

OPEN TENDER

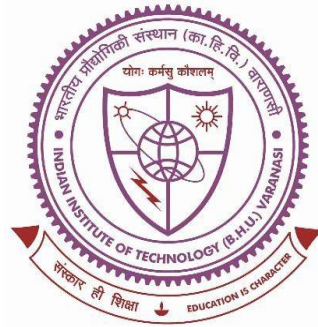
for

RATE CONTRACT FOR SUPPLY OF FURNITURE ITEMS

Tender No. : IIT (BHU)/FPC/2019-20/001

Dated 20.12.2019

Last Date of Submission: 13th January, 2020



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

E-mail: registrar@iitbhu.ac.in



Advertised Tender Enquiry Documents

OPEN TENDER NOTICE NO. IIT(BHU)//FPC/2019-20/001 Dated : 20.12.2019

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.

Details of the item	Rate Contract for supply of complete range of office furniture of different levels/types, tables, chairs, storages, modular furniture, lab furniture, classroom furniture, hostel, cafeteria, guest house, public seating and library furniture from reputed furniture manufacturers [Customized furniture not allowed] (Technical Specifications as per Annexure - I)
Tender Document Fee	Rs. 11,800 /- (Inclusive of 18% GST)
Earnest Money Deposit to be submitted	Rs. 3,00,000/- (Rupees Three Lakhs only)
Validity of the Rate Contract	The Empanelment and Rate Contract will be valid for a period of ONE YEAR which may be extended for another 1 year based on satisfactory performance.
Warranty	Minimum two-year against any manufacturing defect
Performance security	The successful firms will have to submit security deposit of ₹5,00,000/- (Five lakh rupees only) Performance Bank Guarantee issued by any Commercial Bank drawn in favor of The Registrar, IIT (BHU) payable at(BHU), otherwise the contract will be cancelled and EMD will be forfeited.

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/) or from Central Public Procurement Portal (CPPP) by the interested supplier along with payment of non-refundable Tender fee as mentioned above.

- Last date and time for receipt of Tender Document: **13.01.2020 (up to 15:00 Hrs.)**.
The tender should be addressed to "Chairman, Furniture Purchase Committee IP Cell, IIT(BHU) Directorate, P.O. - IIT (BHU), Dist: 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 **14.01.2020 at 16: 00 Hrs** in the Committee Room, Ground Floor, Admin Building, IIT (BHU), Varanasi -221005. All Tender Documents must be accompanied by the Tender fee of Rs. Rs. 11,800 /- (Inclusive of 18% GST) (Non-refundable) and Bid Security / Earnest Money Deposit (Refundable) amounting to Rs. 3,00,000/- 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. No interest is payable on Bid Security. Tenders without EMD shall be summarily rejected

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	23 /12/2019
Document Download/Sale Start Date	23 /12/2019
Document Download/Sale End Date	13 /01/2020
Date and time for Pre-Bid Conference	30 /12/2019 at 3.00 P.M.
Venue of Pre-Bid Conference	Committee Room, Ground Floor, Administrative Building, IIT(BHU), Varanasi-221005
Address for Submission of Bids	Institute Works Department, IIT(BHU), Varanasi-221005
Last Date and Time for Submission of Bids	13/01/2020 upto 15:00 Hrs.
Date and Time of Opening of Technical Bids	14/01/2020 at 16:00 Hrs.
Venue of Technical Bid Opening	Committee Room, Ground Floor, Administrative Building, IIT(BHU), Varanasi-221005
Tender Fee	Rs. 11,800 /- (Inclusive of 18% GST) to be submitted with technical bid in the form of Demand Draft in favour of Registrar, IIT (BHU) payable at Varanasi.
EMD	Rs. 3,00,000/- (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 Chairman, Furniture Purchase Committee , Indian Institute of Technology (BHU), Varanasi-221005, UTTAR PRADESH
Contact No.	+91-542-2307002
Fax No.	+91-542-2368428
Email Address (for any queries)	registrar@iitbhu.ac.in



