

Notice Inviting Quotation
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
DESIGN AND MANUFACTURING, JABALPUR (M.P.)

Dated: 23/08/2019

Open Tender Notice No. IIITDMJ/P&S/ Enq-02

Indian Institute of Information Technology Design and Manufacturing, Jabalpur is in the process of making "RATE Contract for furniture items with few reputed furniture manufacturing firms in India" as per details as given as under.

Details of the item	Rate Contract for supply of all types of Office Furniture's from reputed furniture manufacturers like Godrej Interio, Wipro, B. P. Ergo, Steel Case, Herman Miller, Featherlite, Durian, etc.
Earnest Money Deposit to be submitted	Rs. 2,00,000/- (Two lakhs only)
Validity of the Rate Contract and Price revision.	Initially for Two years, extendable for one more year subject of satisfactory performance. Price revision will be done twice a year and revised catalog should be submitted.
Warranty	01 Year (Onsite Comprehensive)
Performance security	For selected bidders the above EMD will be retained as performance security.

Schedule

Date for Pre-Bid Conference	04.09.2019
Venue of Pre-Bid Conference	Institute
Last Date and Time for Uploading of Bids	16.09.2019 (3:00 PM)
Date and Time of Opening of Technical Bids	16.09.2019 (4:00 PM)
Tender Fee	Rs. NIL (For Tender Fee)
EMD	Rs. 2,00,000/- (For EMD)
No. of Covers (1/2/3/4)	02
Bid Validity days	120 days (From last date of opening of tender)
Address for Communication	Registrar, IIITDM Jabalpur
Contact No.	0761-2794065
Fax No.	0761-2794094
Email Address	registrar@iiitdmj.ac.in

**Indian Institute of Information
Technology Design and
Manufacturing, Jabalpur (M.P.)**
NOTICE INVITING QUOTATIONS

Dated: /08/2019

Subject: Supply of all types of Office Furniture's from reputed furniture manufacturers like Godrej Interio, Wipro, B. P. Ergo, Steel Case, Herman Miller, Featherlite, Durian, etc

Invitation for Tender Offers

PDPM-IIITDMJ invites Bids (Technical bid and Commercial bid) from eligible and experienced OEM (Original Equipment Manufacturer) OR OEM Authorized Dealer for **supply, of** all types of Office Furniture's from reputed furniture manufacturers with (warranty period of 01 year as stated in tender) on site comprehensive warranty from the date of receipt of the material as per terms & conditions specified in the tender document, which is available on <http://www.iiitdmj.ac.in/> (Ownership/ Dealer Certificate along with EMD to be enclosed with Bid)

TECHNICAL SPECIFICATION:

<u>srl</u>	<u>Eligibility Criteria</u>
1	The bidder should have entered into Annual Rate Contract (ARC) for the supply of complete range of office Furniture items with at least three (03) Government Departments/Educational Institute/Universities/ PSUs during last three financial years 2015-16, 2016-17 & 2017-18. Copies of the Annual Rate Contract issued by the clients must be attached.
2	Rate contract proposal will be accepted from the reputed furniture manufacturing firms/suppliers/dealers positioned in India. The firm should be Registered in India, should have a manufacturing center in India and should be in existence for minimum three years.
3	Annual Turnover of company should be more than 10 crores & above . The bidders should submit the turnover proof since last three years in terms of P&L and B/sheet statement for the period financial year 2015-16, 2016-17 and 2017-18. (Proof to be attached).
4	The bidders should not 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.
5	The bidders should possess following prevalent certifications related to quality & safety possessed by most of reputed brands of furniture manufacturers a) ISO9001/ISO 14001/ ISO18001, b) ISO 9001:2000 or 14001:2004/ SEFA/BIFMA/Green Guard/ OHSAS 18001 etc. (Certificates to be attached).
6	Bidders which are engaged in manufacturing of environment friendly green furniture (Certificate needs to be attached).
7	The bidders should have the capability to execute the rate contract with respect to personnel, furniture and manufacturing facilities (List of manufacturing furniture to be enclosed)

