

e-Tender  
for Supply of Furniture  
for New Science Block  
at

**Maitreyi College,  
University of Delhi,  
BapuDham Complex,  
ChanakyaPuri,  
New Delhi-110021.**

### Checklist for Bid Submission

(The following check-list must be filled in and submitted with the bid documents)

Sr No.	Particulars	Yes/No
1	Have you uploaded scanned copy of DD as Tender cost?	
2	Have you uploaded scanned copy of DD for EMD?	
3	Have you uploaded Tender Acceptance Letter as per <i>Annexure-II</i> ?	
4	Have you uploaded Prequalification Documents as per <i>Annexure-III</i> ?	
5	Have you uploaded compliance sheet for specification as per <i>Annexure-V</i> ?	
6	Have you uploaded details of Supply, Turnover & Profit as per <i>Annexure-VIII</i> ?	
7	Have you uploaded the Undertaking for Technical Bid as per <i>Annexure-IX</i> ?	
8	Have you uploaded Authorization Letter from OFM (in case of authorized representative of OFM)	
9	Have you uploaded the Price Bid as per BoQ xxxx?	

**Notice Inviting Tender (E-procure mode)****Maitreyi College, University of Delhi, BabuDham Complex, Chanakyapuri, New Delhi-110021.**

Principal, Maitreyi College, University of Delhi invites Online Tender through Two bid System (Technical Bid and documents and Financial Bid) from companies or company appointed Vendors for the supply of furniture in Maitreyi College, BabuDham Complex, Chanakyapuri, New Delhi-110021 as per description. **Physical submission of bids shall not be accepted**

Details of Items	Supply of Furniture for New Science Block at Maitreyi College, BabuDham Complex, Chanakyapuri, New Delhi-110021.
Tender Cost	Applicant must provide Demand draft for Rs. 2,500/- (Two Thousand five hundred only) from the Nationalized bank in favour of Principal, Maitreyi College, BabuDham Complex, Chanakyapuri, New Delhi-110021 along with their application/downloaded tenders as the cost of tender forms/documents. In case of retendering, all firms will be required to re-submit DD alongwith their tender/application. Tender not accompanied with the cost of Tender document is liable to be rejected. However, public undertaking/Govt. undertaking firms are exempted from the payment towards cost of tender documents.
Earnest Money Deposit (EMD) to be submitted in Maitreyi College	Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft only from the Nationalized Bank in favour of Principal, Maitreyi College, BabuDham Complex, Chanakyapuri, New Delhi-110021 to be submitted in Maitreyi college. The bidder has to upload the receipt received from the Accounts department of the college while submitting bid through e-procurement. EMD of unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30 <sup>th</sup> day after the award of the contract.
Issue of Tender Document	The complete bid document <b>can be downloaded</b> from Maitreyi college website: <a href="http://www.maitreyi.ac.in">www.maitreyi.ac.in</a> , <a href="http://www.du.ac.in">www.du.ac.in</a> or from Central Public Procurement Portal: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>

**CRITICAL DATE SHEET**

<b>Published Date</b>	<b>08 March 2019 (04.00 pm)</b>
<b>Bid Document Download / Sale Start Date</b>	<b>08 March 2019 (04.30 pm)</b>
<b>Clarification Start Date</b>	<b>09 March 2019 (10.00 am)</b>
<b>Clarification End Date</b>	<b>11 March 2019 (04.00 pm)</b>
<b>Bid Submission Start Date</b>	<b>12 March 2019 (10.00 am)</b>
<b>Bid Submission End Date</b>	<b>25 March 2019 (05.30 pm)</b>

