

*Maulana Azad*

**National Institute of Technology Bhopal- 462 003**

(An Institution of National Importance under MHRD, Govt. of India)



**E-TENDER DOCUMENT  
FOR  
SUPPLY & INSTALLATION OF OFFICE FURNITURE**

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**National Institute of Technology Bhopal- 462 003**

(An Institution of National Importance under MHRD, Govt. of India)

No. MANIT/S&P/2019: 770

Date:02/01/2019

**NOTICE INVITING e-TENDER**

Sub: ***Supply & Installation of office furniture.***

Maulana Azad National Institute of Technology (MANIT) is one of the leading institutions of national importance in the area of technical education, established with the objective of developing a “Centre of Excellence” in the central region. Its aim at becoming a multi-disciplinary Centre for technical education by strengthening both teaching and research activities besides contributing to the needs of rural community, society and industry at large.

Institute is fully funded by Ministry of Human Resource Development, Government of India and is governed as per provisions made under the National Institute of Technology, Science Education and Research Act 2007. (NITSER Act 2007).

E-Tenders in (two bid system) are invited for ***Supply & Installation of office furniture.*** Manufacturers/Authorized Partner/Dealer/Agencies of HNI (BPERGO), GODREJ, WIPRO and ROCKWORTH only may log on Institute website [www.manit.ac.in](http://www.manit.ac.in) for further details. Tender Document can only be downloaded after registration of bidder on the website <https://eprocure.gov.in/eprocure/app>.

Last date of submission of complete tender document is 25/01/2019 up to 11.00 hours. The Director of the Institute reserves the right to accept or reject any or the entire tender in full or in part without assigning any reason whatsoever.

**Registrar**

*Maulana Azad*  
National Institute of Technology Bhopal- 462 003

<b>IMPORTANT INFORMATION AT A GLANCE</b>	
e-Tender No & Date	No. MANIT/ S&P/2019:770 Date: 02/01/2019
Scope of Tender	<b><i>Supply &amp; Installation of office furniture.</i></b>
Approximate cost of Work	<b>Rs. 2700000.00</b> (Inclusive of all taxes)
Location of Supplies & Installation	MANIT- Bhopal & its premises.
Tender Document	Tender document can only be obtained free of cost after registration of bidder on the website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .
Date & Time of Pre-bid Meeting	<b>18/01/2019 at 15:00 hours</b> Institute Committee Room
Earnest Money Deposit (EMD)	Rs. 60000.00 ( Sixty Thousand Only) by way of RTGS/NEFT or bank deposition only
<b>Last Date &amp; Time of Submission of Tender</b>	<b>25/01/2019 up to 11:00 hours</b>
<b>Date &amp; Time of Opening of Technical Bids</b>	<b>28/01/2019 at 12:30 hours</b>
<b>Date &amp; Time of Opening of Price Bids</b>	Shall be informed after evaluation of Technical bid through website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Details of Contact Persons for Technical Query	<b>Dr. RK Mandloi</b> Associate Professor 0755- 4051626 <a href="mailto:mandloirk@manit.ac.in">mandloirk@manit.ac.in</a>
Details of Contact Person for Commercial Query	<b>Shri Harish Vaidya</b> Asstt. Registrar- Stores & Purchase 0755- 4051040 <a href="mailto:harishvaidya@manit.ac.in">harishvaidya@manit.ac.in</a>

