

No:1(20)/2017-Genl
Government of India
Ministry of Electronics & Information Technology
NATIONAL INFORMATICS CENTRE

Odisha State Unit,
Sachivalay Marg, Unit-IV,
Bhubaneswar - 751001
Dated: 05/02/2018

OPEN TENDER NOTICE No. NIC/OSC/2018/04

Subject:Open Tender for the procurement of office furniture for the office
of NIC Odisha State Centre, Bhubaneswar.

National Informatics Centre, Sachivalay Marg, Unit-IV, Bhubaneswar
invites sealed tender through e-procurement mode for procurement of office
furniture for the office of NIC Odisha State Centre, Sachivalay Marg, Unit-IV,
Bhubaneswar: 751001.

The terms and conditions of the tender are being uploaded on the
Government website <https://eprocure.gov.in/eprocure/app> and
<http://ori.nic.in>

The prospective bidders are requested to submit their bids as per the
tender documents.

(N. Mohapatra)
Senior Technical Director
National Informatics Centre,
Bhubaneswar

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Odisha State Unit,
Sachivalay Marg, Unit-IV,
Bhubaneswar - 751001
Dated: 05/02/2018

OPEN TENDER No. NIC/OSC/2018/04

Tender Document for the procurement of office furniture for the office of

**National Informatics Centre,
Odisha State Centre,
Sachivalay Marg, Unit-IV,
Bhubaneswar-751001 (Odisha).**

Index to Terms and Conditions and Annexure for participation in tender

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Document Control Sheet

Tender No.	NIC/OSC/2017/03
Name of the organization	National Informatics Centre, Bhubaneswar
Date of Issue/Publishing	05/02/2018 (18:15 Hrs)
Document Download/Sale start date	05/02/2018 (18:15 Hrs)
Document Download/Sale End Date	20/02/2018 (15:30 Hrs)
Bid Submission Start Date	06/02/2018 (11:30 Hrs)
Clarification Start Date	05/02/2018(18:15 Hrs)
Clarification End Date	09/02/2018 (15:30 Hrs)
Last Date and Time for uploading of Bids	20/02/2018 (15:30 Hrs)
Date and Time of Opening of Uploaded Bids	24/02/2018 (11:30 Hrs)
Submission of original EMD instrument by Speed Post	05/02/2018 to 23/02/2018 (Upto 15:30 Hrs)
Physical Dropping of original EMD instrument in Tender Box	21/02/2018 10:00 Hrs to 23/02/2018 15:30 hrs
Address for Communication	Senior Technical Director National Informatics Centre, Sachivalay Marg, Unit-IV, Bhubaneswar: 751001 Website: http://eprocure.gov.in/eprocure/app

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: <https://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically in the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering in the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online in the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

2. Registration:

- (i) Bidders are required to enroll in the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll”. Enrolment in the CPP Portal is free of charges.
- (ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iii) Bidders are advised to register their valid email address and mobile number as part of the registration process. These would be used for any communication from the CPP Portal.
- (iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- (v) 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.
- (vi) Bidder then logs in to the site through the secured log-in by entering his user ID / Password and Password/PIN of the DSC / eToken.

3. Searching for Tender Documents:

- (i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include **Tender ID**, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- (ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- (iii) The bidders 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.

4. Preparation of Bids:

- (i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- (ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.
- (iii) Bidder, in advance, should make ready the bid documents to be submitted as indicated in the tender 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 and converted to pdf or other formats as required.
- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. 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.

5. Submission of Bids:

- (i) Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission end date and time. Bidder will be solely responsible for any delay due to other issues.
- (ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (iv) The bidder shall seal the original Bank Draft/Pay order in an envelope and shall mark its name and tender reference number on the back of the Bank Draft/Pay Order before sealing the same. The address of NIC and the Tender Reference Number shall be marked on the envelope. The envelope shall also be marked with a Sentence **“NOT TO BE OPENED BEFORE the Date and Time of Bid Opening”**. If the envelope is not marked as specified above, NIC will not assume any responsibility for its misplacement, pre-mature opening etc.
- (v) Five days gap between bid submission end date and bid opening date has been given to the bidders to drop the original EMD instrument in the tender box kept for this purpose at NIC State Centre, Bhubaneswar (Reception Area, Ground Floor). So, the EMD envelope should be dropped in the tender box **as per the date and time schedule mentioned in Document Control Sheet**. In case EMD is sent through Speed Post by the bidder, it must reach the tender inviting authority of NIC State Centre, Bhubaneswar **as per the date and time schedule mentioned in Document Control Sheet**.

EMD not meeting above deadlines will not be accepted and their uploaded bids will be rejected.

