



Date : 13/07/2020

### NOTICE INVITING TENDER (E-Tendering mode)

1. E-bids are invited through **Central Public Procurement Portal (CPPP)** under Two Bid system for the **“Repairing of Godrej Furnitures”** at Indian Institute of Information Technology, Allahabad (IIITA). The detailed specifications, terms and conditions are given in Annexure I through VII. The complete Bid document may be downloaded from CPPP and IIITA website. Physical bids will not be accepted.

#### TENDER SCHEDULE

Date of issue/publishing	:	<b>14/07/2020</b>
Document download/sale start date	:	<b>14/07/2020</b>
Document download/sale end date	:	<b>04/08/2020 (till 12:00 Noon)</b>
Last date and time for uploading bids	:	<b>04/08/2020 (till 12:00 Noon)</b>
Last date and time for receipt of queries	:	<b>24/07/2020</b>
Date of issuing corrigendum, if any	:	<b>29/07/2020</b>
Date and time of Technical Bid opening	:	<b>05/08/2020 (04:00 PM)</b>
Date and time of Price Bid opening	:	<b>Will be informed later</b>
Bid Security (Earnest Money)	:	<ul style="list-style-type: none"><li>• <b>Bid Security fee is Rs. 6510/- (Rupees Six Thousand Five Hundred Ten Only) (see Bid Security details given below).</b></li><li>• <b>Any bid without Bid Security will not be considered unless it qualifies for exemption (see Details of Bid Security given below).</b></li></ul>
Performance Security	:	<b>5% of Work Order Amount (excluding taxes) to be hold till completion of work.</b>
Warranty / Defect Liability Period	:	<b>12 Months from the date of completion of work</b>
Security Deposit	:	<b>2.5% of the total work done to be hold up to 14 month after completion of work.</b>
Number of covers	:	<b>2</b>
Bid validity period	:	<b>90 days from the date of opening of Technical Bid</b>
Address for communication	:	<b>Store &amp; Purchase Section IIIT Allahabad, Jhalwa, Prayagraj – 211015</b>
Contact number	:	<b>Tel: 0532-2922051</b>
Email address	:	Bidder may submit their <b>Queries/Clarification</b> , if any, latest by 24/07/2020 (till 10:00 AM) through cppp. <b>Queries/Clarification sent to any Email ID will not be entertained.</b>

**Note:** If any of the above days happens to be a IIITA holiday, the next working day shall be considered.



2. **Details of Bid Security:**

- a. Bid Security may be provided through direct transfer (RTGS/NEFT), Account Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee from any of the Commercial Banks. If Bid Security has been submitted by any other mode than NEFT/ RTGS, then hard copy of the Bid Security has to be sent by Registered Post. It should reach IIITA Campus before the bid submission deadline to the name of Jt. Registrar (Stores & Purchase), Indian Institute of Information Technology Allahabad, Deoghat, Jhalwa, Pincode-211015, Prayagraj. In envelope super scripted the tender Id or tender reference Number and with company full address.

- b. The details for payment are as follows:

**Account Name : IIIT A EMD And Security Deposit Account**  
**Bank name : Punjab National Bank**  
**Address : Pipalgaon Branch, Allahabad, Prayagraj**  
**Account No. : 8636000100031943**  
**IFSC Code : PUNB0863600**

**Validity** : The Bid Security is to remain valid for a period of 45 days beyond the final bid validity period.

- c. **Exception for Bid Security:** Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprise (MSMEs) or are registered with the Central Purchase Organization or Concerned Ministry or Department or Startups as recognized by Department of Industrial Policy and Promotion are exempted from BID SECURITY. Such bidder needs to submit relevant certificate issued by competent authority along with technical bid of tender.
3. Complete Bidding document is available in Government of India's E-tender website. The bids should be submitted through the same website (<https://eprocure.gov.in/eprocure/app>). All amendments, time extension, clarifications etc. will be uploaded in the CPPP website and [www.iiita.ac.in](http://www.iiita.ac.in) and it will not be published in newspapers.
4. Bidders should regularly visit the above websites to keep themselves updated.
5. Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as non-responsive and may be liable for rejection.
6. The Director of IIIT-Allahabad reserves the right to reject any or all the bids, or cancel the tender, without assigning any reason and the decision of the Director; IIIT-Allahabad shall be final and binding.

**(Purchase Section)**



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## **1 INSTRUCTIONS FOR ONLINE BID SUBMISSION**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>). 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 bidder in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

### **1.1 REGISTRATION**

- 1.1.1 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 “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 1.1.2 As part of the enrolment process, the bidder will be required to choose a unique username and assign a password for their accounts.
- 1.1.3 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.
- 1.1.4 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 / TCS / nCode / eMudhra / Capricon etc.), with their profile.
- 1.1.5 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 DSCs to others which may lead to misuse.
- 1.1.6 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.