CHAPTER-I	
INSTRUCTIONS TO BIDDERS	
1	<p><b>Location of Supply &amp; Installation:</b></p> <p>a     MANIT- Bhopal &amp; its premises.</p> <p>b     Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.</p>
2	<p><b>Scope of Supplies &amp; Work:</b></p> <p>a     The furniture shall be supplied as per the Bill of Quantity (BoQ) and Technical Specifications mentioned in <b>ANNEXURE-3</b>.</p> <p>b     The specifications of furniture as mentioned in the <b>ANNEXURE-3</b> are the requirements of tender, however higher specifications of furniture may be considered subject to their cost economics competitiveness in the financial terms for the particular location.</p> <p>c     After the supply of furniture as mentioned in the <b>ANNEXURE-3</b>, the bidder has to execute its installation at the designated location(s). No extra cost shall be paid for this reason.</p>
3	<p><b>Delivery of Supplies &amp; Installation:</b></p> <p>a     The purchaser interested for complete delivery of furniture along with Installation by bidder within 45 days (forty five) from the date of issue of supply order.</p> <p>b     The material shall be inspected on receipt at site and bidder shall be responsible for any damage during the transit of furniture.</p> <p>c     The insurance cover including insuring the goods against the loss or damage incidental to manufacture or acquisition, transportation, storage and delivery/ installation shall be obtained by bidder in his own name and not in the name of purchases.</p>
4	<p><b>Warranty &amp; After Sales Services:</b></p> <p>a     The bidder shall offer on-site comprehensive warranty of furniture for 05 years (Five) from the date of successful commissioning of furniture at the designated location &amp; shall cover each and every part of the furniture including parts having limited life etc. The purchaser is not liable to pay any extra charges on any account during warranty period.</p> <p>b     The bidder shall pay to the purchaser such compensations that may arise by reasons of the warranty there in contained but not attended by the bidder.</p> <p>c     Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the bidder shall have to replace them at the place of installation without asking for any charges.</p> <p>d     The bidder shall ensure to render after sales services during the warranty period to the satisfaction of purchaser.</p>
5	<p><b>Tender &amp; its Clarification:</b></p>

	a	The tender document can only be downloaded free of cost after registration of bidder on website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> between start date and end date of tender.			
	b	A prospective bidder requiring clarification on the tender document may notify to the contact person as mentioned at important information at a glance in the tender in writing, well before the due date of submission of bids, and a response will be sent in writing to the clarifications sought prior to the date of opening of the tenders.			
6	<b>Amendment &amp; Corrigendum:</b>				
	a	At any time prior to the date submission of bids, the Purchaser, may, for any reason, whether at its own initiative or in response to a clarification sought by a prospective bidder, amend bid document by issuing corrigendum.			
	b	The corrigendum will be notified/ published in e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> & Institute website only. Any corrigendum, addendum etc issued shall be part of this tender document and shall be made available on this e-tendering portal.			
	c	In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of bids if required.			
7	<b>Earnest Money Deposit:</b>				
	a	The EMD of Rs. 60000.00 ( Sixty Thousand Only) shall be remitted through RTGS/NEFT/ Bank deposition into Institute bank account as under:			
		Account Name	Bank Name	Bank A/c No.	Bank IFS Code
		Director MANIT Bhopal	State Bank of India	10020150107	SBIN0001608
		The bidder is instructed to submit the RTGS/ NEFT/ Bank deposition slip in along with Technical Bid to prove the transfer of payment to the purchaser's Account. The offers without EMD from the bidders shall be rejected.			
	b	The Purchaser shall not be liable for payment of any interest on EMD.			
	c	Any request by the bidders to consider their EMD already furnished by them to any of the other office of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.			
	d	The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder.			
8	<b>Submission of Tender :</b>				
	a	The all copies of the bid document shall be signed by owner or an authorized person with rubber stamp.			
	b	The person signing the tender form or any other documents on behalf of the bidder shall be deemed to warrant that he has authority to bind the bidder. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any other civil & criminal remedies cancel the tender and hold the bidder liable for all costs, charges and damages.			
	c	The bidder is expected to examine all instructions, forms, terms & conditions and specifications in the tender document and to furnish with its bid all documents or information as required in tender document through e-tendering website i.e. <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> . No documents shall be submitted in hard copy (s).			
	d	The bidder is instructed to give their online offer through two bid system for this tender. i.e. Technical Bid and Price Bid.			
	e	The Technical bid cover shall include/ certain all technical details & technical specifications, and also the commercial documents as mentioned in tender			