- (vi) **A standard BoQ format** in the form of an excel sheet has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to **download the BoQ file, open it and complete the light blue 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.**
- (vii) **The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc.** The bidders should follow this time during bid submission.
- (viii) **All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data.** The data entered cannot be viewed by unauthorized persons until the time of bid opening. **The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.**
- (ix) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (x) Upon the successful and timely submission of bids, the portal will give a successful bid submission acknowledgement message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
- (xi) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for bid opening meetings, if any.

6. Assistance to Bidders:

- (i) 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.
- (ii) 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 [01204200462/01204001002](tel:01204200462/01204001002).

7. Introduction:

The tentative quantities of office furniture required to be purchased by NIC are as under and the detailed specifications for each item are given **Annexure-1A, 1B, 1C and 1D.**

Schedule-A			
Sl.No	Item Description	Quantity	EMD Amount
1	Officer's Chair with Armrest with specification as per Annexure 1A.	85 (Eighty Five)	Rs.40,000/-
Schedule-B			
2.	Training Lab Chairs with Armrest with specification as per Annexure 1B.	35 (Thirty Five)	Rs.12,000/-
Schedule-C			
3	Terminal Chair with Armrest with specification as per Annexure 1C.	69 (Sixty Nine)	Rs.24,000/-
Schedule-D			
3.	Visitor's Chairs with Armrest with specification as per Annexure 1D.	61 (Sixty One)	Rs.18,000/-

8. Availability of Tender:

- (i) On-line bidding through Central Public Procurement Portal (CPPP).
- (ii) The tender document is available at CPPP site i.e. <https://eprocure.gov.in/eprocure/app>
- (iii) Prospective bidders desirous of participating in this tender may view and download the tender document free of cost from the above mentioned website.

9. Time Schedule:

The time schedule will be strictly adhered to as mentioned in **Document Control Sheet**. No Bid will be accepted after the expiry of the above mentioned time schedule.

10. Scope of Work:

- (i) The selected bidder(s) after placement of purchase order will supply and install the furniture in the office of NIC Odisha State Centre, Bhubaneswar in strict conformity to the prescribed specifications and quantities within the stipulated period.
- (ii) After sale on-site maintenance services during and beyond the warranty period must be provided immediately as and when requires by NIC.

11. Bid Validity:

The rates should be quoted as per **BoQ : "Financial Bid"**. The bids must be valid for a minimum period of 180 days (One Hundred Eighty) from the date of signing the rate contract agreement. If necessary, NIC will seek extension in the bid validity period beyond 180 days. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their EMD. No revision of rate will be made during the period of bid validity.

12. Essential Eligibility Criteria:

- (i) (Essential Eligibility Criteria is given in "**Annexure - 1: Essential Eligibility Criteria**") and it must be filled up.

- (ii) Relevant portions, in the documents submitted in pursuance of essential eligibility criterion mentioned above, shall be highlighted.
- (iii) Documentary evidence for compliance to each of the essential eligibility criteria must be uploaded with the references as required in the **Annexure - 1: Essential Eligibility Criteria.”**
- (iv) If the bid is not accompanied by all the requisite supporting documents, the same would be rejected.
- (v) **Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances.** However, NIC reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.
- (vi) **All documents in technical cover should be submitted electronically in PDF format. The BOQ has to be submitted in Excel format.**
- (vii) The bidder should have its office/branch/shop in and around Bhubaneswar with complete postal address with functional telephone(s)/Fax number for providing after sale on-site services during and beyond the warranty period immediately as and when requires by NIC. **Relevant supporting documents in this regard must be uploaded.**
- (viii) The bidder should submit an undertaking on notary affidavit in **non judiciary stamp paper of Rs.10/-** to the effect that
 - (i) Proprietor / Farm /Agency /Partner or Company has not been black listed by any court of law or any Government / Semi Government / Central Autonomous Bodies /PSU/ Corporation
 - (ii) no case is either pending or being contemplated with the police so far. In future, if it takes place, the bidder shall be liable to inform NIC forthwith. In such a case, the contract will be terminated. **(Document must be uploaded).**
- (ix) The bidder must also provide its valid PAN (Permanent Account Number) allotted by the Income Tax Department (Document must be uploaded).
- (x) The bidder must be in possession of valid GST Registration Certificate issued by the appropriate authority **(Document must be uploaded).**
- (xi) The bidder must be in possession of valid trade license from appropriate authority for carrying on Business/Establishment/Shop etc. **(Document must be uploaded).**
- (xii) The bidder should provide copy of the IT returns filed with Income Tax Department for the financial year 2016-17 **(Document must be uploaded).**
- (xiii) The bidder should provide copy of the VAT clearance certificate from the appropriate authority for the financial year 2016 -17. **(Document must be uploaded).**