*H. Chopra*  
Principal  
Maitreyi College

# Table of Contents

NOTICE INVITING TENDER (NIT) .....	3
<b>1 PART-I: BID SCOPE &amp; REQUIREMENTS</b> .....	<b>6</b>
1.1 SCOPE OF WORK.....	6
1.2 PRE-QUALIFICATION REQUIREMENTS .....	6
1.3 TECHNICAL REQUIREMENTS .....	7
<b>2 PART-II: BID PREPARATION &amp; SUBMISSION</b> .....	<b>8</b>
2.1 BIDDING PROCESS.....	8
2.2 INSTRUCTIONS FOR ONLINE BIDDING PROCESS .....	8
2.3 BIDDING DOCUMENT .....	10
2.4 BID VALIDITY PERIOD.....	10
2.5 TECHNICAL BID .....	11
2.6 PRICE BID .....	11
2.7 NO PRICE VARIATION .....	12
<b>3 PART-III: BID OPENING &amp; EVALUATION</b> .....	<b>12</b>
3.1 OPENING OF BIDS .....	12
3.2 PRELIMINARY EXAMINATION OF TECHNICAL BID .....	12
3.3 EVALUATION OF TECHNICAL BIDS .....	12
3.4 EVALUATION OF PRICE BIDS .....	13
<b>4 PART-IV: AWARD OF CONTRACT</b> .....	<b>13</b>
4.1 L-1 BIDDER .....	13
4.2 LETTER OF AWARD (LoA).....	13
4.3 PERFORMANCE SECURITY .....	13
4.4 SIGNING OF CONTRACT.....	13

4.5 SUB-CONTRACTING.....	13
<b>5 PART-V: DELIVERY &amp; PAYMENT .....</b>	<b>14</b>
5.1 TERMS OF EXECUTION .....	14
5.2 LOCATIONS TO BE COVERED.....	14
5.3 DELAYS IN THE SUPPLIER’S PERFORMANCE .....	14
5.4 ORDER CANCELLATION.....	14
5.5 PAYMENT TERMS.....	14
<b>6 PART-VI: ANNEXURES.....</b>	<b>15</b>
ANNEXURE-I: TECHNICAL SPECIFICATIONS .....	15
ANNEXURE-II: TENDER ACCEPTANCE LETTER.....	16
ANNEXURE-III: PRE QUALIFICATION DOCUMENTS .....	17
ANNEXURE-IV: BIDDER INFORMATION .....	18
ANNEXURE-V: COMPLIANCE SHEET FOR SPECIFICATIONS .....	19
ANNEXURE-VI: BILL OF QUANTITY (BOQ) .....	20
ANNEXURE-VII: LIST OF DEVIATIONS.....	21
ANNEXURE-VIII: DETAILS OF SUPPLY, TURNOVER & PROFIT .....	22
ANNEXURE-IX: UNDERTAKING FOR TECHNICAL BID .....	23

## PART-I: BID SCOPE & REQUIREMENTS

### 1.1 SCOPE OF WORK

1.1.1 Supply of Furniture as mentioned in **Annexure-I**, at Maitreyi College, BapuDham Complex, Chanakyapuri, New Delhi-110021.

1.1.2 The Quantities required for procurement of Furniture is given as below:

#### Annexure-I

Item for Procurement	Quantity
Providing and placing <b>Wooden chairs (Colour Walnut)</b> made of medium teek wood size 965 x 521 x 430mm with seat & back made with cord. From the leading manufacturers or their authorized partners.	70
Providing and placing <b>Table (Colour Walnut)</b> of size 1200 x 600 x 750 mm (wxdxh) <b>with 3 drawer</b> unit. Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge banded with Keyboard tray. From the leading manufacturers or their authorized partners.	04
Providing and placing <b>Table (Colour Walnut)</b> of size 1200 x 600 x 750 mm (wxdxh) <b>without drawer</b> unit. Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge banded. From the leading manufacturers or their authorized partners.	10
Providing and placing <b>Lab Stool (Colour Walnut)</b> having height of 550 mm and top 300 x 375 mm , leg section 40 x 40mm made up of medium teekwood with malamine polish. From the leading manufacturers or their authorized partners.	270
Providing and placing <b>Table (Colour Walnut)</b> size of 1200 x 600 x 750mm with drawers made up of medium teekwood.From the leading manufacturers or their authorized partners.	08
Providing and placing <b>Office Chairs (Colour Black/Brown)</b> with arm rest structure are made up of M.S. type section C seat and back are made up of cushion.	14
Providing and placing <b>Table (Colour Walnut)</b> of size 1500 x 750 x 750 mm (wxdxh) with sideunit of size 1050 x 450 x 750mm (wxdxh). Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge bande. It is having fixed 3 drawer unit, bottom C.p.u. shelf and Keyboard tray in the side unit. From the leading manufacturers or their authorized partners.	03
Providing and placing <b>Table (Colour Walnut)</b> of size 900 x 600 x 750 mm (wxdxh) <b>without drawer</b> unit. Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge banded. From the leading manufacturers or their authorized partners.	32
Providing and placing <b>Medium Back Revolving Chair (Colour Black/Brown)</b> of overall height 41" overall depth of seat 19" and overall width 19" seat and back made of 12 mm molded ply with high density back and PU molded seat cushion, having PU arm rest BAS seat & back and fixed base duly powder coated. From the leading manufacturers or their authorized partners.	32