		document for the supplies to be made and the services to be rendered EXCLUDING ANY PRICE DETAILS THEREOF.
	f	The Price bid cover shall contain only prices of the furniture offered for supply and the charges for the services to be rendered.
	g	Tenders received in open covers/ letters/ fax/ email will not be considered.
	h	Complete & concise bids (Technical & Price) must be uploaded on the website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> within the stipulated time frame of the tender.
	i	The Institute may, at its discretion, extend the deadline for the submission of bids by amending the tender documents, in which case all rights and obligations of the Institute and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective bidders are advised to remain in touch with website for any update in respect of their tender.
9	<b>Technical Bid Submission:</b>	
		Bidder should submit following documents sequentially duly signed along with technical bid:
	a	ANNEXURE-1 & 2 duly filled & signed.
	b	ANNEXURE-3 duly signed and accepted.
	d	ANNEXURE-5 undertaking for participation.
	e	Copy of Certificate of Registration of Company/ firm/ Agency.
	f	Copy of valid GST Number and Income Tax PAN
	g	Proof of RTGS/ NEFT/ Bank deposition slip of Rs. 60000.00 (Sixty Thousand Only) towards Earnest Money Deposit.
	h	Copies of Purchase order/ work Completion certificate from any Central/State government organizations, PSU's, Universities, Hospitals, Government research Institute or other government organizations in India during the last 5 years ending 31st March, 2018.
	i	ANNEXURE-7 Authorization Certificate from Original Equipment Manufacturer for furniture.
	j	Copy of Profit & Loss Account / Chartered Accountant Certificate of last three years for assessing turnover.
	k	Copy valid GREEN GUARD/GRIHA/BIFMA Level certificate from Original Equipment Manufacturer.
10	<b>Price Bid Submission:</b>	
	a	The bidder would have to quote the prices for the total scope of work in the ANNEXURE-4. Partial quote are liable to be rejected.
	b	<del>Purchaser (being a research Institution) is registered with the Department of Scientific &amp; Industrial Research (DSIR) for the purpose of availing custom duty exemption in terms of GoI Notification No. 51/96 Customs dated 23 July 1996. The bidder should quote their prices considering the exemption certificate. If any certification needed by bidder, may be given to avail this benefit.</del>
	c	The bidder shall take into account all costs including unloading at the location of purchaser, cartage etc. for giving delivery of material at site(s) before quoting the rates. In this regard no claim what so ever shall be entertained.
	d	The bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted unit prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the

		lowest, the purchaser shall avail such discount at the time of award of contract.
	e	The price quoted in price bid shall be firm but subject to change in rate of applicable taxes if any.
	f	No extra payment shall be paid on account of any discrepancy in nomenclature of items. The bidder shall seek clarifications if any before submitting the tender.
	g	No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed to the designated location.
11	<b>Opening of Technical &amp; Price Bid</b>	
	a	The Technical Bid of tenders will be opened on 28/01/2019 at 12.30 hours.
	b	The Price bid of only technically qualified bidders will be opened on the stipulated due date. The date & time for opening of Price Bid shall be intimated to the technically qualified bidders through website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> or telephonically or email, after the evaluation of Technical Bid.
12	<b>Withdrawal &amp; re-submission:</b>	
	a	The bidder, after submitting the tender, is permitted to withdraw and re-submission as per laid down the procedure given on Government CPPP up to the date and time of the tender through on-line only. Any such request received after prescribed date and time of receipt of tender will not be considered. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's EMD and imposition of other sanctions.
13	<b>Evaluation of Bids:</b>	
	a	If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
	b	If there is an error in a total corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected.
	c	If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
	d	To assist in the examination, evaluation, comparison of the bids and qualification of the bidders, the purchaser may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a bidder in respect to its Bid and that is not in response to a request by the purchaser shall not be considered. The purchaser's request for clarification and the response shall be in writing only.
	e	If a bidder does not provide clarifications of its bid by the date and time set in the purchaser's request for clarification, its bid may be rejected.
	f	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 supply order, without thereby incurring any liability to bidders. In case of annulment, all bids submitted and specifically bid document, EMD deposits shall be promptly returned to the bidders.