- (xiv) The bidder must have turnover of minimum Rs.1/- (One) **Crore** on an average per year calculated on the basis of past consecutive three years 2014-15, 2015-16 and 2016-17 towards supply of furniture. In case audit process of the bidder for the year 2016-2017 has not completed, the provisional turn over report/balance sheet duly audited by the chartered firm will be acceptable. **(upload supporting proof only in one page duly certified by the chartered Accountant).**
- (xv) The bidder must have satisfactorily completed/executed at least one supply/purchase order in his own name with minimum value of Rs 15.00 Lakh (Fifteen Lakh Only) for any of the items mentioned in Schedule – A, B, C & D to the offices under Government/Semi Government/Public Sector Undertaking/ Corporation offices during last three financial years (2014-15, 2015-16 and 2016-17. **(Document must be uploaded).**
- (xvi) The bidder must be in possession of valid **BIFMA** and **GREENGUARD** Certificates. The Dealers/Suppliers/Distributors participating in the tender should enclose such certificate from their parent manufacture company/farm etc. **(Document must be uploaded).**
- (xvii) The bidder must be in possession of valid **ISO 9001:2015, ISO 14001:2015, OHSAS 18001:2007** prior to the submission of bid. The Dealers/Suppliers/Distributors participating in the tender should enclose such certificate from their parent manufacture company/farm etc. **(Document must be uploaded).**
- (xviii) One sample finished product of each item of furniture satisfying all the prescribed specifications published in the tender must be brought and produced in the destination point for quality inspection by the duly constituted committee as per the date to be intimated to the bidders qualified in **Essential Eligibility Criteria : Annexure-I**, failing which their financial bid will not be opened for further evaluation and will be rejected straightway. The destination point is **“National Informatics Centre, Odisha State Centre, Sachivalay Marg, Unit-IV, Bhubaneswar: 751001.” (Bidder should agree as “ Yes” or “No” in Annexure-1 at Sl. No.16)**
- (xix) NIC reserves the right to reject any item, if found unsuitable and / or not conforming to the approved specifications during quality inspection of sample finished products and the bidder (s) concerned will be declared technically disqualified. The financial bid of such bidder (s) will not be opened. NIC will not bear any cost for bringing into and taking back the sample products of items produced during quality inspection. All cost and risk involved on this account will be borne by the bidder (s) themselves.

- (xx) The bidders participating on behalf of Original Equipment Manufacturer (OEM)/Company must upload supporting documents in respect of their dealership/distributor certificate from the respective OEM/Company. **(Document must be uploaded).**
- (xxi) The catalogue containing make, model, image and specifications in details for each item published in the tender (Annexure-1A, 1B, 1C and 1D) must be uploaded. **(Catalogue must be uploaded).**
- (xxii) No additional documents/clarifications will be asked from the bidders at any stage and tenders will be evaluated on the basis of documents already submitted by the bidder in the CPPP Portal.

13. General Eligibility Criteria (General Terms and Conditions).

- (i) Bidders are advised to study the bid document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of all instructions, eligibility criteria, terms and conditions and prescribed specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid.
- (ii) At any time prior to the last date for receipt of bids, NIC may for any reason, modify/relax any of the terms and conditions of the tender document by an amendment. The amendment notified on the website <https://eprocure.gov.in/eprocure/app> and <http://ori.nic.in> will be binding on the prospective bidders. In order to afford prospective bidders reasonable time to take the amendment into account in preparing their bids, NIC may at its discretion may extend the last date for the receipt of bids or cancel the tender. The bidders are required to quote their lowest rates on FOR destination basis, Taxes as applicable (with percentage) in BoQ: Financial Bid. The rates must be quoted in BoQ for the entire items as listed in Schedule A. B. C and D and any item, if left unquoted by the bidder, the financial bid of the said bidder will not be considered for further evaluation and it will be rejected straight away.
- (iii) The rates offered will be valid for the entire bid validity period and extension, if any thereof with same terms and conditions. No request will be considered for price revision during both initial and extended period.
- (iv) No bid may be modified subsequent to the last date for receipt of bids. No bid will be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period. Withdrawal of a bid during this interval shall result in forfeiture of bidder's EMD.

- (v) The bidder shall bear all costs associated with the preparation and submission of its bid. NIC, in no case be responsible or liable for those costs regardless of the outcome of the tendering process.
- (vi) The bidder shall treat the contents of the tender documents as private and confidential.
- (vii) The tender is not transferable. Only one tender shall be submitted by one bidder.
- (viii) When deemed necessary, NIC may seek clarifications on any aspect of their bid from the bidder on the existing documents submitted along with the bid or may visit the bidders' offices for verification. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. This would also not mean that their bids have been accepted.
- (ix) NIC at its discretion may waive any minor informality or non-conformity or irregularity in a bid, provided such waiver does not prejudice or affect the relative ranking of any other bidder.
- (x) Any effort by a bidder to influence NIC bid evaluation, bid comparison or supply award decision may result in the rejection of its bid and forfeiture of EMD.
- (xi) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s).

