of statutory concession, benefits etc.
- The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
- VAT/Other Govt. Taxes : Excise Duty (ED), other taxes, levies, like Service Tax (ST), Education Cess, etc., are to be indicated separately. BIDDER should mention Central and State Sales Tax/VAT Registration, PAN Number in the offer.
- We are not authorized to issue any Sales Tax forms like form “C” & “D”.

**Terms of payment :**

- Payment within 30 days from the date of delivery and & Acceptance Certificate of concerned Department / Section / Materials Management Division. Advance payment will be made only against Bank Guarantee.
- Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the Bank.

**Delivery schedule :**

- Free delivery at IIT (BHU), Varanasi. General Delivery Period is 2-4 weeks, and for bulk purchases, delivery period is 6-8 weeks from the date of issue of Purchase order. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

**Security Deposit :**

- For successful tenderer/ bidder, Earnest money deposit will be converted to Security Deposit and will be retained with IIT (BHU), Varanasi till the expiry / termination of rate contract without interest.
- The successful tenderer is entirely responsible for due performance of the contract in all respects according to the speed, intent and meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.

**Penalty:**

- Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 1% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 10% of total purchase order value.

**Force Majeure:**

- Force Majeure will be accepted on adequate proof thereof.

**Legal matter:**

- In the event of any dispute over this contract, IIT (BHU), Varanasi’s decision shall be final and binding.

## COMPLIANCE SHEET

Sl. no.	Eligibility Criteria	Compliance (Y/N)
<b>A.</b>	<b>ESSENTIAL ELIGIBILITY CRITERIA</b>	
1.	Our Turnover from furniture business is not less than 1 crore per year. The turnover proof since last three years is attached (P&L and B/Sheet for the year 2013-14, 2014-15, 2015-16). We have not incurred loss in last three financial years.	
2.	We have never been black listed by any Government / Semi Government / Board /Corporations/ PSU /Autonomous Body during the last five years. We have submitted an affidavit on Non Judicial Stamp paper to this effect.	
3.	We possess following certifications related to quality & safety possessed by most of the furniture manufacturers (please tick against each certification) a) ISO 9001 b) ISO 14001 c) BIFMA d) Green Guard e) ISO18001 f) ISO 50001. (Certificates to be attached)	
4.	We have a service center and also a local dealer in Varanasi. We have attached documentary evidence with the Technical Bid in this regard.	
<b>B.</b>	<b>TECHNICAL EVALUATION CRITERIA</b>	
5.	We entered into Annual Rate Contract (ARC) for the supply of Furniture items being quoted by us in the catalogue with Government Departments/ Educational Institute /Universities/ PSUs during last three years. Copies of the Annual Rate Contract issued by the clients are enclosed. Total number of RC details alongwith purchase orders are attached at <b>Annexure I-A</b> .	
6.	We possess Anti Rust Treatment plant, powder coating machinery and oven in our own manufacturing premises and we have attached proof in support of the same (copy of details of Machinery/Plant are attached). We have no objection if the RC Committee visits our manufacturing plant in India to examine the manufacturing capacity of our firm.	
7.	We have not incurred loss in last three financial years. Certified copy of Profit and Loss statement is attached with the technical bid.	
8.	We have a Standard Price List of all the products applicable throughout the country (unpriced price list catalogue is attached with Technical Bid).	
9.	We have attached the "Solvency Certificate" from a Bank worth Rs. Fifty lakhs.	
10.	We offer a complete range of furniture items of office furniture of different levels/types, tables, chairs, storages, modular furniture, lab furniture, classroom furniture, public seating and library furniture etc. and we have attached documents as proof of manufacturing facilities for all the quoted items.	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

**Signature of Bidder (Seal)**

**The Institute Reserves The Right To:**

- i. Increase or decrease the quantity of the item(s) as per requirement.
- ii. Reject the quotation in absence of not furnishing the documentary evidence in respect of Trade Tax Registration (C.S.T./U.P.T.T/VAT.), Income Tax and Trade Tax clearance certificates together with the performance of supplies in various branches/institutions.
- iii. Reject the quotation in the event of non-furnishing the authentic documentary evidence in respect of Testing reports / Performance report of the concerned Govt. Organization / Institutions about the products being manufactured and marketed. The performance test of the product can be conducted at Institute level also for which charge will have to be borne by the suppliers.
- iv. Reject the supplies already made, if not found up to the mark. Thorough checking may be adopted to test the correctness of the supply. In such an event further action may call to conform or discard the supply.
- v. To reject any addition/alteration in respect of local dealerships intimated by the Principals after consideration of the case by the committee appointed by the Institute for the purpose.
- vi. The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:
  - (a) If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the purchase order, or within any extension thereof granted by the Purchaser.
  - (b) If the Supplier fails to perform any other obligation(s) under the Contract.
  - (c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

‘For the purpose of this Clause:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, 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 the Borrower of the benefits of free and open competition;”

To reject any or all the offers without assigning any reasons thereof.

All disputes are subject to “*Varanasi Jurisdiction*” only.

The decisions of the Institute in all respect shall be final and binding on all. Kindly note that we attach great significance to the list of the organizations of repute where a firm is on rate contract, therefore please enclose certified photocopies of the rate contract.

Please ensure that your offer is complete in all respect as no further clarifications shall be sought from you and reaches us within the last date mentioned above. **The Institute shall not be responsible for any postal delay / loss in transit etc.**

Please mention our reference number and due date on the sealed envelope, otherwise your quotation may not be entertained.

A checklist (list documents to be attached) with proper signature, seal and date should be enclosed with tender document for verification; otherwise the proposal will not be entertained.

**Registrar**

*Indian Institute of Technology,  
(Banaras Hindu University)*

**NOTE: 1- While arranging the Tender Documents, check list should be placed on TOP.**

**DETAILS OF ANNUAL RATE CONTRACT**

<b>List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with work orders)</b>		
<b>Name of the organization</b>	<b>Name of Contact Person</b>	<b>Contact No.</b>

<b>Name of application specialist / Service Engineer who have the technical competency to handle and support the quoted product during the warranty period.</b>		
<b>Name of the organization</b>	<b>Name of Contact Person</b>	<b>Contact No.</b>

**Signature of Bidder**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact No. : \_\_\_\_\_

E-mail Id : .....

Tender Ref. No. IIT(BHU)/IPCell/FPC/2016-17/926

Dated: 19.11.2016

**PRICE BID FORMAT**

(To be submitted in a Separate Sealed Envelope super-scribed as PRICE BID)

(Kindly provide both the soft copy in Excel format (.xls) &amp; in .PDF format in CD as well as duly signed hard copy)

Sl. No.	Name of item quoted	Item code as per catalogue, if any	Specifications	Indicative Sketch/ Photograph of Furniture	Basic Price	Percentage of Discount offered	Taxes as applicable	Net FOR price after discount

**Note :**

1. In case of any discrepancies between hard copy and soft copy, the duly signed hard copy shall be considered as final price bid.
2. Attach extra sheet as many as required.
3. FOR prices must be upto IIT (BHU) Varanasi.

-----END OF DOCUMENT-----