	g	The purchaser shall compare the evaluated prices of all substantially responsive bids to determine the lowest evaluated bid for a particular location. The comparison shall be on the basis of landed cost at individual destination.
	h	At the time the contract is awarded, the purchaser may increase the quantity of furniture without any change in the unit prices or other terms & conditions of the bid and the bidding documents subject to the acceptance of bidder in writing for the same.
	i	The purchaser have right to verify the particulars furnished by the bidder independently.
14	<b>Validity of Tender:</b>	
	a	The tender shall be valid for a period of 90 days from the date of opening of the Technical Bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the 90 days period.
	b	In exceptional circumstances, prior to the expiry of the bid validity period, the purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.
15	<b>Causes of rejection of Tender:</b>	
	a	The bidder must be a single company, consortium will not be allowed.
	b	While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
	c	If any bidder stipulates any condition of his own, such conditional tender is liable to be rejected.
16	<b>Forfeit of Earnest Money Deposit:</b>	
	a	If any bidder withdraws his tender before the period of 90 days from the date opening of Technical Bid or makes any modifications in the terms and the conditions of the tender which are not acceptable to the purchaser, then the purchaser shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
	b	The EMD will also be forfeited in following cases: <ul style="list-style-type: none"> <li>i. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.</li> <li>ii. If the bidder fails to supply the furniture with specifications as mentioned in <b>Annexure –3</b>.</li> <li>iii. If the bidder delays supplies beyond a reasonable time resulting in disruption of project.</li> <li>iv. Bidder for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.</li> <li>v. Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.</li> </ul>
17	<b>Notification of Award:</b>	
	a	Prior to the expiry of the period of bid validity, the purchaser shall notify the successful bidder, in writing, that its bid has been accepted. The notification letter shall specify the sum that the purchaser will pay to the bidder in consideration of the <i>Supply &amp; Installation of furniture</i> with the details of selected location.
18	<b>Packing of furniture:</b>	
	a	The bidder shall provide packing of the furniture, as is required to prevent their damages or deterioration during the transit to their final destination. The

		packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the purchaser would not accept the delivery.
	B	The furniture shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The bidder shall be responsible for any loss/ damage to material during transportation to the designated location.
19	<b>Time Limit for Supply &amp; Installation of furniture:</b>	
	a	The bidder shall indicate the period within which the ordered quantity will be supplied along with Installation & Commissioning of furniture. The bidder shall note that in case bidder fails to do so within the period of delivery indicated by the bidder in Technical Bid of this tender, penalty @0.5% of value of the order per week of delay would be levied subject to maximum 10 weeks. It means, the bidder shall have the liability of delayed supply to the maximum of 10 weeks after expiry of scheduled delivery date. After that the supply order shall be cancelled and EMD will be forfeited and bidder will be debarred from participation in any future tenders.
	b	The successful bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful bidder shall complete supplies strictly as per the accepted delivery period.
20	<b>Terms of Payment:</b>	
	a	The 100% payment of total bill will be made by purchaser after supply and installation of furniture on submission Security Deposit of 10% total work order value for a period of five years by way of Bank Guarantee/ FDR/DD and inspection report duly signed by authorized person (s).
	b	All the payment to bidder shall be made by crossed account payee Cheque/ RTGS/ NEFT for which the bidder shall sent bills in duplicate (Original + copy) giving the reference number of the purchase order along with copies of delivery note & satisfactory report on the Installation of furniture, to The Assistant Registrar Stores & Purchase.
21	<b>Claims:</b>	
	a	If the specification of supplied furniture are found to be lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the supplied furniture to claim for compensation from bidder. The bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The bidder shall also compensate for losses, if any, sustained by purchaser due to defective packing and/or wrong marking of the furniture
	b	The bidder shall be responsible for arranging the rejected furniture to be removed at his cost from purchaser premises.