14. Earnest Money Deposit (EMD):

- (i) The separate Earnest Money Deposit (EMD) for each of the items as given in **Schedule A, B, C & D** must be submitted in form of an accounts Demand Draft/Pay Order of any of the scheduled Commercial or Nationalised Bank drawn in favour of **“DDO, National Informatics Centre”** payable at **“Bhubaneswar”** as per date and time mentioned in **“Document Control Sheet”**, **without which the bid will be summarily rejected. However, the scanned copy of the demand drafts / Pay Orders must be uploaded (PDF format) electronically in <https://eprocure.gov.in/eprocure/app>.**
- (ii) No Bank Guarantee towards EMD will be acceptable.
- (iii) No request for transfer/adjustment of any previous deposit of EMD or Security Deposit or payment of any pending bill held in NIC in respect of any previous work will be entertained.
- (iv) The bids received without EMD or with less EMD as prescribed shall be summarily rejected and no further correspondence in this regard will be entertained.
- (v) The bidder(s) who are registered with NSIC under single point Registration Scheme for supply of furniture shall be considered for exemption from furnishing the EMD by the authority. In such cases, an attested copy of the **VALID** Registration Certificate from NSIC must be uploaded. Mere registration as a SSI unit does not qualify the firm for exemption from

furnishing the EMD. On the other hand, the exemption from furnishing EMD deposit will not be considered for the works, which are not included in Registration Certificate from NSIC.

- (vi) In the absence of a valid certificate from the NSIC or proper Bank Draft/Pay Order of EMD amount, such tenders shall be rejected straightway.
- (vii) In the case of those bidders who fail to qualify the essential eligibility criteria, or whose technical bids do not qualify, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month of the acceptance of TEC (Technical Evaluation Committee)'s recommendations.
- (viii) In the case of those bidders who fail to qualify in **BoQ: Financial Bid:**, the Earnest Money Deposit (EMD) will be refunded without any interest accrued thereon within one month of the acceptance of FEC (Financial Evaluation Committee)'s recommendations.
- (ix) The EMD of the selected bidder (s) will be retained till the submission of performance security and it will be returned without any interest thereon within 30 (Thirty) days after deposit of performance security.
- (x) No claim shall lie against National Informatics Centre (NIC) in respect of erosion in value on the amount of EMD.
- (xi) The Earnest Money Deposit will be forfeited, if a bidder:
 - (a) withdraws or alters its bid during the bid validity period.
 - (b) does not accept the correction of errors.
 - (c) back out or fails to execute the contract as per the terms and conditions of the tender documents.
- (xii) Mailing address for EMD as mentioned in **Document Control Sheet**.

15. Financial Bid

The bidder shall upload the **BoQ files: "Financial Bids"** as per the **instructions given in para 5.6 of the tender document**.

16. Online Bid Submission Process:

Online bids complete in all respects must be uploaded in <http://eprocure.gov.in/eprocure/app> **as per the date and time mentioned in the Documentation Control Sheet**.

- (i) The Online bids should be submitted electronically in **2 covers** i.e. **"Technical Bid: Essential Eligibility Criteria" in Cover 1 & "BoQ-Financial Bid" in Cover 2**.
- (ii) Bids **NOT** submitted as per the specified format and nomenclature will be out rightly rejected.
- (iii) Any alteration by way of over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

- (iv) Hypothetical or Conditional tenders shall **NOT** be accepted on any ground and shall be rejected straightway.
- (v) NIC will **NOT** be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the tender bids. The exclusive responsibility for timely submission of bid would vest with the bidder.
- (vi) The offers submitted by telegram/fax/E-mail etc. shall **NOT** be considered. No correspondence will be entertained on this matter.
- (vii) Tender process will be over after the issue of contract letter (s) to the selected bidder(s).
- (viii) Bids not quoted as per the format given by NIC will be rejected straightway.
- (ix) Any counter condition or deviation from terms and conditions of the tender will be liable for rejection of bid.

17. Bid Opening Process:

- (i) **Technical Bid: Annexure-1** will be evaluated in **Three Stages**.
- (ii) **1st Stage:** Earnest Money Deposit (Physical Instrument of EMD): **2nd Stage:** Essential Eligibility Criteria and **3rd Stage: Quality Inspection**. A duly constituted Technical Evaluation Committee will analyze, evaluate and shortlist Technical Bids in **1st and 2nd stage** on the basis of parameters provided in the **Annexure-1: Essential Eligibility Criteria**. During the technical evaluation, if any of the parameters is not met, the bid will be summarily rejected.
- (iii) **1st Stage:** The envelope containing EMD instrument physically received in NIC by post or dropped in the tender box will be opened by the evaluation committee in the 1st stage. The bids not accompanying with the prescribed EMD will not be considered and it will be rejected straight away.
- (iv) **2nd Stage:** Essential Eligibility Criteria of only those bidder(s), whose EMD instruments are found in order, will be evaluated afterwards in the same bid opening session.
- (v) **3rd Stage:** Quality inspection of finished product of each item of furniture as per Schedule A, B, C and D of only those bidder(s), who qualify in the **Essential Eligibility Criteria (2nd Stage)** will be conducted by the members of duly constituted committee. During third stage of Technical Bid, one sample finished product of each item of furniture satisfying all the prescribed specifications published in the tender must be brought and produced in the destination point for quality inspection by the members of the duly constituted separate committee as per the scheduled date and time to be intimated to the bidders qualified in 2nd stage of Technical Bid, failing which their financial bids will not be opened for further evaluation and their bids