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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 item be provided. The price should inclusive of fixing and instillation cost (ready to use cost).
9	Committee may visit the manufacturing center to examine the manufacturing capacity of the firm.
10	The company must have a complete range of furniture items for such as: office furniture. Modular furniture, laboratory furniture, hostel furniture, seating products, health care furniture for Institute's Hospital, furnishing & fixtures and classroom furniture, auditorium, computer furniture etc.
11	The bidder should be a supplier of any of the following brands like Godrej Interio, Wipro, B. P. Ergo, Steel Case, Herman Miller, Featherlite , Durian, etc.

A complete set of tender documents may be Download by prospective bidder free of cost from the website <http://www.iiitdmj.ac.in>.

Terms & Conditions Details

Sl.No.	Specification
1.	Preparation of Bids: The offer/bid should be submitted in two bid systems i.e. Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format Financial Bids to be submitted. The Technical bid and the financial bid should be submitted.
2.	EMD (if applicable): The tenderer should submit an EMD. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. Refer to Schedule for its actual place of submission.
3.	Refund of EMD: The EMD will be returned to unsuccessful Tenderer only after the Tender is finalized. In case of successful Tenderer, it will be retained till the warranty period as Performance Guarantee.
4.	Opening of the tender: The bid will be opened by a committee duly constituted for this purpose. Bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at "Annexure: Schedule" in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor's representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
5.	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.

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6.	<p>Pre-qualification criteria:</p> <p>(i) Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be closed.</p> <p>(ii) An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.</p> <p>(iii) OEM should be internationally reputed Branded Company.</p> <p>(iv) Non-compliance of tender terms, non-submission of required documents, lack of clarity of</p>
	<p>the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid.</p> <p>(v) In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/ OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.</p> <p>(vi) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.</p>
7	<p>Performance Security: The supplier shall require to submit the performance security in the form of irrevocable bank guarantee issued by any Indian Nationalized Bank for an amount which is stated at of the tender document within 21 days from the date of receipt of the purchase order and should be kept valid for a period of 60 days beyond the date of completion of warranty period.</p>
8	<p>Force Majeure: The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <ul style="list-style-type: none"> ● For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of IIITDM Jabalpur either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. ● If a Force Majeure situation arises, the Supplier shall promptly notify IIITDM Jabalpur in writing of such conditions and the cause thereof. Unless otherwise directed by IIITDM Jabalpur in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
9	<p>Risk Purchase Clause: In event of failure of supply of the item/furniture within the stipulated delivery schedule, IIITDM Jabalpur has all the right to purchase the item/furniture from the other source on the total risk of the supplier under risk purchase clause.</p>
10	<p>Packing Instructions: as per industry norms</p>
11	<p>Delivery and Documents: Delivery of the goods should be made within a maximum of 5-6 weeks from the date of placement of purchase order.</p>
12	<p>Delayed delivery: If the delivery is not made within the due date for any reason, the RC Committee will have the right to impose penalty 0.5% per week and the maximum deduction is 5% of the contract value / price.</p>