### **1.2 SEARCHING FOR QUOTATION /TENDER DOCUMENTS**

- 1.2.1 There are various search options built in the CPP Portal, to facilitate bidder to search active Tender by several parameters. These parameters could include tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tender, wherein the bidder 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.
- 1.2.2 Once the bidders have selected the tender they are interested in, they may download the required documents schedules. These tenders can be moved to the respective ‘My Tender’ folder. This would enable the CPP Portal to intimate the bidder through SMS / e-mail in case there is any corrigendum issued to the Tender document.
- 1.2.3 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.

### **1.3 PREPARATION OF BIDS**

- 1.3.1 Bidder should take into account any corrigendum published on the Tender document before submitting their bids.
- 1.3.2 Please go through the Tender / 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.
- 1.3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the Quotation document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 1.3.4 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 bidder. Bidder can use “My Space” 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.

#### 1.4 SUBMISSION OF BIDS

- 1.4.1 Bidder should log into the site well in advance for bid submission so that he/she 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.
- 1.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender document.
- 1.4.3 A standard BOQ format has been provided with the Tender document to be filled by all the bidder. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidder are required to download the BOQ file, open it and **complete the white 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.

OR

- 1.4.4 In some cases, Financial Bids can be submitted in RAR format as well (in lieu of BOQ).
- 1.4.5 The server time (which is displayed on the bidder’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidder, opening of bids etc. The bidder should follow this time during bid submission.
- 1.4.6 All the documents being submitted by the bidder 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 128bit encryption technology. Data storage encryption of sensitive fields is done.
- 1.4.7 The uploaded Tender documents become readable only after the Tender opening by the authorized bid openers.
- 1.4.8 Upon the successful and timely submission of bids, 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.
- 1.4.9 Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

#### 1.5 ASSISTANCE TO BIDDER

- 1.5.1 Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a Tender or the relevant contact person indicated in the Tender.
- 1.5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

#### 1.6 GENERAL INSTRUCTIONS TO THE BIDDER

- 1.6.1 The Tender will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidder is required to upload all the documents in .pdf format.
- 1.6.2 Possession of a Valid Class- III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.



## 1.7 COST OF BIDDING DOCUMENTS

- 1.7.1 The vendor (bidder) shall bear all costs associated with the preparation and submission of its bid and IIITA will in no case be held responsible or liable for the costs, regardless of the conduct or outcome of the bidding process.

## 2 INVITATION FOR TENDER OFFERS TO REPAIRING OF GODREJ FURNITURES AT IIIT-A.

Indian Institute of Information Technology, Allahabad invites online Bids (Technical bid and Commercial/Price bid) from eligible and experienced in work for **Repairing of Godrej Furnitures.**

## 3 TECHNICAL SPECIFICATIONS

### 3.1.1 TECHNICAL SPECIFICATION FOR REPAIRING OF GODREJ FURNITURES AT IIIT-A

S.No.	Item Description	Item Code
1	Gas Spring CS C45/EN80 28 mm	31161999SD00018
2	HW Onst OFFICE CHR PCH 7031/32	31162814SD02414
3	ARMRST PU 700012 SNGL H6	56101533DG00317
4	ARMRST FIXED H36 PU BCK	56101533DG00310
5	ARMRST T - TYPE WI CLADING	56101533DG00265
6	CHR 7031/32 MECH BACKTILT	56101504PA02223
7	Knob Donati 4103I PPCP Black	31141594DG00342
8	CHR MECH M004 4103/4103I AGL	56101504pa02399
9	Seat 5001/2 Voila V14	56121006SD02066
10	T1 Hydraulic of Chair	27131701sd00149
11	Diva MECH M040 W UPLCK	56101905dg08228
12	HW Onst CH1007 CH1007 CH1007	31162814SD00293
13	Chair Cleaning Charges	72153600SD02929
14	Service Charges Seating	72153600SD02935

## 4 GENERAL CONDITIONS OF CONTRACT

- 4.1 Bidder must fill the Letter of Undertaking (**Annexure-IV**) and Declaration Performa (**Annexure-V**) complete in all respect.
- 4.2 Bidder must quote their rates exclusive of all taxes and duties. Taxes applicable may be quoted separately giving full details.
- 4.3 “The Contract” means the agreement entered into between the Owner and the Bidder, as recorded in the contract form signed by the parties, including all the attachments and appendices there to and all documents incorporated by reference therein.
- 4.4 “The Contract Value” means the amount payable to the Bidder under the contract for the full and proper performance of its contractual obligations.
- 4.5 “The Work” means all labour, materials, tools and plant, equipment including government taxes and transport, that may be required in preparation of and for and in the full and entire execution and completion of “the Work”.
- 4.6 “Services” means services ancillary to the execution of the work such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Bidder covered under the contract.