\* Quantity may increase or decrease as per budget constraints.

### 1.2 PRE-QUALIFICATION REQUIREMENTS

1.2.1 This invitation of Bids is open to all Bidders fulfilling following terms and conditions:

1.2.1.1 Bidder shall be an Original Furniture Manufacturer (OFM) having registered office/establishment in India or its Authorized Representative in India. In case of Authorized Representative, letter of authorization (ink-signed), shall be submitted along with technical bid.

1.2.1.2 The Bidder is engaged in supply of furniture in India at least for last three years reckoned from the last date of submission of the bid.

1.2.1.3 The Bidder shall have successfully executed similar work (means supply of furniture, in Government Organization (s)/Public Sector Undertaking (s) (PSUs), large Educational institutions during the last two (2) years reckoned from the last date of submission of bid.

1.2.1.4 The Bidder has not been blacklisted by any of the Universities/Government Organization (s)/Public Sector Undertaking (s) (PSUs).

1.2.1.5 The Bidder shall have a valid GSTIN and PAN.

1.2.1.6 Bidder must comply with all the above mentioned criteria as mentioned. Non-compliance of any of the criteria shall result in rejection of the bid. Self-attested scanned copies of relevant documents / certificates shall be submitted as proof in support of the claims made for each of the above mentioned criteria. The Purchaser reserves the right to verify/evaluate the claims made by the bidder independently. Any hiding/misrepresentation of facts shall result in rejection of the bid and forfeiture of Bid Security.

### **1.3 TECHNICAL REQUIREMENTS**

#### **1.3.1 Technical Specification for the Item**

1.3.1.1 The Bidder shall supply the furniture as per technical specifications mentioned in *Annexure-I*.

#### **1.3.2 Technical Specification for Service**

1.3.2.1 Warranty Certificate (ink-signed) confirming one year onsite warranty from OFM on its official letter-head in respect of supply of furniture shall be submitted.

1.3.2.2 The bidder shall be capable of providing onsite service support to Purchaser's offices in Delhi as per the requirement of the purchaser.

1.3.2.3 Bidder shall be responsible for satisfactory onsite service during the warranty period. The onsite service may be provided by the Bidder/OFM/Any Service Provider authorized by OFM (hereinafter called as ASP). Deficiency in service shall be treated as breach of contract and the Purchaser reserves the right to take action as per the contract including encashment of the Performance Security.

1.3.2.4 The onsite service during warranty period shall include onsite diagnostic support for identification of defects in furniture resolution of the same within the stipulated time.

1.3.2.5 During the warranty period, Bidder/OFM/ASP shall maintain the Furniture and repair/replace all the defective components at the installed site, at no additional cost to the Purchaser.

1.3.2.6 During the warranty period, replacement of defective/damaged parts of furniture is in the scope of warranty. In addition to the above, Defective parts shall be returned to supplier on successful replacement of the same.

1.3.2.7 For service during the warranty, onsite attending time in any case shall not be beyond 24 Hours (one working day) from the time of registration of complaint and resolution of the same shall be ensured within 24 Hours (one working day) from the time of onsite attending.