13	<p>Prices: The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges (including GST) etc. The price should be quoted without excise duty, since IIITDM Jabalpur is exempted from payment of Excise Duty. Necessary certificate will be issued on demand. The price should inclusive of fixing and instillation cost (ready to use cost).</p>
14	<p>Notices: For the purpose of all notices, the following shall be the address of IIITDM Jabalpur Purchaser: Registrar Indian Institute of Information Technology Design and Manufacturing, Jabalpur Email : Tele : Fax :</p>
17	<p>Progress of Supply: Wherever applicable, supplier shall regularly intimate progress of supply, in writing, to IIITDM Jabalpur.</p>
18	<p>Inspection and Tests: Inspection and counting of Goods will be done at IIITDM Jabalpur. Items should be supplied in packed condition.</p>
19	<p>Resolution of Disputes: The dispute resolution mechanism to be applied pursuant shall be as follows:</p> <ul style="list-style-type: none"> • In case of dispute or difference arising between IIITDM Jabalpur and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Information Technology (IIITDM) Jabalpur and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order. • In the case of a dispute between IIITDM Jabalpur and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules. • The venue of the arbitration shall be the place from where the order is issued.
20	<p>Applicable Law: The place of jurisdiction would be Jabalpur High Court (M.P.) INDIA.</p>
21	<p>Right to Use Defective Goods If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, IIITDM Jabalpur shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with IIITDM Jabalpur's operation.</p>
22	<p>Supplier Integrity The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.</p>

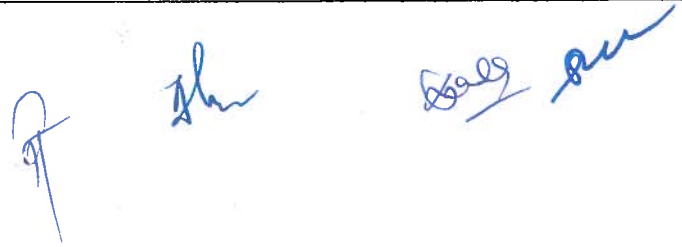
23	<p>Installation & Demonstration In case of any mis-happening/damage to supplies during the carriage of supplies from the origin of furniture to the installation site, the supplier has to replace it with new supplies immediately at his own risk. Supplier will settle his claim with the insurance company as per his convenience. IIITDM Jabalpur will not be liable to any type of losses in any form.</p>
24	<p>Incidental services: The incidental services also include:</p> <ul style="list-style-type: none"> ● Furnishing of 01 set of detailed operations & maintenance manual. ● Arranging the shifting/moving of the item to their location of final installation within IIITDM Jabalpur premises at the cost of Supplier.
25	<p>Warranty: (i) Warranty period shall be (01 year) from date of installation of Goods at the IIITDM Jabalpur site of installation. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the contract. If for reasons attributable to the</p>
	<p>Supplier, these guarantees are not attained in whole or in part, the Supplier shall at its discretion make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests. The warranty should be comprehensive onsite.</p> <p>(ii) IIITDM Jabalpur shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall immediately within in 02 days arrange to repair or replace the defective goods or parts thereof free of cost at the ultimate destination. The Supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on IIITDM Jabalpur for the replaced parts/goods thereafter. The period for correction of defects in the warranty period is 02 days. If the supplier having been notified fails to remedy the defects within 02 days, IIITDM Jabalpur may proceed to take such remedial action as may be necessary, at the supplier's risk and expenses and without prejudice to any other rights, which IIITDM Jabalpur may have against the supplier under the contract.</p> <p>(iii) The warranty period should be clearly mentioned. The maintenance charges (AMC) under different schemes after the expiry of the warranty should also be mentioned. The comprehensive warranty will commence from the date of the satisfactory installation/commissioning of the furniture against the defect of any manufacturing, workmanship and poor quality of the components.</p> <p>(iv) After the warranty period is over, Annual Maintenance Contract (AMC)/Comprehensive Maintenance Contract (CMC) up to next two years should be started. The AMC/CMC charges will not be included in computing the total cost of the equipment.</p>
26	<p>Governing Language The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.</p>
27	<p>Applicable Law The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.</p>