- 4.7 For the Bidding/ Tender Document Purposes, Indian institute of information Technology, Allahabad shall be referred to as 'Institute' and the Bidder/ Successful Bidder shall be referred to as 'Contractor and / or Bidder or Tenderer / Supplier/ Vendor'.
- 4.8 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 4.9 All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with Bid Security receipt of RTGS/NEFT of requisite amount or the proof of exemption from Bid Security and an Undertaking In lieu of Bid Security, or any other requirements stipulated in the tender documents are liable to be rejected.
- 4.10 The Bid Security shall be returned through electronic transfer if submitted online to the bidder(s) bank account as provided by the bidder(s) or it will be returned by post whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest. If the return of Bid Security is delayed for any reason, no interest/penalty shall be payable to the bidder.
- 4.11 The Parties to the Contract/Agreement shall be the successful bidder (to whom the Services or Supply has been awarded) and the Institute, IIIT-Allahabad.
- 4.12 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address by a separate letter sent by registered post with acknowledgement due to IIIT-Allahabad. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 4.13 Each page in the bid document must be numbered properly and duly signed & sealed by the bidder. Submit the tender document as per Instruction for Online Bid Submission.
- 4.14 The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered.
- 4.15 In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified “.xls” format i.e. Price Bid in Excel sheet attached as ‘.xls’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- 4.16 Quoted rate should be valid as asked in “Tender Schedule”.
- 4.17 All figures etc. must be in English Language only.
- 4.18 The lowest rate will not be the basis of claim to get the order.
- 4.19 The firm blacklisted by any IIT/IIIT/NIT/Government Department/PSU/PSU Banks/Autonomous Bodies/Statutory Bodies in India at any stage need not to apply.
- 4.20 Director, Indian Institute of Information Technology, Allahabad reserves the right to reject or accept any tender.
- 4.21 Director, Indian Institute of Information Technology, Allahabad will be the sole arbitrator of all the disputes and his decision will be binding on both the parties.
- 4.22 Director, Indian Institute of Information Technology, Allahabad reserves the right to alter/modify any or all conditions of this tender notice.
- 4.23 **Consignee:** Dr. Seema Shah, Jt. Registrar (Stores), IIITA (Ph: 0532-2922081, 2922143). Except under specific instructions, delivery to Stores Section (if applicable) is restricted between 9:30 A.M to 5.30 P.M. on all working days except Saturday & Sunday and Holyday.
- 4.24 **Any conditional tender will not be accepted.**
- 4.25 **Tenderer should take into account any corrigendum published on the tender document before submitting their bids. All such corrigendum will be placed on Central Public Procurement Portal as well as IIIT-A website [www.iiita.ac.in](http://www.iiita.ac.in). Intending tenderers are advised to visit**





**www.iiita.ac.in and <https://eprocure.gov.in> for regular update, if any, till the closing date of tender for any corrigendum/addendum/amendment. IIITA will not be responsible for ignorance of corrigendum.**

- 4.26** Rate should be quoted in BOQ in Cover 2(price offer or schedule of rate).
- 4.27** ANTI COMPETITIVE AGREEMENTS/ABUSE OF DOMINANT POSITION: The Competition Act, 2002 as amended by the Competition (Amendment) Act, 2007 (the Act), prohibits anti-competitive practices and aims at fostering competition and at protecting Indian markets against anti-competitive practices by enterprises. The Act prohibits anti- competitive agreements, abuse of dominant position by enterprises, and regulates combinations (consisting of acquisition, acquiring of control and M&A) wherever such agreements, abuse or combination causes, or is likely to cause, appreciable adverse effect on competition in markets in India. IIITA reserves the right to approach the Competition Commission established under the Act of Parliament and file information relating to anti-competitive agreements and abuse of dominant position. If such a situation arises, then Vendors are bound by the decision of the Competitive Commission and also subject to penalty and other provisions of the Competition Act.
- 4.28** The tenderer who submits false, forged or fabricated documents or conceals facts with intention to win over the tender or procure purchase order; Bid Security of such tenderer firm shall be forfeited and firm shall be liable for blacklisting for a period of not Less than 2 years. The firm shall also be liable for Legal action depending on the facts & circumstances of the case.
- 4.29** If the supplier fails to execute the purchase order and informs IIITA about its inability to execute the order and non-compliance of the purchase order, firm shall be liable for blacklisting for a period of not less than 2 years.
- 4.30** Indian Institute of Information Technology reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason or to cancel the tender. The decision of Director – IIIT-Allahabad shall be final and binding on all.
- 4.31** All disputes are subject to Jurisdiction of Allahabad Courts.
- 4.32** May feel free to contact Purchase Section through email id [info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in) for any queries (Ph: 0532-2922051)