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)/FPC/2019-20/001 Dated 20.12.2019	Rate Contract for supply of complete range of office furniture of different levels/types, tables, chairs, storages, modular furniture, lab furniture, classroom furniture, hostel, cafeteria, guest house, public seating and library furniture from reputed furniture manufacturers [Customized furniture not allowed] (Technical Specifications as per Annexure - I)	Rs. 3,00,000/-

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/

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

Introduction

1. Qualification Criteria / Eligible Bidders

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

Copies of valid GST 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 firm should have annual financial turnover more than ₹10 Crores (RupeesTen Crores only) during the past three financial years namely 2016-17. 2017-18 and 2018-19. An undertaking in this regard should be enclosed . A Statement of Account Balance Sheet for the financial year 2016-17. 2017-18 and 2018-19 duly certified by the valid Chartered Accountant must be enclosed with the technical bid.. 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

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);
- (c) Schedule of requirements (Annexure I)
- (d) Tender form (technical bid).
- (e) Tender form (financial bid)
- (f) Price bid (Annexure II)

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

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.

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

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

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 envelope 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 along with 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 envelope 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 along with priced catalog and discount offered on the same.

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

Technical Eligibility Criteria for the Firms (documents to be provided with the Technical Bid):

1. Firms of appropriate class and repute who have carried out similar supply work in any Govt./ Semi Govt. Units /IITs/ NITs / other reputed Institutions /Dept / Offices or Public Sector Undertaking during the period of from January 2016 to February 2019. True copy of at least one rate contract award letter issued from any Govt. / Semi Govt. Units / IITs/NITs/other reputed Institutions /Dept. /Offices or Public Sector Undertaking during the period of January 2016 to February 2019 must be enclosed with the Technical Bid.
2. The firms should submit/provide proprietary certificate with the technical bid.
3. Firms should submit valid ISO Certificates (True copies). True copy of the same should be attached with the technical bid.
4. The Firm should have a valid factory license for Manufacturing. Assembling and Supply of furniture. Copy of the same must be attached with the technical bid.
5. The firm should have annual financial turnover more than ₹10 Crore (Ten Crore rupees only) during the past three financial years namely 2016-17, 2017-18 and 2018-19. An undertaking in this regard should be enclosed . A Statement of Account Balance Sheet for the financial year 2016-17, 2017-18 and 2018-19 duly certified by the valid Chartered Accountant must be enclosed with the technical bid.
6. The firm should produce true copy Income tax returns for the Past Three years i.e. 2016-17, 2017-18 and 2018-19 along with copy of PAN, TAN No. and GST registration Certificate.
7. The firm should not be black listed or suspended by any Govt. / Public Sector Undertaking/ University

Institution / Govt. Hospitals etc. An undertaking/declaration in this regard should be closed . If any such matter i.e. of blacklisting /suspension is subjudice, even then the concerned firm shall be technically disqualified.

8. 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.

9. 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.

10. 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.

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.
- (c) Quoted prices should be firm and inclusive of GST, octroi, freight and forwarding charges, handling charges, loading and unloading charges, and insurance charges etc.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract.
- (h) 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.

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

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.

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 other taxes which will be payable on the goods if this Contract is awarded;

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

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.

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

D. Submission of Bids

1. The sealed tenders should be submitted in two parts (i) The Technical Bid and (ii) the Financial in separate sealed cover. The two sealed packets (with the identification statement clearly written Technical Bid or Financial Bid) should be put in one covering sealed envelope labeled on the left hand top corner of their envelope "**Tender Document No. date and Due Date**". Also Name (in full) and complete address of the firm should be mentioned on left hand bottom corner of the covering envelop.

The tender should be addressed to '**Chairman, Furniture Purchase Committee, IIT (BHU), P.O. -IIT (BHU), Dist: Varanasi-221005**'

2. Tenders should be printed on official pad preferably with GST number of the firm.

3. Tenders should bear full details and where possible may be duly supported with catalogues, pamphlets, literature for ensuring the quality and technical details.

4. Tenders received after the closing date and time shall not be considered

5. While quoting /sending rates, the firm shall submit an undertaking to the effect that the terms/conditions mentioned in the tender document against which the rates are being given are acceptable to the firm. The same should be attached with technical bid.

6. **Warranty period:** Minimum two-year against any manufacturing defect.

11. Deadline for Submission of Bids

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.

