

**IITI DRISHTI CPS Foundation
IIT Indore Campus
Simrol, Khandwa Road, Indore- 453552**

**Bidding Documents for
Furnishing of DRISHTI Bhavan**

**Document to be submitted offline via post or hand in closed
envelope**



**IITI DRISHTI CPS Foundation,
Indian Institute of Technology Indore
Simrol, Khandwa Road, Indore- 453552**


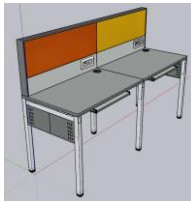

Tel.: 91-0731-6603551/3372




Email: admin.drishticps@iiti.ac.in

TENDER DOCUMENT FOR PROCUREMENT

Offline bid is invited by IITI DRISHTI CPS Foundation (in Single Bid System) from the respective Original Equipment Manufacturers (OEM), their Authorized Distributors/ Dealers/Firms etc. for furnishing of DRISHTI Bhavan at IITI DRISHTI CPS Foundation, IIT Indore campus.

The details are as follows:

| Sl. No. | Item/Service | Detailed Nomenclature/Description of the item/Scope of Work | Qty. |
|---------|--|---|------|
| 1. | 120 Degree Workstation  | Set of three Individual Tables. Configuration: 120-degree Workstation for 3 People with 3 no's of 8 module Popup box without switch & Socket above desktop. Providing 3 no's of Cable Manger. Having vertical column for electrical provision. Having partition for separation in the mid-section of 8 mm thick Painted Glass with round corners. All steel components are epoxy powder coated after anti corrosion treatment of surface. The overall appearance of the product shall be as per photograph | 3 |
| 2. | Computer Table  | Approx Dimension: - 1700x700x1100 mm, Working Height - 750 mm. Individual Top Size :- 900x600x25 MM thick approx. Pre-Laminated Particle Board. CRCA sheet perforated panel. Under structured provision of horizontal cable tray made curved with bottom & side pillar. Provision for 8 module plate. Accessories: - 2 nos of Key Board Tray. Cap & 4 no's of levelers provided at bottom for maintaining level. Partition: - L:1800xH:450x70mm (approx.) Tiles are fitted by high strength PVC male female Dowel & Insert with transition fit, which is easily removable for ease of maintenance or running the electrical wires. Provision of Slot for cabling and accessories. The overall appearance of the product shall be as per photograph | 15 |
| 3. | Interactive Table (set of two tables)  | Approx: 1050mm L x 1050mm W x 750mm H Top made up of Prelaminated Particle Board Both side laminated Edges finished with 2mm self-glued hot pressed PVC Edge Biding by Rehau or equivalent. with metal base frame round pipe legs and square pipe support frame, To Be provisioned with Lockable castors. | 16 |
| 4. | Office Chair | Approx. Size-H:930-1030mm, Seat ht: 460-560mm, D-680mm, W-580 mm. | 100 |

| | | | |
|----|---|---|----|
| |  | <p>Seat Hot pressed ply wood with steel T-Nuts for rigid fastening with PP cover. Back moulded Bright Bar with stitched Mesh Cloth. Sturdy steel column gas lift for center support and seat height adjustment. Telescopic ABS cover over steel column. Lockable synchrony tilt mechanism and with Single piece Die castes Fixed PP arm rest. Quality tapestry. High density Moulded PU cushion.</p> <p>The overall appearance of the product shall be as per photograph</p> | |
| 5. | <p>Lab Table Side Drawer Unit</p>  | <p>Lab SDU- Size:-Length:1200mm, Width:- 750mm, Height:-900mm, Storage depth is 560 mm & top overhang by 190mm at front. Body part made-up of prime quality cold rolled close annealed Sheet Use only MIG/TIG & Spot welding for fabrication. Top made of 25mm thick pre-laminated particle board. Side Edges covered with PVC edge band on edge bending machine. Two shelf inside storage. Locks Ebco or similar/ Doorset cylindrical. All steel components are epoxy powder coated followed by anti corrosion treatment of surface.</p> <p>Desk Mounting Cable Duct- Size:- Length:1200mm Width: 65mm, Height: 125mm, Frame made of cold rolled close annealed Steel Structure. Use only MIG/TIG & Spot welding for fabrication. Provision only for Cable and switches. All steel components are epoxy powder coated after anti corrosion treatment of surface.</p> <p>The overall appearance of the product shall be as per photograph</p> | 10 |
| 6. | <p>Chair without handle</p>  | <p>Approx. Size: - H: 900-1000mm, Seat H: 500-570mm, D: 575mm, W: 580mm, Back frame pp material with netted, Seat moulded cushion with tapestry, Hot pressed ply Chrome gas pump, Chrome base, Push back m/c, Nylon castor.</p> <p>The overall appearance of the product shall be as per photograph</p> | 10 |

Note:

- I. All the details/documents pertaining to the tender such as tender document, pre-bid report, corrigendum, and any further updates shall be shared via email/ company's website.
- II. Performance Security @5% of tender cost is required to be furnished in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in the name of IITI DRISHTI CPS FOUNDATION.
- III. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

IITI DRISHTI CPS Foundation shall not be responsible for non-receipt of bid or late recdeipt due to any issues.