## **5 MADATORY PREQUALIFICATION CRITERIA FOR BIDDER**

- 5.1** Only M/s Godrej or its authorised agencies are required to participate in this tender alongwith their authorized dealer / Service Provider certificate.
- 5.2** The bidder should submit a proof of annual turnover for not less than 100% of the estimated cost for the Last 3 financial years (2016-17, 2017-18, and 2018-19).
- 5.3** The Bidder is required to quote for the complete BOQ. **Partial quote is liable to be rejected.**
- 5.4** The firm must possess valid GST Registration Certificate.
- 5.5** Self declaration certificate on the company letter head that company is not blacklisted.

**Note:** Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

## **6 SPECIAL CONDITIONS OF CONTRACT**

- 6.1** These instructions are over and above the instructions contained in the enclosed set of tender documents and **override** instructions in case of conflict.
- 6.2 One bid per bidder:** - Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture. A Bidder who submits or participates in more than one Bid (other than as a sub - contractor) shall cause all Bids with the Bidder's participation to be disqualified.





- 6.3 Pre bid Qualification:** It is proposed kindly incorporate - Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- 6.4 Order of Acceptance:** - It is proposed kindly incorporate that the successful bidder should submit Order Acceptance within 7 days from the date of order.
- 6.5 Rate Quoted:** The currency of all quoted rates shall be Indian Rupees. All payment shall be made in Indian Rupees. The rates are to be quoted by the bidders in Indian Rupees only and payment shall be made to successful bidders in Indian Rupees only. Any statutory applicable taxes such as applicable Tax, etc. should be mentioned separately in the Financial Bid. However, quote should be inclusive of all other levies, statutory taxes and charges etc and should be delivered at the premises. All prices shall be fixed and shall not be subject to escalation of any description. The rates must be quoted strictly as per the 'Financial Bid Format' provided.
- 6.6 Self-declaration certificate that company is not blacklisted with any of the Govt. Department and other statutory bodies. As per point No. 5.5**
- 6.7 Extension in Delivery and Work:** Delivery of completion of systems/ components and Work is delayed for reasons of force majeure such as acts of God, Acts of Public enemy, acts of Government, fires, floods, epidemics, quarantine restrictions, illegal strikes and freight embargoes, the Contractor shall within 3 days from the date of such occurrence, give notice to IIT Allahabad in writing of his claim for extension of delivery period. IIT Allahabad on receipt of such notice may agree to extend the supply/contract delivery date as may be reasonable but without prejudice to other terms and conditions of the contract. Unless the extended delivery period is agreed by IIT Allahabad in writing, Tender Number cannot claim the extension of delivery time as a matter of right. IIT Allahabad shall have the right to cancel/ extend the order validity/ levy Liquidated Damage (LD) as appropriate.

The time of delivery and Completion of Work including testing and handing over in satisfactory condition is the essence of the contract and the shipment should be effected as per the schedule. In the event of part supply, IIT Allahabad shall withhold the entire payment until the whole of the supply and work completed as per the order. In case the delivery schedule is not stipulated as essential criteria, contractor may indicate the period of delivery required for them.

- 6.8 Defect Liability period** shall be 12 months from the date of satisfactory completion of the work.
- 6.9 DETERMINATION OF THE SUCCESSFUL BIDDER:** -The Bidder meeting the minimum eligibility criteria with the lowest bid price in the respective category, subject to arithmetical correction, shall be deemed as the successful Bidder. In the event of more than one bidder with the lowest price bids (say equal), the bidder with the highest 'cumulative annual turnover of the last 3 financial year would be deemed as 'Successful Bidder' with respect to the submission of proof of documents as submitted by the bidder
- 6.10 Completion period:** Work should be completed within **10 weeks** from the receipt of the work order and after site clearance. If, the work delayed beyond the stipulated time of completion penalty of 1% per week or part thereof of total cost shall be imposed at the discretion of competent authority. The penalty may be upto 10% of the total accepted bid value. This purchase/Work order will be automatically expired after 12 weeks unless extension is provided by the Institute on request by the supplier.
- 6.11 Forfeiture of bid security:** Bid security of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or depreciates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its bid security will be forfeited.
- 6.12 Completion of Work:** Before finally leaving site, all the Bidders stores, plant, tools and rubbish shall be removed and the site left clean and tidy. The space allocated by Owner shall be vacated and handed over to the Owner.
- 6.13 Water and Electricity for Construction work:** Water & Electricity bidder arranges itself, if required.