## **2 PART-II: BID PREPARATION & SUBMISSION**

### **2.1 BIDDING PROCESS**

2.1.1 The Bidder shall submit the bids electronically, through the e-procurement portal (<http://eprocure.gov.in/eprocure/app>). Any document submitted through any other means will not be considered as part of the Bid except for the Originals as asked for in this tender.

2.1.2 This tender shall follow a two-stage Bidding process. A Bid shall be submitted in two parts, Technical Bid and Price Bid.

2.1.3 In the first stage, only Technical Bid will be opened online and evaluated.

2.1.4 The Bid shall be considered responsive provided it meets all the requirements under this Bid document including Technical Specifications as per *Annexure-I*.

2.1.5 Under the second stage, the Price Bid of only those Bidders, whose Bids are found responsive, will be opened. Date of opening of Price Bid would be notified separately.

### **2.2 INSTRUCTIONS FOR ONLINE BIDDING PROCESS**

2.2.1 The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

2.2.2 More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>.

#### **2.2.3 REGISTRATION**

2.2.3.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.

2.2.3.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.2.3.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

2.2.3.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode/eMudhra etc.), with their profile.

2.2.3.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

2.2.3.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.



## **2.2.4 SEARCHING FOR TENDER DOCUMENTS**

2.2.4.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2.2.4.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.2.4.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **2.2.5 PREPARATION OF BIDS**

2.2.5.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.2.5.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents -including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.2.5.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.2.5.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **2.2.6 SUBMISSION OF BIDS**

2.2.6.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.2.6.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.2.6.3 Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Demand draft only from Nationalized Bank in favour of Principal, Maitreyi College, BabuDham Complex, Chanakyapuri, New Delhi-110021 to be submitted in Maitreyi College. The bidder has to upload the Receipt received from the Accounts Department of the college Cashier of the college while submitting bid through e-procurement. EMD of unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.

2.2.6.4 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.2.6.5 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.2.6.6 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.2.6.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.2.6.8 Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.2.6.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **2.3 BIDDING DOCUMENT**

2.3.1 The Bidder is expected to examine all instructions, forms, terms and conditions prequalification and technical requirements in the bidding documents. Failure to furnish any information required in the bid shall be treated as non-responsive and may result in the rejection of the bid.

## **2.4 BID VALIDITY PERIOD**

2.4.1 The Bid shall remain valid for a period of at least 180 days from the last date of submission of bid.

## **2.5 TECHNICAL BID**

2.5.1 The Technical Bid shall be complete in all respects and contain all information asked for in this document.

2.5.1.1 Signed & scanned copy of Checklist for Bid Submission.

2.5.1.2 Signed & scanned copy of Tender Acceptance Form as per *Annexure-II*.

2.5.1.3 Signed & scanned copy of Bidder Information as per *Annexure-IV*.

2.5.1.4 Signed & scanned copy of Compliance Sheet for Specifications as per *Annexure -V*.

2.5.1.5 Signed & scanned copy of List of Deviations as per *Annexure-VII*.

2.5.1.6 Signed & scanned copy of Details of Supply, Turnover & Profit as per *Annexure-VIII*.

2.5.1.7 Signed & scanned copy of *Annexure-III* as well as each of the Prequalification criteria documents as per *Annexure-III*.

2.5.1.8 EMD of Rs.50,000/- as per details given in the tender document

2.5.2 The following documents shall be submitted, in Original, by the Bidder before the deadline of the submission of the bid:

a. EMD

b. Authorization letter from the OFM in case of Bidder being an authorized representative.

2.5.3 Self-certified copies of all the relevant documents as proof in support of various scanned documents uploaded in aforesaid *Annexure* and other claims made by the Bidder shall be submitted to the Purchaser before deadline of submission of the bids. Purchaser reserves the right to verify the submitted documents with original one.

## **2.6 PRICE BID**

2.6.1 The Price Bid shall be complete in all respects and contain all information asked for in this document.

2.6.2 The Price bid format is provided as BoQ\_XXXX.xls along with this tender document at <http://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Price bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, Bid will be completely rejected and Bid Security would be forfeited and tenderer is liable to be banned from doing business with the Purchaser.