For any issues related to tender please contact Admin Section, IITI DRISHTI CPS Foundation
Tel: +91- 0731-660 Ext 3372 Email: admin.drishiticps@iiti.ac.in

CEO, IITI DRISHTI CPS Foundation

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CHAPTER- 1
SCHEDULE OF TENDER

| Sl. No. | Event | Date and Time/ Remarks |
|---------|---|--|
| 01 | Commencement of Tender Document | Dec 13, 2023 |
| 02 | Last Date for Submission of Queries for Pre-bid meeting | Dec 15 till 6:00 PM |
| 03 | Date & Time of Pre-Bid Meeting | Dec 16 at 11:00 AM via |
| 04 | Venue for Pre-Bid Meeting | Pre-bid meeting will be done Online on Google Meet Link (The google meet link will be shared with the firms in reply of technical query or email request) |
| 05 | Date of Pre- Bid Report upload at Company Website (if received any query) | Dec 16, 2023 |
| 06 | Bid Submission Start Date | Dec 17, 2023 |
| 07 | Last date & Time of Submission of Bids via courier (Technical and Financial Bid in Single Bid Format) | Dec 26, 2023 up till 06:00 PM (IST) |
| 08 | Date & Time of Opening Bids | Dec 27, 2023, at 03:00 PM, (IST) |
| 09 | All communications with respect to the tender shall be addressed to: | Admin Section 4th Floor, Learning Resource Centre (LRC), IITI DRISHTI CPS Foundation Indian Institute of Technology Indore Khandwa Road Simrol, Indore- 453552 Tel.: 0731-660 Ext 3372 Email: admin.drishticps@iiti.ac.in |
| 10 | For any assistance required | Tel: +91- 0731-660 Ext 3372 Email: admin.drishticps@iiti.ac.in |

Note:

- 1) Pre-bid meeting is recommended for vendors to attend for better comprehension of Company's requirements.
- 2) Prospective bidders are advised to submit their doubts/questions/clarifications, if any, bearing tender no., title and marked "Queries for Pre-Bid Meeting" through Mail, (Mail ID: admin.drishticps@iiti.ac.in) as per the schedule mentioned above.

CEO
IITI DRISHTI CPS Foundation, IIT, Indore

CHAPTER- 2INSTRUCTIONS TO THE BIDDERS

1. The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.
2. The Bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-Compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.
4. IITI DRISHTI CPS Foundation reserves the right to reject any tender/bid wholly or partly without assigning any reason/justification to any.
5. The Evaluation Committee constituted by the IITI DRISHTI CPS Foundation shall have the right to verify the particulars furnished by the bidder independently.
6. In case of tangible product: Tenderer shall take into account all costs including Cartage, Freight, Installation, Commissioning, Testing and Training etc. of material at site i.e., IITI DRISHTI CPS Foundation before quoting the rates. In this regard no claim for any extra payment/work for any reason shall be entertained.
7. In case of tangible product: The item should be delivered in good and working condition at IITI DRISHTI CPS Foundation, Khandwa Road, Simrol, Indore PIN 453552 and the supplier shall be responsible for any damage/casualty during the transit of goods.
8. **From the awardee of tender Total Security Deposit 5 % of contract value in form of PBG which will be retained till the 60 days after the warranty period of work in the form of PBG. Please refer page no. 10, point no. 16 of chapter 4 for details.**
9. All the tender documents & price bid to be sent as per this tender must be on the letterhead of the company and should be dully stamped and signed by the competent authority of the company.
10. The Bidder(s) may note that CLOSED ENVELOPE BIDS via post / by hand will ONLY be accepted. All the requisite supporting documents mentioned in the bid document must be attached. **The Bids sent through FAX, E-mail by any other means shall not be accepted/ processed, in any case.**
11. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The IITI DRISHTI CPS Foundation reserves the right to accept or reject any or all the bids at any stage.

CEO
IITI DRISHTI CPS Foundation, IIT Indore

CHAPTER- 3**ASSISTANCE TO BIDDERS**

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.

GENERAL INSTRUCTIONS TO THE BIDDERS

- 1) The bid will be received through closed envelop through single bid system including Financial and Technical details in separate envelope.

The bidder shall complete the offline bid form and the appropriate price schedule furnished in the bidding documents, indicating, inter alia for the goods/services to be supplied, a brief description of the goods, their country of origin (if applicable), quantity and prices.

Bid prices

The Bidder shall indicate on the Price Schedule (Financial Bid – Annexure I) the unit price and total bid prices of the goods/services it proposes to supply under the Contract.

i. For goods/services offered from within India:

- a. The price of the goods/services should be quoted for destination basis, charges towards freight; installation etc. may be mentioned inclusive of GST as applicable.
- b. Any sales or other taxes/duties should be clearly mentioned, which will be payable on the goods/services in India if the contract is awarded.
- c. Charges for inland transportation, insurance and other local costs incidental to delivery of goods to their final destination should be mentioned, if applicable.
- d. Any element of cost, taxes, duties levies etc. not specifically indicated in the bid, shall not be paid by the purchaser. **If GST amount is not quoted in the Price Schedule (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later.**

- ii. **Period of validity of bids: Bids shall remain valid for acceptance for 90 days after the date of bid submission.**

Note Non-compliance of the above-mentioned points may disqualify your offer for further consideration.