CHAPTER-II	
<b>ELIGIBILITY &amp; QUALIFICATION CRITERIA</b>	
1	The bidder should be a Company/Partnership firm/ Proprietary firm/Dealer/ Agency with registered office in India and operation from at least 05 (Five Years) as on 31/03/2018.
2	The bidder should be OEM or Authorized Partner/Dealer/Agencies of HNI (BPERGO), GODREJ, WIPRO and ROCKWORTH only.
3	The Original Equipment Manufacturers (OEM) must have GREEN GUARD/GRIHA/BIFMA Level certification for their establishment. The copy of the valid Certificate shall be attached with the Technical Bid.
4	The average financial turnover during the last three consecutive financial years should be at least Rs. 50,00,000.00 (Fifty Lakhs) per year and should have positive net worth. Relevant supporting document like Profit & Loss Account/ CA certification must be submitted.
5	The EMD of Rs. 60000.00 (Sixty Thousand Only) shall be remitted through RTGS/NEFT/ Bank deposition into Institute bank account.
6	The bidder must have Income Tax PAN, GST Number. Copy of the same shall be attached.
7	<p>The bidder should have experience in successfully execution/ executing work of similar nature during last 05 (five) years in any Central/State government organizations, PSU's, Universities, Hospitals, government research Institute or corporate in India. (Bidder must submit copy of PO/ Work Completion Certificate from the Client in following manner.</p> <ol style="list-style-type: none"> <li>1. One similar work costing not less than 80% of the estimated cost. OR</li> <li>2. Two similar work costing not less than 60% of the estimated cost. OR</li> <li>3. Three similar work costing not less than 40% of the estimated cost.</li> </ol> <p>It is advisable to bidder to submit the copy (ies) of PO/ Work completion certificate only which are 40% of estimated cost of tender and above for smooth assessment. Work order and its extension shall be treated as single order in term of value.</p>
8	The bidder should be OEM or Authorized Dealer/Distributor/System Integrator of the OEM of the offered product. Authorization Letter from OEM specific to this tender need to be submitted.
9	The bidder should have a clean Track record, i.e. The Bidder should not have been black listed by any Govt. or Quasi- Govt/ Govt. Under taking companies in India at any point of time.
10	The bidders who have refused to execute any work order issued by MANIT in the past are disqualified from participating in this tender.

CHAPTER-III	
GENERAL CONDITIONS OF CONTRACT	
1	<b>Abbreviations &amp; Acronyms:</b>
a	Abbreviations & Acronyms and Definitions used in this tender document shall be in accordance with GFR 2017 and Manual for procurement of Goods 2017.
2	<b>Language of Bids:</b>
a	The bids prepared by the bidder and documents relating to the bids exchanged by the bidder and the purchaser, shall be written in the English language only. Moreover, the printed literature/Technical details may be furnished in English/Hindi.
3	<b>Standards of Performance:</b>
a	The bidder shall perform the services and carry out its obligations under the contract with due diligence, efficiency and economy, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and consulting standards recognized by international professional bodies and shall observe sound management, engineering practices. It shall employ prudent technical and engineering practices. It shall employ advanced technology and safe and effective equipment, machinery, material and methods. The bidder shall always act, in respect of any matter relating to this contract, as faithful advisors to the client and shall, at all times, support and safeguard the client's legitimate interests in any dealings with third Parties.
4	<b>Force Majeure:</b>
a	In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.
5	<b>Code of Ethics:</b>
a	The purchaser as well as the bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the Supply & Installation or execution of such contracts. If the bidders are found in bid pooling or against law against fraud and corruption then their firms may be blacklisted.
6	<b>Address for communication:</b>
a	All the communication with respect to the tender shall be addressed to: The Assistant Registrar Stores & Purchase Section Maulana Azad National Institute of Technology- Bhopal- 462 003
7	<b>Jurisdiction:</b>
a	In the event of any dispute the legal matter shall be subjected to the jurisdiction of Bhopal court only.