- 6.14 Working and Safety Regulations:** The bidder shall observe all statutory safety and legal requirements regulations issued by Central and State Governments applicable to the work as well as any local regulations applicable to the site issued by the Owner or any other authority.
- 6.15 Setting out Works:** The bidder shall set out the works and responsible for the true and perfect setting out of the same and for the correctness of the positions, levels, dimensions and alignment of all parts thereof, if at any time any error shall appear during the progress of any part of works the bidder shall at his own expenses rectify such error, if called upon to the satisfaction of the Owner.
- 6.16** All the work will be executed as norm and specification as mentioned in bill of quantity in the direction of Engineer Incharge.
- 6.17 Payment:**
- 6.17.1 Agency can raise only single bill after completion of work in all respect. Accordingly the payment will be made after verification by the engineer in charge up to 1<sup>st</sup> & final bill.
- 6.17.2 At the time of forwarding any bill for payment , indenter should ensure that all the terms and condition of the tender documents has been fulfilled and deduction if any have been proposed.
- 6.17.3 Applicable TDS and other deductions as per provisions will be recovered (deducted) from the payment(s).
- 6.17.4 Labour welfare cess as per prevailing rate has to be submitted by the contractor and submit the records.
- 6.18 Penalty:**
- 6.18.1 Applicable penalty will / may be recovered from the payment(s).
- 6.18.2 Penalty may / will be deducted (recovered) from the Performance security. However, the penalty may / will be waived off for non-performance due to reasons mentioned in the Force Majeure or because of IITTA.
- 6.18.3 In such case(s) the vendor should notify and produce / bring the relevant communication and proof to IITTA promptly of any failure to perform or delay in performing due to any of the above reasons for the penalty to be waived off.
- 6.19 Price Basis and applicable Tax claim:** Vendor should clearly mention the Rate of applicable GST separately, if firm will not mention the Taxes clearly on their Price Quotation, IIT - Allahabad will assume that the quoted price is inclusive of all and no extra amount in later stage shall be paid by IIT, Allahabad on account of Taxes. In case of tax exemption or lower TDS, vendor has to submit letter from Government Authority for tax exemption or lower TDS (to be submitted along with each of the invoice(s)).
- 6.20** If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.
- 6.21** If the work carried out by the bidder is not found acceptable, IIT Allahabad has the complete right to reject the same without giving any compensation.
- 6.22 Force Majeure:** The vendor (bidder) will not be held responsible for breach of executing any obligation or delay in executing any obligations during below given circumstances / conditions.
- 6.22.1 War, Riots, Strike, Fire, Flood, Earthquake, Storm, Epidemic breakout, Power failure, Theft etc.
- 6.22.2 Any Governmental priorities (Necessary proof for validation viz. Govt. Gazette notifications, Leading Newspaper reports, etc. should be made available).
- 6.23** Rate quoted by the firm should not be higher than the prevailing market rate.
- 6.24 Dispute Resolution:** In the event of any dispute arising out of or in connection with this Order, the parties shall use their best endeavor to resolve the same amicably and if the dispute could not be settled amicably, the matter shall be settled in the court under Prayagraj (Allahabad) jurisdiction only. The final payment will be released only after the vendor (bidder) complies with above-mentioned clause.
- 6.25 Right to alter Tender:**



- 6.25.1 IIITA reserves the right to alter the Tender terms and conditions at any time before submission of the bids.
- 6.25.2 IIITA reserves the right to modify, amend, alter and/or cancel the entire RFP at any stage without assigning any reason whatsoever. IIITA's decision in this regard will be final and binding on all vendors (bidders).
- 6.26** Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications.
- 6.27** The rates should be quoted in Indian rupees. As per our BOQ.
- 6.28** The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderer/s, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
- 6.29** All the documents submitted must be legible and self-attested and stamped. Otherwise it is likely to be rejected.
- 6.30** The Bid Security shall be returned to the bidder(s) whose offer is not accepted by the Institute within 15 days after finalization and award of the contract without any interest. Unsuccessful bidders may collect the Bid Security (within next 10 days after finalization & award of the contract) from Purchase Section, IIIT-A between 3PM and 5PM on any working day after providing a copy of authorization letter and any Photo Identity Card. After these 10 days Bid Security will be sent by registered post to the postal address provided by the firm/bidder as mentioned in the tender document. Representative may also collect the EMD on behalf of the bidder, after providing an authorization letter from the bidder along with a copy of his photo identity card. If the return of Bid Security is delayed for any reason, no interest/penalty shall be payable to the bidder.
- 6.31** Complete Postal address of tenderer/ bidder along with Email ID and mobile number (to dispatch the Bid Security to unsuccessful bidder).
- 6.32** Tenderers responding to this enquiry shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the part of the successful tenderer. Tender must be quoted in prescribe format on the company/firm letter head.
- 6.33** Quotation should be addressed to JR(S&P), Indian Institute of Information Technology, Deoghat, Jhalwa, Prayagraj-211015 (U.P.) India.
- 6.34** All the work will be executed as norm and specification of CPWD and as specified in bill of quantity. If any other work will require to be under taken related to this works or any alteration in work, will be executed on the basis of approved rates after prior approval.