CEO
IITI DRISHTI CPS Foundation, IIT Indore

CHAPTER- 4**GENERAL TERMS AND CONDITIONS**

1. **Bidder:** Tender are invited from seller/ trader based in India for supply of goods/ items as required by IITI DRISHTI CPS Foundation.
2. **Tender Type: Open tender Enquiry Closed Enveloped Mode via single bid system.**
Bid will be opened on the due date for evaluation of bids.
3. **Confidentiality:** Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until the Contract Award.
Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.
4. **Pre-Bid Meeting:** Pre-Bid meeting specified as mentioned date and time in Time Schedule of this document. The purpose of the meeting is to answer the queries of the prospective bidders on the technical bid and commercial terms and conditions of this tender. In view of the above, prospective bidders are advised to submit their doubts/questions/clarifications as per **Annexure-VII**, if any, bearing tender no., title and marked "Queries for Pre-Bid Meeting" through Mail, (Mail ID: admin.drishticps@iiti.ac.in) as per the schedule mentioned in the chapter-1. Any modification of the bidding documents which may become necessary as a result of the Pre-Bid meeting shall be made known to all the prospective bidders by the Evaluation Committee through mail and no queries will be entertained beyond the date of pre-bid meeting.
5. **Bid Submission:** Bidders are requested to submit the bids after the issue of minutes of the pre-bid meeting duly considering the changes made if any, during the pre-bid meeting. Bidders are totally responsible for incorporating/complying with the changes/amendments issued if any during pre-bid meetings in their bid. All the bid shall be submitted through post or by hand in closed envelope on address mentioned in the document. **The Bids sent through FAX, E-mail, and/or by any other means shall not be accepted/ processed, in any case.**
6. **Late Bids:** IITI DRISHTI CPS Foundation shall not be responsible for non-receipt/ late receipt bid due to any issues.
7. **Bid Validity:** The bids shall be valid for a period of **90 days** from the date of opening of the tenders.
8. **Modification and withdrawal of bids:** No bid can be modified subsequent to the deadline for submission of bids. No bid can be withdrawn after the deadline for submission of bids and the expiration of the period of bid validity.
9. **Opening of Tenders:** The decryption of the bids would be done by the internal committee constituted by IITI DRISHTI CPS Foundation. In the event of the specified date of Bid opening being declared a holiday for the IITI DRISHTI CPS Foundation the Bids shall be opened at the appointed time and location on the next working day.
10. **Preliminary Examination:** The bid evaluation committee shall examine the bids to confirm that all documents and technical documentation requested in **Chapter-6 and Annexure II** have been provided, and to determine the completeness of each document submitted. If any of these documents or information is missing, the offer shall be liable to be rejected. Also:
 - (a) All the tenders received will first be scrutinized to see whether the tenders meet the basic requirements as incorporated in the tender enquiry document. The tenders, who do not meet the basic requirements as mentioned in chapter 6 and (Annexure -II), are to be treated as unresponsive and shall be ignored.
 - (c) **If required, nominated committee may invite the bidders for technical demonstration of the quoted item/equipment as part of the technical evaluation (if applicable).**

- 11. Bid Evaluation Procedure:** For the purpose of selection of the bidder, a single-stage bidding process will be followed.
- Evaluation will be done strictly on the basis of technical bid submitted by bidder as per Annexure I, followed by financial bid only if qualifying marks are obtained in technical bid.
 - Award Criteria:** The Purchaser reserve the rights to award tender to successful Bidders whose bid has been determined to be substantially responsive.
 - In case of Indigenous,** All the bid shall be evaluated on the basis of final landed cost at IITI DRISHTI CPS Foundation which includes all taxes duties and other charges. If bidders quote different GST slabs for a product, then IITI DRISHTI CPS Foundation will follow GST rules of GOI for uniform comparison of all bids
 - Purchaser's Right to vary Quantities at Time of Award:** The Purchaser reserves the right at the time of empanelment award to increase or decrease the quantity of goods and services originally specified in the tender without any change in unit price or other terms and conditions. The Purchaser reserves the right to accept or reject any bid at any stage and to annul the bidding process and reject all bids at any time prior to award of Contract.
 - Option Clause:** The Purchaser reserves the right to increase or decrease the quantity of the required goods/items, till final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period).
 - Fall Clause:** The price quoted by the supplier should not be higher than the maximum retail price, if any, for the items and the same shall not be higher than the price usually charged by the supplier for items of the same nature, class or description to any other purchaser. The price charged for the items supplied under the contract by the supplier shall in no event exceed the lowest price at which the supplier sells the items of identical description to any other person during the period till performance of all supply orders placed during the currency of the contract is completed.
 - Purchaser's right to accept Any Bid and to reject any or All Bids:** The Purchaser reserves the right to accept or reject any bid at any stage and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
 - Notification of Award:** Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing by registered letter or e-mail that the bid has been accepted and a separate purchase order shall follow through email or post.
 - Order Acceptance and Signing of Contract:** IITI DRISHTI CPS Foundation shall send the successful Bidder the Purchase Order. Within 03 (Three) days of date of the Purchase Order, the successful Bidder shall sign, date, and return it to the Company. Delivery Should be
 - Place of Delivery & Schedule:** IITI DRISHTI CPS Foundation, IIT Indore, Simrol, Khandwa Road, Indore – 453552 and should be delivered within given schedule.

12. Concession/Exemptions:

- a) **For Import Supplies** – As per Govt. of India Notification No. 51/96 Custom dtd. 23rd July 1996, (Substituted under Notification No.43/2017 dtd.30th June 2017) Concessional Custom Duty is applicable to IITI DRISHTI CPS Foundation for all purchases which are essential for research. We shall provide all the documents under this notification to enable you to clear the goods. Please state clearly that this certificate is required. The supplier shall pay and bear all other liabilities, taxes and duties not specifically agreed by the Purchaser in the contract. The Custom Duty Exemption Certificate will not be provided if quoted in Indian currency.