28	Notices <ul style="list-style-type: none">Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address.A notice shall be effective when delivered or on the notice's effective date, whichever is later.
29	Taxes <p>Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits, etc., incurred until delivery of the contracted Goods to IIITDM Jabalpur.</p>
30	Duties <p>IIITDM Jabalpur is exempted from paying Excise Duty under notification No.51/96 (partially or full) and it is exempted from paying Excise Duty. Necessary Excise Duty Exemption Certificate will be provided for which following information are required.</p> <ul style="list-style-type: none">a) Quotation with details of Basic Price, Rate, Tax & Amount on which ED is applicableb) Supply Order Copyc) Proforma-Invoice Copy.
31	Payment: <p>For Indigenous supplies, 100% payment shall be made by IIITDM Jabalpur against delivery, inspection, successful installation, commissioning and acceptance of the furniture at IIITDM Jabalpur in good condition and to the entire satisfaction of IIITDM Jabalpur and on production of unconditional performance bank guarantee as specified in tender terms and conditions.</p>
32	User list: Brochure detailing technical specifications and performance, list of industrial and educational establishments where the items enquired have been supplied must be provided.
33	Manuals and Drawings <ul style="list-style-type: none">(i) Before the goods and furniture are taken over by IIITDM Jabalpur, the Supplier shall supply operation and maintenance manuals. These shall be in such details as will enable IIITDM Jabalpur to operate, maintain, adjust and repair all parts of the works as stated in the specifications.(ii) The Manuals shall be in the ruling language (English) in such form and numbers as stated in the contract.(iii) Unless and otherwise agreed, the goods furniture shall not be considered to be completed for the purposes of taking over until such manuals and drawing have been supplied to IIITDM Jabalpur.
34.	Application Specialist: The Tenderer should mention in the Techno-Commercial bid the availability and names of Application Specialist and Service Engineers in the nearest regional office.

35.	<p>Spare Parts</p> <p>The Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> ii. Such spare parts as IIITDM Jabalpur may elect to purchase from the Supplier, providing that this election shall not relieve the Supplier of any warranty obligations under the Contract; and iii. In the event of termination of production of the spare parts: iv. Advance notification to IIITDM Jabalpur of the pending termination, in sufficient time to permit IIITDM Jabalpur to procure needed requirements ;and v. Following such termination, furnishing at no cost to IIITDM Jabalpur, the blueprints, drawings and specifications of the spare parts, if requested. <p>Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods, such as gaskets, plugs, washers, belts etc. Other spare parts and components shall be supplied as promptly as possible but in any case within six months of placement of order.</p>
36.	<p>Defective supply: If any of the furniture supplied by the Tenderer is found to be substandard, refurbished, un-merchantable or not in accordance with the description/specification or otherwise faulty, the committee will have the right to reject the furniture or its part. The prices of such furniture shall be refunded by the Tenderer with 18% interest if such payments for such furniture have already been made. All damaged or unapproved goods shall be returned at suppliers cost and risk and the incidental expenses incurred thereon shall be recovered from the supplier. Defective part in equipment, if found before installation and/or during warranty period, shall be replaced within 45 days on receipt of the intimation from this office at the cost and risk of supplier including all other charges. In case supplier fails to replace above item as per above terms & conditions, IIITDM Jabalpur may consider "Banning" the supplier.</p>
37.	<p>Termination for Default</p> <p>IIITDM Jabalpur 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:</p> <ul style="list-style-type: none"> i. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order, or within any extension thereof granted by IIITDM Jabalpur ;or ii If the Supplier fails to perform any other obligation(s) under the Contract. iii If the Supplier, in the judgment of IIITDM Jabalpur has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
	<ul style="list-style-type: none"> ● For the purpose of this Clause: <ul style="list-style-type: none"> i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution. ii. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;" ● In the event IIITDM Jabalpur terminates the Contract in whole or in part, IIITDM Jabalpur may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to IIITDM Jabalpur for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.