(Purchase section)

I/We duly certified that the information provided in the proforma is true. I/We agree to the contents of terms & condition of the quotation/tender.

**Seal and Signature of the Proprietor/Authorized Representative**



## **7 AWARD OF CONTRACT**

**7.1** Single bid system shall be adopted, i.e. Cover **1(Techno-Commercial Offer or technical bid & Financial bid or schedule of rate).**

**7.2** IIT-Allahabad shall award the contract to the eligible Bidder whose bid has been determined as the lowest evaluated Financial Bid. If more than one Bidder happens to quote the same lowest price, IIT-Allahabad reserves the right to award the contract to more than one Bidder or any Bidder with the lowest price bids (say equal), the bidder with the highest 'cumulative annual turnover of the last 3 financial year would be deemed as 'Successful Bidder' with respect to the submission of proof of documents as submitted by the bidder.

**7.3** The lowest rate will not be the only basis of claim to get the order.

### **7.4 Purchaser's right to vary quantities at the time of award**

**7.5** Bidders having GST Registration Certificate are required to indicate their GST Registration number and shall have to enclose a self-certified copy of GST Registration Certificate.

If bidder has opted for composition scheme under GST ACT 2017, they have to declare themselves as "Composition Scheme" in the bid and indicate their Registration number in the Price Bid. Bidder shall have to enclose a certificate in original from a practicing Chartered Accountant / Cost & Management Accountant / Company Secretary confirming that Bidder is eligible to opt the scheme and has fulfilled all the conditions as mentioned in notification in this regard. In addition, bidder has to enclose the self-attested GST Registration Certificate in the commercial bid.

If the Bidder is unregistered i.e. exempted from GST registration, they have to declare themselves as "GST Unregistered Bidders" in the bid and shall have to enclose GST Exemption documents i.e. certificate in original from Practicing Chartered Accountant / Cost & Management Accountant / Company Secretary that Bidder is fulfilling all the conditions prescribed in GST Act, 2017 to make him exempt from registration.



## 8.0 ANNEXURES

### 8.1 ANNEXURE – I: LETTER OF BID

(To be submitted along with Technical Bid)

Dated: / / 2020

To,  
Jt. Registrar (Stores & Purchase)  
Indian Institute of Information Technology  
Deoghat, Jhalwa  
Prayagraj - 211015

**Sub: Submission of Bids against Tender Ref. No.: IIIT-A/IWD/ ...../ 2019.**

We, the undersigned, declare that:

1. We have examined and accepted all the terms and conditions of the tender reference number \_\_\_\_\_ and ready to offer the required services accordingly required in tender document.
2. We offer to execute in conformity with the Bidding Documents for “**Repairing of Godrej Furnitures**”, at IIIT-Allahabad.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
4. If our bid is accepted, we commit to submit a Performance Security within 15 days from the date of issuance of the work/supply order.
5. We also declare that the Government of India / any other Government body/ any other organization has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid/ lowest bid or any other bid that you may receive.