13. Conflict of Interest among Bidders/Agent: The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:

- they have controlling partner (s) in common; or
- they receive or have received any direct or indirect subsidy/financial stake from any of them; or
- they have the same legal representative/agent for purposes of this bid; or
- they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or

- bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/subassembly/assemblies from one bidding manufacturer in more than one bid.
- e. in cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:
- i. The principal manufacturer directly or through one Indian agent on his behalf; and
 - ii. Indian/foreign agent on behalf of only one principal.
- f. bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;
- g. in case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/common business/ management units in same/similar line of business
- 14. Guarantee/ Warranty (If applicable):** The equipment should be covered comprehensive **on-site warranty of 3years** against any manufacturing defect as mentioned in the requirement. Warranty certificate should be submitted with the bill(s).
- a) Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction / specifications specified in the order / contract and demonstrate at their own cost. The payments shall be made only after receiving the material in the required specifications and quality to the satisfaction of the Company's authorities.
 - b) Upon receipt of notice for defective material, the firm shall within 15 days of receipt of the notice, replace the defective material, free of cost at the destination. No claim whatsoever shall lie on IITI DRISHTI CPS Foundation for the replaced goods, thereafter. If the firm fails to replace the defective goods within a reasonable period, IITI DRISHTI CPS Foundation may proceed to take such remedial action as may be necessary, at the company's risk and cost.
- 15. Insurance:** Wherever necessary, the goods supplied under the contract, shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the contract. If considered necessary, insurance may cover "all risks" including war risks and strike clauses. The amount to be covered under insurance should be sufficient to take care of the overall expenditure to be incurred by the Procuring Entity for receiving the goods at the destination.
- 16. Performance Bank Guarantee:** "Within 15 (Fifteen) days from the date of issue of letter of Award, the contractor shall submit to IITI DRISHTI CPS Foundation irrevocable performance bank guarantee of 5% of the contract value, in the form of of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in the name of IITI DRISHTI CPS FOUNDATION, for the due and proper execution of the Contract. In case FDR of any bank is furnished by the contractor to Drishti as Performance Guarantee(s) and the bank is unable to make payment against the said FDR, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to Drishti to make good the deficit. The Performance Guarantees shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion of works gets extended, the contractor shall get the validity of Performance Guarantee extended to cover such extended time for completion of work.
- 17. Shipping, Packaging and Labeling (If applicable):** All Material purchased here under must be packed and packaged to ensure its safe delivery in accordance with good commercial practices and where incorporated, the IITI DRISHTI CPS Foundation packaging specification, wherever applicable. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit, including the final destination. The packing, marking and documentation within and outside the packages

shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in the contract and in any subsequent instructions ordered by the Purchaser. It is the sole responsibility of the vendor to provide/replace the item/goods, if it is lost or broken during the shipping or transportation due to whatever may be the reason. The date of delivery should be strictly adhered, failing to which the purchase order is liable to be cancelled. Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage consignment, the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.

- 18. Inspection:** The Purchaser or its representative shall have the right to inspect and/or to test the Goods/Final outcome of services to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data shall be furnished to the inspectors at no charge to the Purchaser. Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the goods and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser. The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at Project Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the Goods shipment.
- 19. Right of Acceptance:** This Company does not pledge itself and reserves to itself the right of accepting the whole or any part of the tender or portion of the quantity offered and the firm shall supply the same at the rate quoted. The firm shall be at liberty to tender for the whole or any portion or to state in the tender that the rate quoted shall apply only if the entire quantity is taken from the firm.
- 20. Patent Rights:** The supplier shall, at all times, indemnify and keep indemnified the purchaser, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the purchaser, the purchaser shall notify the supplier of the same and the supplier shall, at his own expenses take care of the same for settlement without any liability to the purchaser.
- 21. Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party. The tender is not transferable. Only one tender shall be submitted by one tenderer.
- 22. No correspondence/discussion/visits whatsoever will be entertained on the subject unless specifically called by this office after opening the tenders for technical discussions/ price negotiations. Any violation of this will render the quotations invalid and the firm is liable to be blacklisted.**
- 23. FURNISHING FRAUDULENT INFORMATION/ DOCUMENT-** If it is found that a bidder has furnished fraudulent document/information, the bid security/performance security (wherever applicable) shall be forfeited and the bidder/vendor will be debarred for a period of 3 (three) years from date of detection of such fraudulent act, besides the legal action. In case of major and serious fraud, period of debarment may be enhanced.
- 24.** IITI DRISHTI CPS Foundation reserves the right to call for techno-commercial/price negotiations. The company should depute a competent representative for such discussion/negotiations whenever called for and he shall be competent to make on-the-spot decisions.
- 25.** IITI DRISHTI CPS Foundation does not bind itself to accept the lowest or any tender and may cancel/withdrawal the tender without assigning any reason and no claim whatsoever, for any reason arising out of such action, will be entertained by IITI DRISHTI CPS Foundation.