2.6.3 The prices quoted shall be only in Indian rupees.

2.6.4 The prices shall be inclusive of all taxes & duties etc.

2.6.5 The prices quoted by bidder shall be inclusive of all charges by whatever name called.

2.6.6 The prices shall include One (01) year onsite warranty.

## 2.7 NO PRICE VARIATION

2.7.1 The Price quoted shall be firm. No upward revision in the prices would be considered on account of subsequent increases in government taxes, duties, levies, etc. during the Bid validity period.

## 3 PART-III: BID OPENING & EVALUATION

### 3.1 OPENING OF BIDS

3.1.1 The Purchaser shall open the bids as per electronic bid opening procedures specified in Central Public Procurement Portal (CPPP) at the date and time specified. Bidders can also view the bid opening by logging on to the e-procurement system. Specific bid opening procedures are laid down at <http://eprocare.gov.in/eprocare/app> under the head "Bidders Manual Kit". The bidder will be at liberty to be present either in person or through an authorized representative at the time of opening of the Bid or they can view the bid opening event online at their remote end. Price Bids of only those Bidders shall be opened whose Technical Bid are found to be responsive.

3.1.2 The purchaser will open the bids in the presence of Bidders' representative who choose to attend at the time, date and venue as mentioned in tender document.

3.1.3 No representatives are allowed to attend the Bid Opening without the valid Bid acknowledgement slip received after submission of Bids.

3.1.4 In the event of the specified date of bid opening being declared a holiday for purchaser, the bids shall be opened at the specified time and place on the next working day.

### 3.2 PRELIMINARY EXAMINATION OF TECHNICAL BID

3.2.1 The Purchaser will examine the bids to determine their completeness in all respect as per the requirements of this Bid Document.

3.2.2 The purchaser may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice to affect the relative ranking of any bidder.

### 3.3 EVALUATION OF TECHNICAL BIDS

The Technical Bid is divided in two following phases:

1. Assessment on the basis of documents submitted.
2. Assessment of the sample of furniture produced at the time of demo.

3.3.1 Purchaser reserves the right to reject the bid under any of the following circumstances:

3.3.2 The Purchaser shall evaluate the Technical Bid based on the documents submitted as mentioned in clause 2.6 of this Bidding document.

3.3.3 Bid is incomplete and/or not accompanied by all required documents.

3.3.4 Bid is not in conformity with the terms and conditions stipulated in this document.

3.3.5 Specifications stipulated in *Annexure-I* are not met.

3.3.6 Purchaser will ask the Bidders who have qualified the first phase of the Technical Bid to give demo of the offered furniture within 07 days. Non-submission of sample within seven days and If the sample does not meet the required specification/quality/material is liable to be rejected and will not participate in the financial bid.

3.3.7 No payment whatsoever in making of the sample shall be made by the purchaser in this regard.

### **3.4 EVALUATION OF PRICE BIDS**

3.4.1 Price Bid of only those bidders, whose Bids are found responsive, shall be opened and evaluated.

3.4.2 Evaluation shall be done based on the total price (inclusive of all the applicable taxes & duties) of all the items quoted.

3.4.3 The Evaluated Total Price shall be Total Price (of all the items including applicable taxes & duties) worked out after considering discrepancies, if any, as mentioned in the *Annexure-VI*.

3.4.4 In case of tie in the Evaluated Total Price quoted by the bidders, the Purchaser reserves the right to decide the ranking of the price bids based on the price of furniture quoted by the Bidder.

## **4 PART-IV: AWARD OF CONTRACT**

### **4.1 L-1 BIDDER**

4.1.1 On completion of evaluation process of Price bids, the firm whose Evaluated Total Price is found to be the lowest would be the L-1 bidder.

### **4.2 LETTER OF AWARD (LoA)**

4.2.1 The L-1 bidder will be considered for issuing Letter of Award (LoA) in accordance with clause 3.3 and 3.4 of this Bidding document.

4.2.2 The acceptance of the LoA shall be submitted within 7 (Seven) working days from issue of LoA, failing which the Purchaser reserves the right to cancel the LoA.