Yours sincerely,

**Authorized Signatory**

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

**Full Name and Designation**

**(To be printed on Bidder's letterhead)**



## 8.2 ANNEXURE – II: CHECKLIST FOR BID SUBMISSION

SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION (YES/NO), WITH CLARIFICATION/DETAILS AS REQUIRED	Reference page no. of Tender Documents
1	2	3	
1.	Confirm that you have submitted your bid for “Repairing of Godrej Furnitures”, at IIT-Allahabad.	(i) CONFIRMED / NOT QUOTED [Strike out whichever is not applicable]	
2.	The bidder should have submitted annual turnover for the Last 3 financial years (2016-17, 2017-18, 2018-19). Referred to point no. 5.2	CONFIRMED(YES/NO) Turnover in Rupees 2016-17 _____ (Rs), 2017-18 _____ (Rs), 2018-19 _____ (Rs)	
3.	Confirm that you have attached the documentary evidence as desired in Pre-Qualification Criteria.	CONFIRMED(YES/NO)	
4.	Confirm that the company must have its GST Registration certificate. Refer to point no. 5.5	CONFIRMED(YES/NO)	
5.	Confirm that the Quality of materials should fulfill the specification as mentioned in bill of quantity.	CONFIRMED(YES/NO) GSTN NO _____ (MENTION THERE)	
6.	Confirm that the Contractor /Vendor/Bidder accept all the terms and condition of Special condition of contract.	CONFIRMED(YES/NO)	
7.	Confirm that quoted price of the prescribed Supply of material is on FOR / designated IIT, ALLAHABAD office/store, including transportation charges, taxes etc. all complete as defined in complete RFQ.	CONFIRMED(YES/NO)	
8.	Confirm there is no deviation/ clarification/ cutting/ overwriting in Price Schedule.	CONFIRMED(YES/NO)	
9.	Confirm the Completion Period schedule is accepted as per Tender Documents provision.	CONFIRMED(YES/NO)	
10.	Copy of PAN, Income Tax Return certificate submitted.	CONFIRMED (YES/NO) PAN NO _____ (MENTION THERE), INCOME TAX RETURN CERTIFICATE LAST THREE YEARS AS PER TENDER DOCUMENTS.	
11.	HSN CODE(if Applicable)	CONFIRMED(YES/NO)	
12.	Confirm that the duly filled and scanned copy of	CONFIRMED(YES/NO)	



SL. NO.	COMPLIANCE STATEMENT/QUERY	BIDDER'S CONFIRMATION (YES/NO), WITH CLARIFICATION/DETAILS AS REQUIRED	Reference page no. of Tender Documents
	all ANNEXURES FROM I TO IX submitted.		
13.	Confirm that the <b>quoted price is firm and fixed</b> for entire contract period till completion of work unless there is separate provision in the RFQ document.	CONFIRMED(YES/NO)	
14.	Confirm that Bidder's Bid is based on <b>total compliance to the provisions of Tender document</b> and subsequent amendment and corrigendum, if any, <b>without any deviations and the quoted price is based on all the terms and conditions and specifications of Tender document</b>	CONFIRMED(YES/NO)	
15.	Confirm that the <b>Price Reduction Schedule (PRS) as per Tender provision is acceptable and certify that there has been no decrease in the price of price variation indices and, in the event of any decrease of such indices during the currency of this contract, we shall promptly notify this to the purchaser and offer the requisite reduction in the contract rate.</b>	CONFIRMED(YES/NO)	
16.	Confirm that the bidder accept all the terms and condition, methodology, GCC and all Annexure of entire tender documents.	CONFIRMED(YES/NO)	
17.	Confirm that <b>proof of remittance with transaction number of EMD / exemption certificate</b> is attached.	CONFIRMED(YES/NO)	





### 8.3 ANNEXURE – III: BILL OF QUANTITY (BOQ)

#### 8.3.1 BILL OF QUANTITY FOR REPAIRING OF GODREJ FURNITURES AT IIIT-A

#### BILL OF QUANTITY

S.No.	Item Description	Item Code	Quantity	Unit	Rate	Amount
1	Gas Spring CS C45/EN80 28 mm	31161999SD00018	29	No.		
2	HW Onst OFFICE CHR PCH 7031/32	31162814SD02414	01	No.		
3	ARMRST PU 700012 SNGL H6	56101533DG00317	04	No.		
4	ARMRST FIXED H36 PU BCK	56101533DG00310	232	No.		
5	ARMRST T - TYPE WI CLADING	56101533DG00265	04	No.		
6	CHR 7031/32 MECH BACKTILT	56101504PA02223	02	No.		
7	Knob Donati 4103I PPCP Black	31141594DG00342	01	No.		
8	CHR MECH M004 4103/4103I AGL	56101504pa02399	01	No.		
9	Seat 5001/2 Voila V14	56121006SD02066	25	No.		
10	T1 Hydraulic of Chair	27131701sd00149	42	No.		
11	Diva MECH M040 W UPLCK	56101905dg08228	21	No.		
12	HW Onst CH1007 CH1007 CH1007	31162814SD00293	15	No.		
13	Chair Cleaning Charges	72153600SD02929	80	No.		
14	Service Charges Seating	72153600SD02935	23	No.		
	<b>TOTAL AMOUNT</b>					

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company seal:

Place:

Date:



## 9.0 AWARD OF WORK:

### 9.1 ANNEXURE – IV: UNDERTAKING

To,  
Jt. Registrar (Stores& Purchase)  
Indian Institute of Information Technology  
Deoghat, Jhalwa  
Prayagraj - 211015

#### UNDERTAKING

I, \_\_\_\_\_, of M/s. \_\_\_\_\_ having registered office at \_\_\_\_\_, do hereby undertake that my company, M/s. \_\_\_\_\_, will not withdraw or modify its bids submitted for Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for the “**Repairing of Godrej Furnitures**” at IIIT-Allahabad during the period of validity of the bids.