26. IITI DRISHTI CPS Foundation is a green zone campus, hence, after delivery and acceptance of item suppliers should take back the waste packing material such as plastic, wrapping paper, and toxic material. Further, any wooden packing material is to be handed over to the store.
27. **Force Majeure:** Neither the contractor nor the Company shall be liable to the other, for any delay in or failure of their respective obligations under this control caused by occurrences beyond the control of either party because of fire, floods, acts of God, acts of public enemy, wars, riots, strikes, lockouts, sabotage, fire, floods, explosion, epidemic, quarantine restrictions, any law statute or ordinance order actions or regulations of the Government or any compliance there is similar to the above. Either party shall promptly notify the other of his commencement and cessation of such contingency and prove that such is beyond the controls and effects the implementation of this contract adversely.
28. Please inform the IITI DRISHTI CPS Foundation in writing whether the owner of the firm or any of their partners/employees has close relations working with IITI DRISHTI CPS Foundation. This is for record only.
29. IITI DRISHTI CPS Foundation **reserves the right to modify/alter/insertion or deletion on any part of the tender document to ensure fulfillment of its material & service requirement at any stage.**
30. **Breach of Terms and Conditions:** IITI DRISHTI CPS Foundation reserves the right to accept or reject or cancel any or all inquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of with Terms and Conditions and Breach of the Contract, No compensation will be paid towards the progress of order/procurement.
31. **Governing Law:** The order placed will be a contract between the supplier and the buyer and shall be governed by the LAWS of India and under the contract shall be taken by the parties only in Indore, India to competent jurisdiction. All Domestic and International disputes are subject to Indore jurisdiction only.

Note – Non-compliance of the above-mentioned points may disqualify your offer for further consideration.

CEO
IITI DRISHTI CPS Foundation, IIT Indore

CHAPTER- 5**SPECIAL TERMS AND CONDITIONS**

1. **Payment: No advance payment will be made in any case.** Payment will be released through wire transfer/bank RTGS transfer/NEFT after Supply, installation testing, inspection & commissioning of the item(s), services and if found satisfactory with regard to quality, quantity and specifications ordered. The payment will be released after statutory deductions within 30 days. For the payment, the firm has to submit Supplier's GST Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value; challans(s), Manufacturer's guarantee certificate; bank details/cancelled cheque, installation report, performance bank guarantee (if asked) etc. to IITI DRISHTI CPS Foundation.
2. Items, where applicable should be delivered only on Working Days (Monday to Friday) during office Hours only i.e. between 10.00 am to 04.00 pm.
3. **PRE- INSTALLATION (If applicable):** Please also mention the pre-installation requirements for the equipment like ambient temperature, humidity, civil work, weather specifications, power specifications, etc. When items are provided full performance satisfaction should be demonstrated.
4. **INSTALLATION & COMMISSIONING:** BIDDER shall be responsible for installation / demonstration wherever applicable and for after sales service during the warranty period and thereafter as mentioned in the contract. Installation demonstration to be arranged by the supplier free of cost and the same is to be done within 30 days of the arrival of the equipment at site. **For delay in delivery or unsatisfactory installation, commissioning, testing & training the liquidated damages will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IITI DRISHTI CPS Foundation.**
5. **Liquidated Damages:** As Time is the essence of an order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% (Half Percent) per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of IITI DRISHTI CPS Foundation.
6. If in the opinion of IITI DRISHTI CPS authorities, the performance of any of the persons deployed is not satisfactory or he/she is not amenable to discipline or their behavior is not conducive to retain them for the work, he/she should be replaced within 15 days (if applicable).
7. **Delivery: Free delivery at IITI DRISHTI CPS Foundation.** In case of imported offers standard Incoterms shall be applicable. **The bidders must quote both in EX-WORKS/DAP/FOR value for deciding the mode of shipment** in case of Import.
8. In case equipment offered requires maintenance after the expiry of the warranty, please indicate the approximate cost of comprehensive and on-call basis maintenance and also the availability of local support or otherwise.

CEO

IITI DRISHTI CPS Foundation, IIT Indore

Chapter-6LIST OF DOCUMENTS TO BE SEND

The Tenderer shall send a self-declaration on their letter-head as PDF file in Cover-I of the tender, along with the tender documents, confirming that they are the service provider for Legal Services.

- An affidavit, in original, duly self-certified that there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Hon'ble Court.
- All pages of the tender document should be duly signed & sealed by the tenderer and the document should be submitted in sealed condition.
- The tenderer shall submit the information sought in the format enclosed as **Annexure "II"**.

Note :


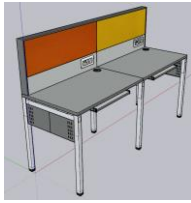
- A. The bidder should submit his acceptance against each column as YES/NO and if No, the bidder should specify the deviation.
- B. Firms should quote separately for each item as per BOQ.
- C. Valid proof of the document in support of the claim to be enclosed with the technical bid.
- D. The services mentioned above is also indicative and might change in the final order.




(Signature of the Bidder, with Official Seal)


Note: Non-Compliance with any of the above conditions by the bidders will be tantamount to non-eligibility for which tender has been floated and its bid shall be liable to be rejected summarily.