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.

12. 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.

13. Modifications and Withdrawal of Bids

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.

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.

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

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

14. Opening of Techno commercial un-priced Bids

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

15. Opening of Bids

1. The Technical Bids will be opened on ----- at 12.00 hours in the Committee Room, Ground Floor, Administrative Building, IIT(BHU), Varanasi-221005. Representatives of the firm(s) may be present at the time of opening the technical bids if they so desire.
2. The financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the Financial Bids will be communicated to the respective firms later on by e-mail. Firm should clearly mention their e-mail id & contact number.
3. Representatives of the firms(s) may be present at the time of opening the financial bids if they so desire.

16. Evaluation of Techno commercial un-priced Bid

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.

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

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.

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.

17. Opening of Priced Bids

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

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

18. Evaluation and Comparison of priced Bids

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

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.

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

1. MRP Price List of different furniture items (as per model & use) should be attached along with discount offered. However, taxes or Govt. levy/duty, if any as applicable should be mentioned separately in percentage (%) it included in the MRP Price List. Accordingly, the same must be shown separately in the bill.
2. There should not be any over-writing or cutting on rates quoted. However, all cutting/corrections must be duly authenticated otherwise bids will be liable to be rejected.
3. The MRP Price List of different furniture items (as submitted in the financial bid) shall not be subject to escalation of any nature in future during the rate contract. Therefore, MRP Price List should be valid for entire period of rate contract.
4. All liabilities regarding tax/duty/levy shall be borne by the firms.
5. The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
6. The firms should offer maximum discount in percentage.
7. Offer /rates should be **FOR: IIT (BHU)**.
8. Transport /delivery / transit insurance cost to be borne by the firm. Road permit shall be provided by the Institute at the time of supply.
9. No change in rates on higher side will be allowed in the MRP Price-list during the period of Rate Contract. If the firm or its authorized dealer is found to supply the furniture at lower price(to the any other Govt. Body/Institutes/Office/Unit/PSU or any Private Organization) it will be brought to their notice and that lower prices will be applicable to the IIT (BHU).

19. 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

The bidder should have its own Contract support facilities. The support facilities should be fully owned and managed by the bidder.

Conformity with the Request for Bid/Tender required and conditions.

The assessment based on the response to Model Response Outline.

The assessment of the capability of the bidder to meet the terms and conditions.

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.

The cost and the discount offered, if any.

24. 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 or the delivery period as mentioned on 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.

25. Security Deposit:

- The successful firms will have to submit security deposit of ₹5,00,000/- (Five lakh rupees only) Performance Bank Guarantee issued by any Commercial Bank drawn in favor of The Registrar, IIT (BHU) payable at(BHU), otherwise the contract will be cancelled and EMD will be forfeited.
- 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.

26. Fall clause

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.

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.

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.

27. 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).

28. Legal matter:

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

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.

1. The Financial bids of only those firms who qualify in Technical Bid evaluation by the concerned Committee shall be opened. The financial bids of all those firms who fail to qualify in the technical bid will not be opened under any circumstances.
2. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
3. Tender incomplete in any form will be rejected outright.
4. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the Firms whose technical bids are accepted will participate in the financial bids on date & time as informed by the office.
5. No firm will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the firm would stand forfeited.
6. In case the successful firm declines the offer of contract, for whatsoever reason(s) its EMD will be forfeited.
7. Each page of the tender document should be signed and stamped by authorized signatory of the firm as a token of acceptance of the terms and conditions laid down.
8. In case of breach of terms and conditions by the firm, the Security Deposit will be forfeited at the discretion of the Institute.
9. The firm should deliver the furniture items at different departments of IIT (BHU) in good condition and in accordance with the Purchase Order. Transport / delivery cost to be borne by the firm.
10. The Institute will have the right to procure furniture items through other mode of purchase from other firms apart from the rate contract. Moreover, the Institute can obtain additional discount from the firms (under rate contract) in case of bulk purchase.
11. Placement of purchase order with the successful firm is subject to the physical inspection of the firm by the authorized representatives of the Institute to appraise the capabilities of the firm to supply the furniture items within the stipulated time limit.