will be rejected straight away. The destination point is **“National Informatics Centre, Odisha State Centre, Sachivalay Marg, Unit-IV, Bhubaneswar: 751001.”**

- (vi) NIC reserves the right to reject any item, if found unsuitable and / or not conforming to the approved specifications during quality inspection (**3rd Stage**) and the bidder (s) concerned will be declared technically disqualified. The financial bid of such bidder (s) will not be opened. NIC will not bear any cost for bringing into and taking back the sample products of items to be produced during quality inspection. All cost and risk involved on this account will be borne by the bidder (s) themselves.
- (vii) Financial bids of only those bidders, whose bids are found technically qualified in all the three stages will be opened for further evaluation as per the scheduled date and time to be intimated to the bidder(s).
- (viii) The bidders will be able to view the status of bid opening in the portal by clicking on Tender Status link and giving the tender id as input.
- (ix) In case the day on which tender is to be opened is declared as Holiday by Govt. of Odisha, the tender will be opened on the next working day without any change in timings.

18. Technical Evaluation Process:

- (i) The duly constituted Committee will analyze, evaluate and shortlist Technical Bids on the basis of parameters provided in the **Technical Bid:“Annexure-1: Earnest Money Deposit-EMD (1st Stage) and Essential Eligibility Criteria (2nd Stage). The Quality Inspection of the sample finished product (3rd Stage).**
- (ii) During technical evaluation, if any of the parameters is not met, the bid will be summarily rejected.
- (iii) **No additional documents** will be asked from the bidder(s) at any stage and tenders will be analyzed and evaluated on the basis of the documents already uploaded by the bidder in the CPP Portal.

19. Evaluation of Financial Bids:

- (i) The Financial Bids of only technically qualified bidders in all the three stages will be opened electronically on a specified date and time and the same will be evaluated by a duly constituted Financial Evaluation Committee (FEC).
- (ii) **LQ1, LQ2, LQ3.....** bidders will be decided on Total Value (TV) of **Column No. I** of **BoQ** : “Financial Bid” of individual item and not on the basis of Gross Total Value of all items published in the tender document. The bidder (s) with Lowest Price Conforming offer (**LQ1**) adjusted to two decimal places) on individual item will be considered as most responsive bidder for awarding the contract for such a particular item only.
- (iii) Quoting incredibly low value of items in **BoQ: “Financial Bid”** with a view to subverting the tender process shall be rejected straight away. The decision for

either forfeiture of EMD or refund to bidder in such case will be taken by NIC and intimated to the bidder.

- (iv) There will be **NO NEGOTIATION** regarding the financial bid.
- (v) No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful bidder(s).
- (vi) NIC may waive any minor informality or non-conformity or irregularity in a bid, provided such waiver does not prejudice or affect the relative ranking of any other bidder.
- (vii) Any effort by a bidder to influence NIC bid evaluation, bid comparison or contract award decision may result in the rejection of its bid and forfeiture of EMD.

20. Empanelment Process:

- (i) The acceptance of bid will be intimated to the finally selected successful bidder(s) through a letter of intent (LOI) duly signed by the authorized signatory of NIC, Bhubaneswar.
- (ii) The successful bidder (s) shall sign a Rate Contract (RC) Agreement with NIC **within one week** from the date of issue of such communication from NIC, failing which their EMD shall be forfeited and bid will be scrapped. Such bidder shall also be debarred from quoting for future tenders of NIC for next two years.
- (iii) The rates quoted should be valid for the entire bid validity period. No request will be considered for price revision during such period.
- (iv) The selected bidder should not assign or sublet the supply order or subcontract the agreement or any part of it to any other party in any form. Any such attempt will result in termination of contract and forfeiture of EMD/Performance Bank Guarantee. Thereafter, the work will be got done by NIC from other agency at the cost, risk and responsibility of the bidder by invoking the Risk Clause.
- (v) However, in the event of vendor's business or concerned division is taken over / brought over by another agency/farm, all the obligations and execution responsibilities under the tender/contract with NIC shall be passed on for compliance to that new agency/farm inheriting business operations from earlier assigned party/farm.
- (vi) The empanelled vendor has to agree to honour all tender condition and adherence to all aspects of fair trade practices in executing the supply orders placed by NIC or by organizations supported by NIC.
- (vii) During bid validity period, if the vendor quotes, sells or exhibits written intention to sell office furniture of the same or equivalent specifications to any other Department/Organization at a price lower than the price fixed for NIC, the vendor shall voluntarily pass on the price difference to NIC. The effective date will be the date of quoting lower rates by the bidder in the bid/quote. Non-intimation of reduction in sale value to NIC by the vendor will attract penal action as deemed fit in addition to the forfeiture of Performance Security Deposit. Further, in the event of lowering of Government levies/taxes