### **4.3 PERFORMANCE SECURITY**

4.3.1 A Performance Security in form of bank guarantee from any Nationalized Bank of a value equal to 10% of the total awarded value as indicated in the Letter of Award shall be deposited by the bidder within Ten(10) working days from issue of Letter of Award.

4.3.2 The Performance Security shall be valid for a period of 18 months from the date of signing of the contract.

### **4.4 SIGNING OF CONTRACT**

4.4.1 The successful bidder shall be required to enter into a contract with Purchaser within Ten (10) working days from issue of the Letter of Award on submission of the Performance Security as mentioned in clause 4.3.

### **4.5 SUB-CONTRACTING**

4.5.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, to other firm except with the Purchaser's prior written consent.

## **5 PART-V: DELIVERY & PAYMENT**

### **5.1 TERMS OF EXECUTION**

5.1.1 The Supplier shall deliver, install and commission all the items mentioned in the Letter of Award within a month from the date of issuance of the Letter of Award. However, the Purchaser reserves the right to extend this timeline.

5.1.2 The Supplier shall submit Warranty Certificate(s) from OFM for all the furniture for a period of One (01) year from the date of installation.

5.1.3 The Supplier shall provide onsite service support during warranty period as per the Contract.

### **5.2 LOCATIONS TO BE COVERED**

5.2.1 The delivery of furniture is to be done as per the address mentioned in the Letter of Award. However, the Installation, during the warranty period, of the items are to be done at Purchaser's offices located at Maitreyi College, BapuDham Complex, Chanakyapuri, New Delhi-110021.

### **5.3 DELAYS IN THE SUPPLIER'S PERFORMANCE**

5.3.1 Delivery of the goods and performance of the Services shall be made by the supplier in accordance with the time schedule specified in the Letter of Award. Any delay in performing the obligation by the supplier will attract liquidated damages and/or termination of contract.

### **5.4 ORDER CANCELLATION**

5.4.1 If the Bidder fails to deliver and/or install & commission the Furniture as per specifications within the stipulated time schedule or the extended date communicated by the Purchaser, if any, it will be treated as breach of contract.

5.4.2 The Purchaser reserves the right to cancel the order in the event of breach of contract.

5.4.3 The Bidder may terminate the contract in case of non-resolution of dispute through Arbitration with reference to payment by giving a notice of three months.

### **5.5 PAYMENT TERMS**

5.5.1 No advance payment will be made against Letter of Award.

5.5.2 The payment will be made against delivery challans, invoices submitted to the Purchaser and inspection report, if any after successful installation and acceptance by the purchaser of all the items mentioned in LoA.

## 6 PART-VI: ANNEXURES

**ANNEXURE – I (TECHNICAL SPECIFICATIONS)**

Item for Procurement	Quantity
Providing and placing <b>Wooden chairs (Colour Walnut)</b> made of medium teek wood size 965 x 521 x 430mm with seat & back made with cord. From the leading manufacturers or their authorized partners.	70
Providing and placing <b>Table (Colour Walnut)</b> of size 1200 x 600 x 750 mm (wxdxh) <b>with 3 drawer unit</b> . Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge banded with Keyboard tray. From the leading manufacturers or their authorized partners.	04
Providing and placing <b>Table (Colour Walnut)</b> of size 1200 x 600 x 750 mm (wxdxh) <b>without drawer unit</b> . Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge banded. From the leading manufacturers or their authorized partners.	10
Providing and placing <b>Lab Stool (Colour Walnut)</b> having height of 550 mm and top 300 x 375 mm , leg section 40 x 40mm made up of medium teekwood with malamine polish. From the leading manufacturers or their authorized partners.	270
Providing and placing <b>Table (Colour Walnut)</b> size of 1200 x 600 x 750mm with drawers made up of medium teekwood. From the leading manufacturers or their authorized partners.	08
Providing and placing <b>Office Chairs (Colour Black/Brown)</b> with arm rest structure are made up of M.S. type section C seat and back are made up of cushion.	14
Providing and placing <b>Table (Colour Walnut)</b> of size 1500 x 750 x 750 mm (wxdxh) with sideunit of size 1050 x 450 x 750mm (wxdxh). Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge banded. It is having fixed 3 drawer unit, bottom C.p.u. shelf and Keyboard tray in the side unit. From the leading manufacturers or their authorized partners.	03
Providing and placing <b>Table (Colour Walnut)</b> of size 900 x 600 x 750 mm (wxdxh) <b>without drawerunit</b> . Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge banded. From the leading manufacturers or their authorized partners.	32
Providing and placing <b>Medium Back Revolving Chair (Colour Black/Brown)</b> of overall height 41" overall depth of seat 19" and overall width 19" seat and back made of 12 mm molded ply with high density back and PU molded seat cushion, having PU arm rest BAS seat & back and fixed base duly powder coated. From the leading manufacturers or their authorized partners.	32