12. It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
13. The decision of the Institute in all matters relating to eligibility, acceptance and rejection of the bid will be final and binding on the applicants.
14. IIT (BHU) discourages High Sea Sale purchase. All tenders with High Sea Sale will be rejected.
15. In case if last date for submission of the bid happens to be a holiday then the bid shall be accepted and opened on the next working day.
16. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options else the quote gets rejected.
17. The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
18. The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.
19. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only at our Institute website www.iitbhu.ac.in <https://eprocure.gov.in/epublish/app>. Hence prospective bidders are advised to visit the Institute website regularly.
20. Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is Incorrect/false, then the bid is liable to be disqualified/rejected.
21. Institute will not be responsible for non-receipt of bid(s) within the stipulated date and time due to any postal delay/loss of application/document sent in transit.
22. Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
23. Canvassing in any form will result in disqualification.
24. If the firm quotes '**NIL**' charges/consideration, the bid shall be treated as unresponsive and will not be considered.
25. If '**extra, as actual**' etc. are mentioned against any of the price components in the bid, the bid will be rejected.
26. If any bidder submitting two/multiple bids for the same item of a tender, both/all the bids of that bidder will be out rightly rejected.
27. Rate contract with the successful firm(s) is subject to the site inspection of the firm by the authorized representatives of the Institute to appraise the capabilities and other norms pertaining to the firm.
28. No customization of furniture items will be allowed. Only pre-reported (in catalogue) will be considered.

- **Use of Contract Documents and Information**

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.

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.

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.

- **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.

- **Inspections and Tests**

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.

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.

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.

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.

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

- **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.

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.

- **Packing**

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.

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.

- **Delivery and Documents**

The Supplier shall make delivery of the Goods within 2-4 weeks 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.

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.

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.

- **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.

- **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.

- **Warranty**

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.

This warranty shall remain valid for at least 24 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.

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

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.

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.

- **Payment Terms:**

1. **Where installation is not required:** 100% payment will be made within 30 days after satisfactory delivery of material duly certified by the HOD/P.I./Institutes.

OR

Where Installation is required: 100% payment will be made within 30 days after satisfactory delivery and installation of the material duly certified by the HOD/P.I.

OR

100% Advance will be paid against submission of 110% Bank Guarantee of the total order value.

2. The firm should submit the Performa Invoice (after discount offer as per contract) for the furniture items. Taxes or Govt. levy, if any as applicable at the time of delivery the same must be shown separately in the bill.

3. Payment will be released, after receipt and acceptance of items by the authorized representative of the Institute and on submission of the bill along with the list of items supplied as per the purchase order. No advance amount will be paid. Statutory taxes as applicable at source will be deducted from the Bill. All payments will be made by NEFT /RTGS

- **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.

- **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.

- **Penalty:**

1. A penalty of 1% of the delivered price / total order value per week shall be levied for the delay subject to a maximum of 10% of the total order value shall be imposed.

2. Penalty as may be decided by the Institute is liable to be levied on the firm who does not supply the items according to quantity/specifications and time limit specified in the purchase order.

3. The firm has to supply within a period of 15-30 days from the date of the supply order or the delivery period as mentioned on the supply order.

- **FORCE MAJEURE**

For the purpose of and within the scope of contract by way of indication and not of limitation. The term "Force Majeure" shall mean acts of nature, strikes. Lockouts or other industrial disturbances. act of public/enemy. wars, blockades. insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.

If a Force Majeure situation arises, the firms shall promptly notify the Institute in writing of such conditions and the cause thereof.

- **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.

- **Termination for Convenience**

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.

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.

- **ARBITRATION:**

In the event of any difference or dispute arising out of this agreement, all efforts shall be made by both the Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through an arbitration conducted under the Arbitration and Conciliation Act, 1996 by the sole Arbitrator appointed by the Director, IIT (BHU). The arbitrator shall give reasoned and speaking award.

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 office furniture of different levels/types, tables, chairs, storages, modular furniture, lab furniture, classroom furniture, hostel, cafeteria, guest house, public seating and library furniture.