Signature & Seal of Bidder

Annexure -ITechnical and Financial Bid

| Sl. No | Item/Service | Detailed Nomenclature/Description of the item/Scope of Work | Deviation (if any) | Qty. | Cost per unit | Total cost per unit |
|--------|---|---|--------------------|------|---------------|---------------------|
| 1 | 120 Degree Workstation  | <p>Set of three Individual Tables. Configuration: 120-degree Workstation for 3 People with 3 no's of 8 module Popup box without switch & Socket above desktop. Providing 3 no's of Cable Manger. Having vertical column for electrical provision. Having partition for separation in the mid-section of 8 mm thick Painted Glass with round corners. All steel components are epoxy powder coated after anti corrosion treatment of surface.</p> <p>The overall appearance of the product shall be as per photograph</p> | | 3 | | |
| 2 | Computer Table  | <p>Approx Dimension: - 1700x700x1100 mm, Working Height - 750 mm.</p> <p>Individual Top Size :- 900x600x25 MM thick approx.</p> <p>Pre-Laminated Particle Board.</p> <p>CRCA sheet perforated panel.</p> <p>Under structured provision of horizontal cable tray made curved with bottom & side pillar. Provision for 8 module plate.</p> <p>Accessories: - 2 nos of Key Board Tray. Cap & 4 no's of levelers provided at bottom for maintaining level.</p> <p>Partition: - L:1800xH:450x70mm (approx.)</p> <p>Tiles are fitted by high strength PVC male female Dowel & Insert with transition fit, which is easily removable for ease of maintenance or running the electrical wires.</p> <p>Provision of Slot for cabling</p> | | 15 | | |

| | | | | | | |
|---|---|--|--|-----|--|--|
| | | and accessories. The overall appearance of the product shall be as per photograph | | | | |
| 3 | Interactive Table (set of two tables)  | Approx: 1050mm L x 1050mm W x 750mm H Top made up of Prelaminated Particle Board Both side laminated Edges finished with 2mm self-glued hot pressed PVC Edge Biding by Rehau or equivalent. with metal base frame round pipe legs and square pipe support frame, To Be provisioned with Lockable castors. | | 16 | | |
| 4 | Office Chair  | Approx. Size-H:930-1030mm, Seat ht: 460-560mm, D-680mm, W-580 mm. Seat Hot pressed ply wood with steel T-Nuts for rigid fastening with PP cover. Back moulded Bright Bar with stitched Mesh Cloth. Sturdy steel column gas lift for center support and seat height adjustment. Telescopic ABS cover over steel column. Lockable synchrony tilt mechanism and with Single piece Die castes Fixed PP arm rest. Quality tapestry. High density Moulded PU cushion. The overall appearance of the product shall be as per photograph | | 100 | | |
| 5 | Lab Table SDU  | Lab SDU- Size:- Length:1200mm, Width:-750mm, Height:-900mm, Storage depth is 560 mm & top overhang by 190mm at front. Body part made-up of prime quality cold rolled close annealed Sheet Use only MIG/TIG & Spot welding for fabrication. Top made of 25mm thick pre-laminated particle board. Side Edges covered with PVC edge band on edge bending machine. Two shelf inside storage. Locks Ebco / Doorset /Godrej cylindrical. All steel components are epoxy powder coated followed by anti corrosion treatment of surface. | | 10 | | |

| | | | | | | |
|---|---|---|--|----|--|--|
| | | <p>Desk Mounting Cable Duct- Size:- Length:1200mm Width: 65mm, Height: 125mm, Frame made of cold rolled close annealed Steel Structure. Use only MIG/TIG & Spot welding for fabrication. Provision only for Cable and switches. All steel components are epoxy powder coated after anti corrosion treatment of surface.</p> <p>The overall appearance of the product shall be as per photograph</p> | | | | |
| 6 | <p>Chair without handle</p>  | <p>Approx. Size: - H: 900-1000mm, Seat H: 500- 570mm, D: 575mm, W: 580mm, Back frame pp material with netted, Seat moulded cushion with tapestry, Hot pressed ply Chrome gas pump, Chrome base, Push back m/c, Nylon castor.</p> <p>The overall appearance of the product shall be as per photograph</p> | | 10 | | |

Total Cost in INR _____

(In words _____)

Total cost inclusive of all taxes INR _____

(In words _____)

Note :

- A. The bidder should submit his acceptance against each column as YES/NO and if No, the bidder should specify the deviation.
- B. Firm should quote separately for each item.
- C. Valid proof of the document in support of the claim to be enclosed with bid.
- D. The Quantity mentioned above is also indicative and might change in the final order.
- E. Prospective bidders can quote Rate as per Unit and the Company will decide on the final order quantity.

(Signature of the Bidder, with Official Seal)

OTHER CONDITIONS FOR PRICE BIDS

1. No unilateral revision in price will be admissible.
2. INCOTERMS (in case of imported item) should be clearly mentioned on the bid.
3. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly on the free delivery basis at IITI DRISHTI CPS Foundation and the total value is also indicated in words.
4. Any optional indicated in bids must be priced separately.
5. In case spares/accessories are applicable, their list and price should be clearly indicated separately.
6. The price must be stated for each item separately.

Annexure-II**LIST OF DOCUMENTS TO BE SEND WITH BID**

| Sl. No | Details | Checklist Yes/No |
|--------|--|---------------------|
| 1. | The Bidder should be OEM/Authorized Distributors/Dealers/Firms etc. and should have existence of firm for a minimum period of 3 Years | |
| 2. | Mention HSN/SAC code of the material/item quoted, (if applicable) | |
| 3. | Valid Manufacturers Authorization (if applicable) | |
| 4. | The details of service support during the empanelment | |
| 5. | <ul style="list-style-type: none"> • Udyam Registration No., if bidder MSMEs. • Copy of valid PAN card, • Copy of valid GST registration certificate | |
| 6. | Bidder Information- Annexure-III | |
| 7. | Tender Acceptance Letter - Annexure-IV | |
| 8. | Declaration Regarding Clean Track - Annexure-V | |
| 9. | Declaration for ITR and Income Tax Return Annexure- VI | |
| 10. | Quoted model catalogue/brochure (if applicable) | |
| 11. | Details of the product information on OEM Website (if applicable) | |
| 12. | Make-In India Declaration from Class-I or Class-II Local Supplier- Annexure-X (if applicable) | |
| 13. | Price reasonability certificate Annexure-VI | |
| 14. | Bid Security Declaration Annexure- IX | |

Note: All the statement copies of the certificates, documents etc., enclosed shall be given page numbers on the right corner of each certificate.