\* Quantity may increase or decrease as per budget constraints.

ANNEXURE-II

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,  
The Principal  
Maitreyi College,  
BapuDham Complex,  
Chanakyapuri,  
New Delhi-110021

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work:-

Supply of Furniture as per Annexure-I (Technical Specification) at Maitreyi College, BapuDham Complex, Chanakyapuri, New Delhi-110021 as per description:

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization would also be taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,  
(Signature of the Bidder, with Official Seal)



ANNEXURE-III: PRE QUALIFICATION DOCUMENTS

The minimum qualifying requirements for the bidders are as under: -

Pre-Qualification Requirement Compliance	(Yes/No/NA)	Detail of proof Attached
Letter of Authorization for participating in this Bid from OFM		
Proof of being engaged in supply of furniture business in India at least for last five Years		
Proof of having minimum number of years of experience		
Proof of successful completion of supply, of Furniture in Government / PSUs, Academic institutions during last two years		
Undertaking for not being blacklisted by any of Government /PSU on the letter head		
Details of GSTIN and PAN		

Signature & Seal of the Bidder

**ANNEXURE-IV : BIDDER INFORMATION**

1. Name of the Bidding firm	
2. Full address & Contact details of the firm	
3. Name of the Authorized signatory for this Bid	
4. Bidder's proposal number and date Shall be made regarding this tender	
a. Telephone	
b. Fax no.	
c. Email	
d. Mobile	
	<b><u>Bidder</u></b>
Signature of the Authorized signatory	
Name	
Designation	
Date	
Company seal	

**ANNEXURE-V: COMPLIANCE SHEET FOR SPECIFICATIONS**

I, undertake that I am bidding a price for below mentioned item:

Item for Procurement	Quantity
Providing and placing <b>Wooden chairs (Colour Walnut)</b> made of medium teek wood size 965 x 521 x 430mm with seat & back made with cord. From the leading manufacturers or their authorized partners.	70
Providing and placing <b>Table (Colour Walnut)</b> of size 1200 x 600 x 750 mm (wxdxh) <b>with 3 drawer</b> unit. Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge banded with Keyboard tray. From the leading manufacturers or their authorized partners.	04
Providing and placing <b>Table (Colour Walnut)</b> of size 1200 x 600 x 750 mm (wxdxh) <b>without drawer</b> unit. Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge banded. From the leading manufacturers or their authorized partners.	10
Providing and placing <b>Lab Stool (Colour Walnut)</b> having height of 550 mm and top 300 x 375 mm , leg section 40 x 40mm made up of medium teekwood with malamine polish. From the leading manufacturers or their authorized partners.	270
Providing and placing <b>Table (Colour Walnut)</b> size of 1200 x 600 x 750mm with drawers made up of medium teekwood.From the leading manufacturers or their authorized partners.	08
Providing and placing <b>Office Chairs (Colour Black/Brown)</b> with arm rest structure are made up of M.S. type section C seat and back are made up of cushion.	14
Providing and placing <b>Table (Colour Walnut)</b> of size 1500 x 750 x 750 mm (wxdxh) with sideunit of size 1050 x 450 x 750mm (wxdxh). Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge bande. It is having fixed 3 drawer unit, bottom C.p.u. shelf and Keyboard tray in the side unit. From the leading manufacturers or their authorized partners.	03
Providing and placing <b>Table (Colour Walnut)</b> of size 900 x 600 x 750 mm (wxdxh) <b>without drawer</b> unit. Top made in 25 mm prelaminated particle board duly edge banded and base in 18 mm prelaminated particle board duly edge banded. From the leading manufacturers or their authorized partners.	32
Providing and placing <b>Medium Back Revolving Chair (Colour Black/Brown)</b> of overall height 41" overall depth of seat 19" and overall width 19" seat and back made of 12 mm molded ply with high density back and PU molded seat cushion, having PU arm rest BAS seat & back and fixed base duly powder coated. From the leading manufacturers or their authorized partners.	32