38.	Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within New Delhi.
39.	Compliance certificate: This certificate must be provided indicating conformity to the technical specifications.
40	Periodic Review: The RC committee of IIITDM Jabalpur will perform periodic review of this Rate Contract. Feedback of the faculty members will be obtained periodically. The extension of the Rate Contract between IIITDM Jabalpur and the RC vendor will be solely dependent upon the performance of the RC supplier.
41	IIITDM Jabalpur reserves the right to include more than one party in the Rate Contract.
42	<p>FALL CLAUSE:</p> <p>The price charged for the item supplied under the Rate contract by the RC supplier / vendor shall in no event exceed the lowest price at which the RC supplier sells the item or offers to sell item of identical description to any persons/organisations including IIITDM Jabalpur or any Department of the Central Government or any Department of a State Government or any statutory Undertaking of the Central or State Government, as the case may be during the period till performance of all Supply Orders placed during the currency of the rate contract is completed.</p> <p>If at any time, during the said period the RC supplier reduces the sale price, sells or offers to sell such stores to any person/organisation including IIITDM Jabalpur or any Department of Central Government or any Department of a State Government or any statutory Undertaking of the Central or State Government as the case may be at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale or offer of sale to IIITDM Jabalpur and price payable under the Rate contract for the items supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced.</p> <p>The RC supplier / vendor shall furnish the following certificate along with each bill for payment for supplies made against the Rate Contract:</p> <p><i>I/We certify that there has been no reduction in sale price of the items under the Rate Contract of description identical to the items supplied to the Government under the contract there in and such items have not been offered/sold by me/us to any person/ organisation, including IITDMJ or any Department of Central Government or any Department of a State Government or any statutory Undertaking of the Central or State Government as the case may be upto the date of bill/the date of completion of supplies against all supply orders placed during the currency of the R/C at a price lower than the price charged to the Government under the contract</i></p>
43	IIITDM Jabalpur as well as the selected RC supplier may withdraw (with sufficient justifications, acceptable to each one) the rate contract by serving 30 days notice period to each other.
44	In case of emergency or when special need arises, IIITDM Jabalpur may purchase the same item through ad hoc contract with a new supplier.
45	IIITDM Jabalpur is entitled to place supply orders up to the last day of the validity of the rate contract and, though supplies against such supply orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms & conditions of the rate contract.



46	IITDM Jabalpur will not guarantee any specific business volume or business amount to any RC supplier.		
47	Evaluation Criteria		
	Parameter	Evaluation Criteria	Maximum Marks
	1) The Firm should have existing Annual Rate Contract (ARC) for the supply of Furniture items with Government Departments/PSU/Educational Institute /Universities. Copies of the Annual Rate Contract issued by the clients must be enclosed.	TwoMarksforeach RC upto a maximum of 10 marks	10
	2) Annual Turnover of company should be more than 10 crores & above. The bidders should submit the turnover proof since last three years. Balance Sheet and P/Loss statement for the year 2015-16, 2016-17, 2017-18 to be attached	1)Annual Turnover =10Cr, 5 marks, additional 1mark each for increase in turnoverby10Cr up-to maximum of 10 marks	10
	3) The firms should possess following prevalent certifications related to quality & safety possessed by most of reputed brands of furniture manufacturers as per the list mentioned at page #1		
	i) ISO 9001	Yes/No	05
	ii) ISO 14001	Yes/No	05
	iii) BIFMA	Yes/No	05
	iv) Green-guard	Yes/No	05
	v) ISO 18001	Yes/No	05
	vi) ISO 50001	Yes/No	05
	4) The bidders should not 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	05
	5) Firm should not have incurred loss in last 3 years. P&L statement to be attached	Yes/No	10
	6) Firm should have a service center in Jabalpur (M.P.). Proof to be attached	Yes/No	05
	7) The bidders should have the capability to execute the rate contract with respect to furniture and manufacturing facilities (List of Plant and Machinery to be enclosed). IITDM Jabalpur reserves the right to visit bidders factory if required.	As per list	10
	8) The bidders should have a Standard Price List of all the products applicable throughout the country.	Yes/No	05
	9) The firm should submit a "Solvency Certificate" from a Bank worth Rs. 50,00,000/- (fifty lakhs).		10
	10) Firm should have complete range of furniture items, Tables, Chairs, Storages, Modular Furniture, Lab furniture, Hospital furniture, Public seating, Auditorium	Yes/No	05

Bidders will be evaluated finally on the basis of above evaluation table. Bidders who will technically quality will only be evaluated based on the above table. Minimum marks to qualify technically is 50 out of 100. However, the committee may raise the above criteria in order to restrict the number of RC suppliers.