I, further undertake to have understood that if my company M/s. \_\_\_\_\_ withdraws or modifies its bids or if it fails to sign the contract or fails to submit a performance security within the stipulated deadline if the work is awarded to it, M/s. \_\_\_\_\_ will be suspended for a specified time period at least for two years from being eligible to submit bids for contracts with the Indian Institute of Information Technology, Allahabad.

I, further certify that in the event of any decrease in the price/ price variation indices during the currency of this contract, we shall be promptly notify this to the purchaser and offer the requisite reduction in the contract rate.

Yours faithfully,

(Signature of Authorized Signatory)

**Name:**

**Designation:**

**Company seal:**

**Place:**

**Date:**



## 9.2 ANNEXURE – V: DECLARATION

### DECLARATION

**(Regarding ownership and / or employment of IIT-A Employees)**

(To be filled in by the tenderer, signed and submitted along with tender papers.)

**Ref. No.: IIT-A/SP/NIT/725/1044/2020**

**Date :** / /

I/We hereby declare that I/we or Partners or Directors of our concern do not have any such person under my/or employment who has retired/ resigned/ removed/ dismissed from IIT-A during the last two years.

I/We hereby declare that I/We or partners or Directors of our concern have the following under my/our employment who has/have retired/resigned/removed/dismissed from IIT-A during the last two years.

I/We hereby declare that I/We or partners of directors are not related to any employees of IIT-A

Sl no	Name of person	Date of leaving IIT-A	Reason for leaving IIT-A

**OR**

I/We hereby declare that the following persons employed in IIT-A and any other IIT-A Project/Station are related to me/us for partners or directors of our concern as per details indicated.

Sl no	Name of person	Designation and Name of project or Office of IIT-A	Relationship

**Note:** The near relative shall include wife, husband, parents and grandparents, children and grandchildren, brothers, sisters, uncles, aunts and cousins and their corresponding in-laws.

**(Signature of Tenderer)**

(Name)

**Witness Signature**

**Name:**

**Place:**

**Date:**

**Note:**

1. Please tick whatever is applicable and delete/cut whatever is not applicable
2. Please attach extra sheet if necessary.



**9.3 ANNEXURE – VI: BIDDER DETAILS**

SI	Name of the Company/ Bidder	To be filled by bidder (Documentary proof must be attached as applicable)
1	<b>Registered office Name</b>	
	Full address of the Registered office	
	Details of contact person(s)	
	Name	
	Designation	
	Telephone number(s)	
	Email	
2	List the major clients with whom your organization has been associated and submit documentary proof	a.
		b.
		c.
		d.

(Signature of Tenderer)

(Name)  
(Seal)

Place:  
Date:



**9.4 ANNEXURE –VII: MANDATE FORM FOR ELECTRONIC FUND  
TRANSFER/RTGS TRANSFER & DETAILS OF BID SECURITY  
TRANSACTION**

Ref. No.: IIIT-A/SP/NIT/725/1044/2020

Date: / /2020

To,  
Registrar (Acting)  
Indian Institute of Information Technology Allahabad  
Deoghat, Jhalwa  
Prayagraj - 211015

**Sub: Authorization for release of payment/ dues from Indian Institute of Information Technology, Allahabad through Electronic Fund Transfer/ RTGS Transfer.**

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City: \_\_\_\_\_  
Email ID: \_\_\_\_\_ Mob: \_\_\_\_\_

Permanent Account Number: \_\_\_\_\_

3. Particulars of Bank:

Bank Name: \_\_\_\_\_ Mob: \_\_\_\_\_

Branch Name: \_\_\_\_\_ Mob: \_\_\_\_\_

PIN Code: \_\_\_\_\_ Mob: \_\_\_\_\_

IFSC Code (11 Digit Alpha-Numeric Code):

Account Type: Savings/ Current/ Cash Credit: \_\_\_\_\_

Account

Number: \_\_\_\_\_

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold Indian Institute of Information Technology responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party**

**Details of BID SECURITY are as follows (if submitted, attach a photocopy) \*:**

Bid security amount (in Rs.)	Bank Name	Issue Date	Valid till date	If transfer online			If MSE (mention YES)
				Mention NEFT/RTGS	Transaction no.	Transaction date	