Annexure-III
BIDDER'S INFORMATION
 (To be submitted on Firm/Company Letterhead)

| Details of Bidders | | |
|---------------------------|--|--|
| 1. | Registered Name of the Bidder | |
| 2. | Year of Establishment | |
| 3. | Udyam Registration, if MSMEs | |
| 4. | Registered Address of the Bidder | |
| 5. | Status of the Company (Public Ltd. /Pvt. Ltd./ Proprietor/LLP) | |
| 6. | Valid GST Registration No. with GST Registration State Name | |
| 7. | Details of the Incorporation of the Company | |
| 8. | Permanent Account No.(PAN) with copy of PAN Card | |
| 9. | ESIC / EPF Registration | |
| 10. | Name and Designation of the Contact Person | |
| 11. | Contact No. Email Address of the Contact Person | |
| 12. | Bank Details of the Agency: Bank Name Name of the Branch Branch Code Bank Address Bank Type of Account Account Number NEFT/IFSC Code RTGS Code 9 Digit MICR Code | |

 (Signature of the Tenderer)

Company Seal:

Date:

Annexure-IV
TENDER ACCEPTANCE LETTER
(To be submitted on Firm/Company Letterhead)

To, _____

Sub: Acceptance of Terms & Conditions of Tender. IITI-DRISHTI-CPS/AV/5/06/Fur/2023-24
Dated Dec 13, 2023 for “Furniture of DRISHTI Bhavan”

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the email received from your company / company’s web site(s) as per your tender document.
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 and I have no objection for any of the content of the bid document and I undertake not to submit any complaint/ representation against the bid document after submission date and time of the bid. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been 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 / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **90 days** and shall be bound to supply/commission/install/test the equipment and dispatch the same within the specified period.
8. I/We agree to supply and commission/install/test the equipment and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/receipt of supply/service order.
9. **I/We agree that in case if we fail to deliver the goods/complete the work/supply within the stipulated time, then Company has full power to compound the liquidity damages or any necessary action as deemed fit can be taken by the IITI DRISHTI CPS Foundation.**
10. The articles/services shall be of the best quality and of the kind as per the requirement of the company. The decision of the Officer, IITI DRISHTI CPS Foundation, India (herein after called the said officer) as regard to the quality and kind of article shall be final and binding on me. Should the said officer deem it necessary to change any article/services on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
11. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the bidding firm or manufacturer.
12. I/We undertake that if the rates of any items/services are lowered due to any reason, I will charge the lower rates.
13. I/We undertake that the items / services supplied are as per Demonstration/Catalogue/technical literature description.
14. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same items during the current Financial Year.

15. I/We do hereby confirm that No CBI Inquiry/FEMA/ Criminal proceeding/Blacklisting/debarring is pending or going on against the manufacturer/bidder firm. I undertake that I will not submit any irrelevant documents with the bid and in doing so I will not have any objection if my bid is rejected on that ground.
16. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of State/Central//Company/Department/PSUs. I/we also offer to supply the Equipment at the prices and rates not exceeding those mentioned in the price bid.
17. I/We do hereby confirm that I/we aware about the provisions of "Make in India"/startup initiatives and directives regarding Price Preference Policy to Make in India Registered Bidders and I/We undertake for following the same as per directions of IITI DRISHTI CPS Foundation in respect of this Bid Enquiry.
18. I/We undertake to respect Anti-Profitteering Rule under GST Act 2017 of Govt. of India and will have mandatorily to pass on the benefit due to reduction in rate of tax to the IITI DRISHTI CPS Foundation by way of commensurate reduction in our prices. And if I/we will found defaulter for following of above said rule (i.e. passing all the benefits of GST Tax Regime price reductions to IITI DRISHTI CPS Foundation), the IITI DRISHTI CPS Foundation have the right to initiate necessary action deemed fit as per GST Act 2017 against our firm.
19. I/we do accept/agree for all clauses including the onsite **3year Warranty** inclusive of all spares and labour etc. in the warranty period.
20. I/we have necessary infrastructure for the maintenance of the equipment and will provide all services/accessories/spares as and when required.
21. I/we also declare that in case of change of Indian Agent or for any other change. Merger, dissolution, solvency etc. in the organization of our foreign principles, we would take care of the Guarantee/Warranty/Maintenance of the machinery/equipment/services and have provided written confirmation for the same.
22. I/we undertake to get the equipment repaired/replace within 3 working days after receiving of the complaint from the Company failing which a penalty of @ 1% of the cost may imposed by the purchaser, if applicable.
23. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any Supply/work done by our Agency or alleged to have been done by our Agency under this bid, it shall be recovered by the IITI DRISHTI CPS Foundation from our Agency.
24. I/we undertake, If any under payment is discovered, the amount shall be duly paid to our Agency by the IITI DRISHTI CPS Foundation.
25. I/we undertake that we shall liable to provide all the relevant records copies during the concurrency period of Contract or otherwise even after the Contract is over, whenever required by IITI DRISHTI CPS Foundation.