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, IITDM Jabalpur.

ANNEXURE-I

COMPLIANCE SHEET

TECHNICAL SPECIFICATION

srl	Eligibility Criteria	Compliance (Y/N)
1	We entered into Annual Rate Contract (ARC) for the supply of Furniture items with at least three (3) Government Departments/ Educational Institute /Universities/ PSUs during last three years. Copies of the Annual Rate Contract issued by the clients is been closed. Total numbers of RC details are attached	
2	Our firm is Registered in India, and we have a manufacturing center in India and we are in existence for minimum three years.	
3	Our Turnover is more than 10 crores & above. The turnover proof since last three years is attached (P&L and B/Sheet for the year 2015-16, 2016-17, 2017-18). We have not incurred loss in last three financial years.	
5	We have not been black listed by any Government / Semi Government / Board /Corporations/PSU/Autonomous Body. We have submitted an affidavit on Non Judicial Stamp paper to this effect.	
6	We possess following certifications related to quality & safety possessed by most of reputed brands of furniture manufacturers e.g. (please tick against each certification) a) ISO 9001 b) ISO 14001 c)ISO 18001 d) ISO 9001:2000 e) ISO 14001:2004 f) SEFA g)BIFMA h)GreenGuard i) OHSAS 18001 etc. (Certificates to be attached).	
7	We are engaged in manufacturing of environment friendly green furniture (Certificate is attached).	
8	We have the capability to execute the rate contract with respect to all kind of office furniture of reputed brands as per list given at page 1. The prospectus is attached.	
9	We have a Standard Price List of all the products applicable throughout the country.	
10	We have attached the "Solvency Certificate" from a Bank worth Rs. fifty lakhs.	
11	We have no objection if the RC Committee visit our manufacturing plant in India to examine the manufacturing capacity of our firm. We also have a service center in Jabalpur (M.P.).	
12	We offer complete range of furniture items for as per the need of an academic institute such as: office furniture. Modular furniture, laboratory furniture, hostel furniture, seating products, health care furniture for the Institute's Hospital, furnishing & fixtures and classroom furniture etc.	

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

Signature of Bidder(Seal)

<< Organization Letter Head >>
DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IITDM Jabalpur.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 TIN Number	
7 PAN Number	
8. Actual address (with contact person's name) of the manufacturing office in India (for inspection)	
(In case of on-line payment of EMD)	
9 UTR No. (For EMD)	

(Signature of the
Tenderer) Name: Seal of
the Company

[Handwritten signatures]

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Annexure-III

List of Govt. Organization/Deptt.

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.: _____

[Handwritten signatures in blue ink]

Bid Submission

Bid Submission:

The bids (complete in all respect) must be enclosed in **Two** Envelops as explained below:-

Envelope - 1 (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	
1.	Technical Bid	Compliance Sheet as per Annexure - I	
2.		Organization Declaration Sheet as per Annexure - II	
3.		List of organizations/ clients where the same products have been supplied (in last two years) along with their contact number(s). (Annexure-III)	
4.		Technical supporting documents in support of all claims made at Annexure-I (Annexure-IV)	
Envelope - 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid should be submitted.	

aw *oz* *gh* *pf*

**Indian Institute of Information
Technology Design and
Manufacturing, Jabalpur**

Date: / /

**Subject: Purchase
of <Item>**

S.NO.	Description of Item	Catalog discount offered in percentage	
		Figure	Words
	Office furniture as per catalog		

[Handwritten signatures]