Sl. No.	Description
A.	ESSENTIAL PRE BID ELIGIBILITY CRITERIA
1.	Annual Turnover of company should not be less than 10 crores 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 duly audited statement for the period 2016-17, 2017-18 and 2018-19. (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/ Lucknow or nearby area.
	The bid of any bidder not meeting any of the above 4 criteria shall be rejected.
B.	TECHNICAL EVALUATION CRITERIA
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 (atleast one bid should be to IIT's). 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 (copy of details of machinery/plant to be attached). IIT(BHU), Varanasi reserves the right to visit bidders factory to evaluate the strength of the company, if required.
7.	The bidder should not have incurred loss continuously 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, hostel, cafeteria, guest house, public seating and library furniture being quoted by them. The bidder shall submit the proof of manufacturing facilities for all types of furniture being quoted by them in their catalogue along with 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 10 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 2016-17, 2017-18, 2018-19 to be attached.	Yes /No (In case the minimum annual turnover during last three financial years is less than Rs. 10 crores 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. 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 or nearby area in 300 Km. (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

* 0 marks for No and 5 marks for Yes.

TABLE OF TECHNICAL EVALUATION CRITERIA:

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

S. No.	Parameter	Evaluation Criteria	Maximum Marks
1.	The Firm should have audited 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 Annexure I-A .	Two Marks for each RC upto a maximum of 10 marks	10
2.	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. (copy of details of powder machinery/plant to be attached) . 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.)	10
3.	Firm should not have incurred loss continuously in last 3 financial years. P&L statement to be attached	Yes/No	10
4.	The bidders should have a Standard Price List of all the quoted products applicable throughout the country.	Yes/No	5
5.	The firm should submit a "Solvency Certificate" from a Bank worth Rs. 50,00,000/ (Rupees Fifty Lakhs only).	Yes/No	5
6.	Firm should have a complete range of office furniture of different levels/types, tables, chairs, storages, modular furniture, lab furniture, classroom furniture, hostel, cafeteria, guest house, public seating and library furniture (Proof of manufacturing facilities for all the quoted furniture items to be attached).	Yes/No	5

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.

COMPLIANCE SHEET

Sl. no.	Eligibility Criteria	Compliance (Y/N)
A.	ESSENTIAL ELIGIBILITY CRITERIA	
1.	Our Turnover from furniture business is not less than 10 crores per year. The audited turnover proof since last three years is attached (P&L and B/Sheet for the year 2016-17, 2017-18, 2018-19). We have not incurred loss in last three financial years.	
2.	We have never been black listed by any Government / Semi Government / Board/IIT/NIT /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.	TECHNICAL EVALUATION CRITERIA	
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/IIT/NIT/Universities/ PSUs during last three years. Copies of the Annual Rate Contract issued by the clients are enclosed. Total number of RC details along with purchase orders are attached at Annexure I-A .	
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 continuously 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, hostel, cafeteria, guest house, 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 GST registration, 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:

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.

(To be submitted with the technical bid)

Proprietary Certificate

(To be given on the letter head of the firm, do not use the Xerox copy of the letter head)

Ref No.....

dated.....

The Chairman
Furniture Purchase Committee
Indian Institute of Technology,
(Banaras Hindu University)
Varanasi -221005 (U.P)

We certify that all the furniture items catalogued in the MRP Price List are manufactured by our firm in our plant, under our Technical Guidance. Supervision and Quality Control.

Name:

Signature of the Authorized Signatory:

Designation:

Seal of the Firm:

Date:

(To be submitted with the technical bid)

Undertaking on Annual Financial Turnover

(To be given on the letter head of the Authorized Chartered Accountant/ Company Secretary, do not use the Xerox copy of the letter head)

The Chairman
Furniture Purchase Committee
Indian Institute of Technology,
(Banaras Hindu University)
Varanasi -221005 (U.P)

That in to certify that the annual turnover of last three Financial Year i.e. 2016-17, 2017-18 and 2018-19 of the firm / company named as (Name of the firm & Address) is given below:

Name:

Signature of the Authorized Signatory:

Designation:

Seal of the Firm:

Date:

DETAILS OF ANNUAL RATE CONTRACT

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

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

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____

E-mail Id :

Tender Ref. No. IIT(BHU)/FPC/2019-20/001

Dated: 20.12.2019

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) & 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 (Attach catalogue)	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-----