subsequent to the finalization of the panel, the vendor shall automatically pass on the benefits to NIC and in the event of increasing of Govt. levies/taxes subsequent to the finalization of the panel, NIC may pass on the pro-rate benefits to the vendor on request to this effect.

- (viii) NIC may, at any time, terminate the contract/empanelment by giving written notice to the empanelled vendor without any compensation, if the empanelled vendor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NIC.

21. Liquidated Damages (Penalty Clause)

- (i) As time is the essence of supply order/contract, the date of delivery should be strictly adhered to, otherwise in the event of failure to deliver the goods within the stipulated date/period in accordance with the terms and conditions of the supply order and breach of other terms and conditions of the order *ibid*, NIC shall have the right to:
 - (ii) recover from the successful bidder liquidated damages, a sum not less than 0.5% (Half Percent) per week or part thereof for undelivered/delayed portion subject to a maximum of 10% of the ordered/contract value.
 - (iii) cancel the supply order or a portion thereof, and, if so desired, NIC will purchase the stores published in the tender through alternative source at the risk, responsibility and cost of the defaulting supplier by invoking the Risk Clause.
 - (iv) extend the period of delivery with or without liquidated damages as may be considered fit and proper. The liquidated damages if imposed, shall not be more than the liquidated damages referred to in clause (i) above except in case of force majeure condition.
 - (v) forfeit the EMD/Performance Security Deposit fully or in part.
 - (vi) impose penalty at same rate as (ii) above in case of delay in satisfactory installation of ordered items.
 - (vii) forfeit Security Deposit/Performance Bank Guarantee of the successful bidder in case of unsatisfactory services during on-site warranty period and breach of any of the terms and conditions of the contract agreement by the successful bidder.
- ((viii) The decision of NIC regarding imposition of liquidated damages will be unassailable and binding on the bidder.

22. Placement of Purchase Order

- (i) NIC has the right to place purchase order for the tendered items either in part or in whole to the selected bidder for supply and installation of office furniture after execution of contract agreement. The purchase orders may be in hardcopy format or in soft copy mode through e-mail containing the scanned copy of the purchase order.
- (ii) No item with short supply or alternate product with different technical specifications shall be accepted under any circumstances.
- (iii) The quantity as mentioned in the tender may increase or decrease depending on the requirement of office.

- (iv) On receipt of the purchase orders, it is the sole responsibility of the successful bidder to obtain all the necessary documents for the State Entry Permit/Way Bill from the respective States wherever required for complete , safe and timely delivery of the ordered items at the destination without any extra cost to NIC.
- (v) The NIC will have the right to call upon information regarding status of work/Job at any point of time.

23. PERFORMANCE SECURITY:

- (i) In order to safeguard the purchasers interest in all aspects of the contract agreement/empanelment, performance security is to be obtained from the successful bidder(s) awarded the contract for supply and installation of furniture. Performance security should be for an amount of 10% of the value of the ordered items (including taxes, duties and other charges to the FOR destination prices) in shape of Bank Guarantee from any of the scheduled commercial or Nationalized Bank duly pledged in the name of the “National Informatics Centre, Bhubaneswar” and it must remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of the supplier.
- (ii) The performance security will be deposited by the successful bidder(s) within **15 (Fifteen)** calendar days commencing from the date of placement of purchase order.
- (iii) No interest will be payable on Performance Security Deposit/Bank Guarantee. Performance Security Deposit/Bank Guarantee of the selected bidder(s) will be refunded/discharged 60 days (Sixty) beyond the date of completion of all contractual obligations of the supplier including warranty obligations without accruing any interest thereon.
- (iv) NIC reserves the right to encash/invoke the Performance Bank Guarantee of the successful bidder at any time during its validity period in the event of failure or delay in supply or any breach or negligence or non-observance of any term and condition of the contract or unsatisfactory services during the contract.

24. PAYMENT PROCEDURE:

- (i) The pre-receipted bill in triplicate in the name of National Informatics Centre, Bhubaneswar will be submitted immediately after the supply and successful installation of ordered items.
- (ii) The bill complete in all respects will be processed and payment will be released within 45 days subject to fulfilling the tender/contract agreement/supply order terms and conditions.
- (iii) No advance payment of any kind will be given by NIC to the selected vendor under any circumstances.
- (iv) NIC shall have the right and be entitled to withhold payment of the selected vendor in the event of any breach of the terms and conditions of the tender documents/contract agreement/supply order by vendor. No interest will be allowed on payment withheld, when released.