**BIDDER INFORMATION  
FORM**

	Name of Agency→	
	Registered Complete Address→	
Year of Establishment→		
Type of Agency→ Company / Partnership Firm/ /Proprietary Firm/		
Name of Owner / Authorized Person→		
Contract No with e-mail ID→		

**Details of Statutory compliances and its valid Numbers:**

SN	Particular	Number	Remarks
1.	Bidder's Registration Gumasta License →		
2.	Income Tax PAN→		
3.	GST Number→		
4.			

**Details of Bank Account :**

Beneficiary Name			
Bank Name		Branch	
Account Number		IFSC	

**DECLARATION**

It is certified that the information furnished in this form is complete and correct to the best of our knowledge & belief.

Signature of authorized Person and Seal

		<b>ANNEXURE- 2</b>	
<b>PRIMARY COMMERCIAL COMPLIANCE STATEMENT</b>			
Ref:	Tender Document No: S&P/2019/770 dated 02/01/2019		
SN	Institute Requirement as per tender document	Compliance	Deviation if any
		Yes/ No	
1	Copy of Certificate of Registration of Company/ Firm/ Agency		
2	Copy of valid PAN and GST No:		
4	EMD of Rs. 60000.00 (Sixty Thousand Only)		
5	Undertaking for participation ANNEXURE-5		
6	Authorization Certificate from Original Equipment Manufacturer for components ANNEXURE-6		
7	Copy valid GREEN GUARD/GRIHA/BIFMA Level certification		
8			

<b>Details of all ongoing &amp; completed contracts during the last three years as per eligibility &amp; qualification criteria in Chapter-II. (Copies of Purchase order / Work Completion Certificate must be attached)</b>					
SN	Name of the organization with address	Period of Contract		Nature of Work	Value of Contract
		From	To		
1					
2					
3					
4					
<b>Details of financial Turnover during last three year Rs. 50,00,000.00 (Fifty Lacs Only)</b> (Please attach copy of Profit & Loss Accounts/ Chartered Accountant Certificate)					
Financial Year		Amount ( in Lakhs)		Remarks, if any	
2017-18					
2016-17					
2015-16					

**Seal & Signature of Bidder**

**Bill of Quantity**

Ref: Tender document No: S&amp;P/2019/770 date:02/01/2019.

SN	Description of item	Qty	Unit	Technical Specification reference
1	Executive Tables + Side unit + Drawers	51	Nos	<ul style="list-style-type: none"> <li>Main Table Size : 1500X750X750 with ERU with pedestal of Size : 900X500X750</li> <li>Side unit size 900X500X750</li> <li>Drawer extension is 350mm. Drawers have a soft closing and anti slam mechanism. Handles are to be provided for easy opening. Drawers and pedestals are provided with lock for security.</li> </ul>
2	Executive Chair	51	Nos	<ul style="list-style-type: none"> <li>High back size 475 (W)X 700(H)</li> <li>Seat size 475 (W)X475(D)</li> <li>Chair Height 550 and total Chair height 1300 mm</li> <li>Centre tilt syncro mechanism should have 360 revolving type, upright position looking, tilt tension spring loaded adjustment and 1:3 seat/back ratio.</li> <li>Chair should be revolving on 5 Nos. twin wheel casters attached to metal/ PVC moulded pedestal frame having pitch dia 760±10 mm with casters. The pedestal if moulded, should be of black 33% glass fiber reinforced bylon66 composite.</li> </ul>
3	Visitor Chair	152	Nos	<ul style="list-style-type: none"> <li>Back Size: 475(W)X580(H)</li> <li>Seat Size: 470(W)X480(D) with High Resilience (HR)</li> <li>Seat Height and total chair height 450±10 and 990±10mm</li> </ul>
<b>Note:</b>				
1	Five years (05) on-site warranty is required to cover furniture and its part.			