(Signature of the Tenderer)

Company Seal:

Date:

Annexure-V
DECLARATION REGARDING CLEAN TRACK
 (To be submitted on Firm/Company Letterhead)

To,
 Chief Executive Officer
 IITI DRISHTI CPS Foundation,
 I.I.T. Indore,
 Simrol, Khandwa Road
 Indore – 453 552

Date:

Sub: Furniture of DRISHTI Bhavan

Dear Sir,

I/we carefully gone through the Terms & Conditions contained in the above-referred NIT.
 I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi-Government Organizations / Institutions in India or abroad. I/we further certify that I'm a competent officer in my company /firm to make this declaration.

Or

I/we declare the following

| No. | Country in which the company is debarred / blacklisted / case is pending | Black listed / debarred by Government Semi Government Organizations / Institutions | Reason | Since when and for how long |
|-----|--|--|--------|-----------------------------|
| | | | | |
| | | | | |

In case the above information is found false I/we are fully aware that the tender/contract shall be liable to be rejected/cancelled by the IITI DRISHTI CPS Foundation.

In addition to the above, IITI DRISHTI CPS Foundation will not be responsible to pay the bills for any completed / partially completed work.

 (Signature of the Tenderer)

Company Seal:

Date:

(NOTE: In case the company/firm was blacklisted previously, please provide the details regarding the period for which the company/firm was blacklisted and the reason/s for the same)

Annexure-VI
DECLARATION OF ANNUAL TURNOVER AND
INCOME TAX RETURN
(To be submitted on Firm/Company Letterhead)

To,
Chief Executive Officer
IITI DRISHTI CPS Foundation,
I.I.T. Indore,
Simrol, Khandwa Road
Indore – 453 552

Date:

Sub: NIT No. IITI-DRISHTI-CPS/AV/5/06/Fur/2023-24, Dated Dec 13, 2023 for “Furniture of DRISHTI Bhavan”

Dear Sir,

I/we hereby declare that, our firm’s Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

| F.Y 2020-21 | F.Y 2021-22 | F.Y 2022-23 |
|-------------|-------------|-------------|
| | | |

And,

I/we hereby declare that, our firm had filed Income Tax Returns for last year’s i.e., F.Y. 2020-21, F.Y. 2021-22, F.Y. 2022-2023. Supported by copy of ITR of three years.

(Signature of the Tenderer)

Company Seal:

Date:

Annexure:

1. Income tax return of F.Y. 2020-21, F.Y. 2021-22, F.Y. 2022-2023.

PRICE REASONABILITY CERTIFICATE
(To be submitted on Firm/Company Letterhead)

1. I/We _____ hereby certify that the prices quoted by us in our offer letter No..... are not higher than prices to any Government Department/PSU/Institution.
2. I/We further certify that I/We have not supplied or quoted for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi-Government/ Public/Institution within the period of 90 days preceding the last date of submission of the offer.
3. I/We hereby undertake that I/We will not supply or quote for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi-Government/ Public/ Institution/ within the period of validity of the offer.
4. I/We also undertake to bring the attention of the Authorities, any incidence of breach of any of the above paras within 30 days from the occurrence of the breach and further undertake to refund/reimburse the difference which may arise due to breach of any of the above paras and I/We also understand that the decision of Authorities, regards to the determination of quantum payable shall be final.

(Signature of the Tenderer)

Company Seal:

Date:

Name of the Firm: _____

Address: _____

Email ID: _____

Contact No.: _____

| Sl. No | Reference of the Clause No. of the Tender Document | Query/Clarification/ Deviation sought | Clarification/Response from IITI DRISHTI CPS Foundation |
|--------|--|---------------------------------------|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

(Signature of the Tenderer)

Company Seal:

Date:

ANNEXURE-IX

(To be submitted on Firm/Company Letterhead if applicable)

BID SECURITY DECLARATION

(In Lieu Of Earnest Money Deposit)

Ref: Tender No. **IITI-DRISHTI-CPS/AV/5/06/Fur/2023-24**

Sub: **Furniture of DRISHTI Bhavan**

Date _____, 2023

Tender title **Furnishing of DRISHTI Bhavan**

I, Shri _____ of M/s. _____, having its registered office at _____, in my capacity as _____ (Role of the Bidder – Proprietor/Partner/Director etc.) and being authorized for the purpose, declares on behalf of the Bidder as under:

1) That M/s. _____ are participating in the subject tender and have submitted our bid in response to the same.

2) That in lieu of not furnishing the EMD, we hereby declare that:

a) We will display our commitment to abide by our bid during the tender evaluation process and will not withdraw or modify it or impair or derogate from it in any respect during its validity period i.e. _____ number of days from the date of opening of the Unpriced Bid as sought in the Notice inviting Tender.

b) We will comply with all formalities of signing of the contract/agreement/purchase order and submit performance security within time stipulated in the tender document.

c) On our failure to ensure (a) and (b) above, IITI DRISHTI CPS Foundation being the Owner shall be entitled to put us under suspension for its future tenders or ban/blacklist us for a specified period as per its policy. The discretion and decision of IITI DRISHTI CPS Foundation in this regard will be final.

d) We will comply with all other formalities which IITI DRISHTI CPS Foundation will communicate to us during the bid validity period.

3) The executant and signatory of this Declaration is authorized by the bidder and the bidder undertakes to comply and abide by the above declaration.

Date

Place

Signature _____

Stamp / seal