25. Delivery & Installation :

- (i) All the goods ordered shall be delivered within 21 (Twenty One) days from the date of issue of supply order placed to the vendor.
- (ii) All the aspects of safe delivery shall be the exclusive responsibility of the supplier. Satisfactory installation / commissioning and handover of the office furniture will be completed within 3 (Three) days from the date of receipt of the office furniture at NIC, Bhubaneswar premises on good condition.
- (iii) Normally, extension of delivery period will not be permitted. However, in case extension of delivery period becomes essential, the supplier will send the request for extension of delivery period to the purchaser before expiry of delivery period. In the event of failure to supply the ordered materials/goods within the stipulated delivery schedule, the successful bidders must obtain extension of delivery period, with or without liquidated damage, before dispatch/supply of the ordered goods. It is left to the discretionary power of NIC to decide as to the grant of extension of period of delivery of ordered goods with or without liquidated damages. Supplies made without obtaining extension of delivery period shall be liable for non acceptance at the stores of NIC.

26. Packing and Transport:

It shall be the responsibility of the successful bidder(s) to arrange for the ordered stores being sufficiently and properly packed for transport by Rail, Road or Sea as the case may be so as to avoid any loss, damages, breakage or leakage on arrival at destination. The Packing, forwarding, transportation etc. of the ordered stores shall be done at the expenses of the successful bidder(s). No extra cost on such account will be paid by NIC.

27. Inspecting, Testing and Quality control

- (i) NIC reserves the right to draw samples through random sampling method after receiving the finished goods at destination. All the supplies shall be accompanied with the Manufacturer's certificate that the material conforms to the specifications.
- (ii) The make, model, serial number and date of manufacture should be mentioned on each ordered item, failing which it will not be accepted by NIC.
- (iii) Goods accepted by the purchaser at initial inspection and in final inspection in terms of the contract shall in no way dilute purchaser right to reject the same later.
- (iv) NIC reserves right to reject any item, if found unsuitable due to adoption of any unsatisfactory method of manufacture and/or not conforming to the approved specifications. The rejected items, if any, shall have to be taken back and replaced by good items of approved specifications forthwith but in any event not later than a period of 7 (Seven) days from the date of rejection and the Supplier shall bear all cost of such replacement, including freight, if any on such replacing and replaced goods but without being entitled to any extra payment on that or any other account. If the supplier fails to respond to take action to replace the defect(s) within 7 (Seven) days, the purchaser may proceed to take remedial action(s) as deemed fit.

- (v) The decision of NIC with respect to the rejection of items shall be final and binding on the supplier.

28. Right of acceptance:

NIC does not bind itself to accept the lowest bid/quotation. It also reserves the right to accept any bid, and to cancel/abort the tender process and reject all bids/contract at any time prior to placement of supply order, without thereby incurring any liability to the affected bidder or bidders and of any obligation to inform the affected bidders of the grounds for NIC's action without assigning any reasons whatsoever. The decision of NIC arrived at will be final and no representation of any kind will be entertained.

29. Guarantee/Warranty:

The supplier shall warrant that the items supplied under the contract/supply order is of

- (i) new, unused and of current design.
- (ii) in accordance with the specifications.
- (iii) shall have not defects arising out of design, materials or workmanship.
- (iv) The on-site replacement warranty shall remain for a period of **minimum 36 Months** from the date of satisfactory installation of goods at site.
- (v) During warranty period, the supplier is required to Visit NIC, Bhubaneswar site **at least once in 6 months** commencing from the date of delivery of the goods for preventive maintenance of the goods.
- (vi) In the event of any defects in materials/ design and workmanship during the aforesaid period is found due to faulty design or poor workmanship, the defective items will be replaced by the supplier at site free of cost within 7 (Seven) days during warranty claims.
- (vii) The guarantee/warranty shall cover the total stores supplied so that the necessity of having to approach different manufacturers of various components/assemblies does not arise and all services under warranty clause shall be the responsibility of the ultimate supplier of the composite stores. The supplier will have to replace the defective items, if any, during the warranty period free of cost. The responsibility to collect the defective/rejected material will lie with the supplier and the cost for such collection will have to be borne by the supplier.

30. Risk Clause:

If successful bidder fails to supply materials published in the tender within the stipulated delivery date, NIC reserves the right to procure the same or equivalent materials from alternative sources at the risk, responsibility and cost of the defaulting vendor. Any extra cost incurred in the procurement of the materials from alternative source will be recovered from the Performance Bank Guarantee and EMD. If the value of the materials under risk purchase exceeds the amount of Bank Guarantee and EMD, the same will be recovered from the pending bill or by raising a separate claim on defaulting vendor/supplier and if necessary by initiating due legal process.