## FORMAT FOR SUBMISSION OF PRICE BID

From,	To,
	<b>The Director</b>
	MANIT- Bhopal- 462 003

Sub: **Price Bid with reference to Tender Document No: S&P/2019/770 dated 02/01/2019**

SN	Description of Material	Make & Product No	Quantity	Discounted Unit Price	Basic Price	Custom Duty	GST	Total Price
1	2	3	4	5	6 (4*5)	7	8	9(6+7+8)
1	Executive Tables + Side unit + Drawers		51					
2	Executive Chair		51					
3	Visitor Chair		152					
<b>Gross Total→Net offered Price→</b>								

Net offered Price ( In Words)

The followings things are confirmed and undertake by us that:

- |   |  |
|---|--|
| a | The total price quoted above are inclusive of basic price, statutory duty & taxes, Transportation, Incidental services (including Insurance, Loading/ unloading, Packing & Forwarding charges, Installation etc.) at site. |
| b | Offer price shall be valid for a period of 90 days from the date of opening of technical bid of this tender  |
| c | We will be agreed to offer services for on-site comprehensive warranty on furniture supplied through this tender for five (05) years.  |
| d | We agree with the terms and conditions specified in "Instructions to Bidders" and if selected, the execution of supplies would be made in compliance.  |

Date:	Signature of Authorized Bidder with proper rubber stamp
	Name:
	Designation:
	Mobile No:



		<b>ANNEXURE- 5</b>
	(Undertaking from Bidder on their official stationery)	
To,		
The Director		
Maulana Azad National Institute of Technology		
Bhopal- 462 003		

Sub:	Undertaking for the participation in the tender No: S&P/2019/770 dated 02/01/2019.
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Dear Sir,

<b>HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS</b>	
1	Notice Inviting Tender
2	Instruction to Bidders Chapter-I,II and III
3	Primary Commercial Compliance Statement ( <b>Annexure- 2</b> )
4	Bill of Quantity and Technical Specifications of Furniture ( <b>Annexure-3</b> )
5	Price Bid ( <b>Annexure-4</b> )
<p>I/We .....do hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents.</p> <p>I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply at the location of purchaser including the scope and nature of duties expected from the bidder.</p> <p>I/We distinctly agree that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.</p>	
<p>I/ We declare that our unit has never made any default in supplying the furniture to Government / Semi Government/ Central or State Public Sector Enterprise(s) in terms of quality and financial agreed supply conditions.</p>	
<p>I/We fully understand the terms and conditions in the tender documents.</p> <p>I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.</p>	
Date:	Authorized Signatory

		<b>ANNEXURE- 6</b>
<b>AUTHORIZATION LETTER FROM ORIGINAL EQUIPMENT MANUFACTURER</b>		
No:	Date:	
To,		

Ref:	Tender document No: S&P/2019/770 dated: 02/01/2019
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<p>Dear Sir,</p> <p>We _____ who are established and reputable manufacturers of <i>(name and description of goods offered)</i> having factories at _____ <i>(address of factory)</i> do hereby-authorized M/s _____ <i>(Name and address of Agent)</i> to submit a bid, and sign the contract with you for the goods manufactured by us against the above tender and they are in the supply and maintenance of our products since _____ years.</p> <p>We hereby extend our full guarantee and warranty as per terms &amp; Conditions of Contract for the goods and services offered for supply by the above firm against this Tender.</p> <p style="text-align: right;">Yours Faithfully,</p> <p style="text-align: right;">(Name of the manufacturer)</p>
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Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

Modifying this format suitably in case where manufacturer's warranty and guarantee are not applicable for the items for which bids are invited.