\* Quantity may increase or decrease as per budget constraints.

Signature & Seal of the Bidder

**ANNEXURE-VI: BILL OF QUANTITY (BOQ)**

1. Price bid format is provided as BoQ\_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app.Bidders> are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the Price bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and Bid Security would be forfeited and tenderer is liable to be banned from doing business with the Purchaser.
2. The rates shall be quoted in Indian Rupee only.
3. The rates shall be inclusive of all taxes and duties. Any subsequent revision in the statutory taxes, fees, etc. shall be the responsibility of the Bidder.
4. In case of any discrepancy in the amounts indicated in figure and word the amount in word shall be considered for evaluation.
5. In case of any discrepancy in calculation of total amount, unit price quoted in words will be considered for computation.
6. The quoted rates shall remain firm throughout the validity period of the bid and no revision is permissible for any reason.
7. The Evaluated Total Price for the Bid shall be the total price worked out after considering discrepancies, if any.

ANNEXURE-VII: LIST OF DEVIATIONS

(Please note that Purchaser will not evaluate any deviation mentioned elsewhere in the bid except as mentioned hereunder)

We certify that the furniture/services offered by us for this Bid conforms to the specifications stipulated by you with the following deviations:

List of deviations

Sl. No.	Deviation

Signature & Seal of the Bidder

(If left blank it will be construed that there is no deviation from the specifications given above)

**ANNEXURE-VIII: DETAILS OF SUPPLY, TURNOVER & PROFIT**

Work Experience (During last three year)

Name & Address of the Organization	Order No. & Date	Items & Quantity	Value of the Order	Date of Completion	Attach Copy of the Award of Contract

Signature & Seal of the Bidder

**ANNEXURE-IX: UNDERTAKING FOR TECHNICAL BID**

(On the Letter Head of the Firm submitting the Bid)

BID NO.....

To,  
The Principal,  
Maitreyi College, BapuDham Complex, Chanakyapuri, New Delhi-110021.

Dear Madam,

1. I/We have examined and have no reservations to the Bidding Documents, including Corrigenda/Addenda issued.
2. I/We meet the eligibility requirements and have no conflict of interest.
3. I/We have not been suspended nor declared ineligible in India.
4. I/We offer to supply in conformity with the Bidding Documents;
5. I/We offer to supply the item as listed in the Bidding Documents at the price given in the said Price Bid and agree to hold this offer open for a period of 180 days from the deadline for the submission of the Bid.
6. I/we shall be bound by a communication of acceptance issued by you.
7. I/We have understood the Bidding Document and have thoroughly examined the specifications quoted therein 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.
8. Receipt Number \_\_\_\_\_ dated \_\_\_\_\_ for Rs.2,500/- is enclosed on account of Tender Cost.
9. Receipt Number \_\_\_\_\_ dated \_\_\_\_\_ for Rs.50,000/- is enclosed on account of EMD.
10. Certified that the bidder is:

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

Or

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

Or

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

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

10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

Name of the Bidder\* [insert complete name of person signing the Bid]

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* [insert complete name of person duly authorized to sign the Bid]

Title of the person signing the Bid [insert complete title of the person signing the Bid]

Signature of the person named above [insert signature of person whose name and capacity are shown above]

Date signed [insert date of signing] day of [insert month], [insert year]

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\*.: Person signing the Bid must have the power of attorney given by the Bidder and the same shall be attached.

Yours faithfully,

(Signature & Seal of the bidder)

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

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_