31. Breach of Contract:

- (i) Default/Breach of contract is said to have occurred:
If the selected bidder fails to deliver any or all of the materials within the stipulated delivery date or any extension thereof granted by NIC.
- (ii) If the selected bidder fails to perform any other obligation(s) under the contract. If the selected bidder, in either of the above circumstances, does not take remedial steps within a period of 07 (Seven) days after receipt of the default notice from NIC (or takes longer period in spite of what NIC may authorize in writing), NIC may terminate the contract/supply order in whole or in part including forfeiture of Performance Bank Guarantee and EMD. In addition, the risk clause will be invoked and legal action as per rules/laws shall be initiated against the defaulting service provider.

32. Force Majeure:

If at any time, during the execution of contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by reasons of any war, hostility, acts of public enmity, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such eventuality is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and performance under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of NIC as to whether the services have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 60 days, NIC may at its option, terminate the contract.

33. Arbitration:

In the event of disputes or differences arising out at any point of time in connection with this contract, arising between the parties, out of or relating to the construction, meaning, discharge of services, confusion, lack of understanding, disagreement or effect of this contract agreement or the breach thereof, both the parties shall first endeavour to settle such disputes of differences, etc. amicably. However, if the parties are not able to resolve these disputes amicably within a period of 15 (fifteen) days, the same shall be resolved by arbitration in accordance with the Arbitration and

Conciliation Act, 1996. Both the parties shall have the right to appoint an arbitrator each and the third, presiding arbitrator shall be appointed by the two arbitrators so nominated. The decision of the arbitrators shall be final and binding on both the parties. The venue of the arbitration shall be at Bhubaneswar.

34. Legal Jurisdiction:

- (i) The contract shall be governed by the Laws and procedures established by Government of India, within the frame work of applicable legislation and enactment made from time to time concerning such techno commercial dealings/processing.
- (ii) Legal issues, if any shall be settled under the sole jurisdiction of Bhubaneswar, Odisha only.

35. Miscellaneous:

Any other terms and conditions, mutually agreed to, prior to finalization of the contract shall be binding on the agency and NIC, during the period of contract. Any default of any terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD/Performance Bank Guarantee accordingly.

For any query or clarification on the tender documents, please contact the undersigned, NIC State Centre, Bhubaneswar.

(N. Mohapatra)
Senior Technical Director
National Informatics Centre,
Bhubaneswar

Specifications of Officer's Chair.

Sl.No	Detail Specification of the Product	No. of Units
1	Overall Chair Height (Minimum)	1000 mm
2	Overall Chair Width (Minimum)	750 mm
3	Overall Chair Depth (Minimum)	750 mm
4	Seat Height (Minimum)	400 mm
5	Height Adjustment (Minimum)	100 mm
6	Seat Depth (Minimum)	440 mm
7	Seat Width (Minimum)	480 mm
8	Backrest Width (Minimum)	480 mm
9	Backrest Height (Minimum)	700 mm
10	Pedestal Size (Minimum)	650 mm
11	Arm Type	Fixed and Continuous
12	Material of Back Cover	Back is Upholstered with 100% Fabric
13	Colour of Seat and Backrest	Blue (Subject to change at the discretion of NIC)
14	Chair Type	Revolving with Central Tilt Synchronic
15	Type of Backrest	Fabric
16	Pedestal Base	05 Nos. Castrol Wheel
17	Thickness of Plywood used in Backrest (Minimum)	12 mm Hot Pressed Plywood
18	Thickness of Plywood used in Rest (Minimum)	12 mm Hot Pressed Plywood
19	Material of Fabric of Seat Cover	Seat is upholstered with 100% Fabric.
20	Arm	PP/PU Arm
21	Seat Design	Ergonomic
22	Tilt Mechanism	Central Tilting with Adjustable Mechanisms
23	Product Code	Please specify with Image

Specifications of Training Chair

Sl.No	Detail Specification of the Product	No. of Units
1	Overall Chair Height (Minimum)	850 mm
2	Overall Chair Width (Minimum)	700 mm
3	Overall Chair Depth (Minimum)	700 mm
4	Seat Height (Minimum)	430 mm
5	Height Adjustment (Minimum)	100 mm
6	Seat Depth (Minimum)	420 mm
7	Seat Width (Minimum)	450 mm
8	Backrest Width (Minimum)	380 mm
9	Backrest Height (Minimum)	460 mm
10	Pedestal Size (Minimum)	620 mm
11	Arm Type	Fixed and Continuous
12	Material of Back Cover	Back is Upholstered with 100% Fabric
13	Colour of Seat and Backrest	Blue (Subject to change at the discretion of NIC)
14	Chair Type	Revolving with Central Tilt Synchronic
15	Type of Backrest	Fabric
16	Pedestal Base	05 Nos. Castrol Wheel
17	Thickness of Plywood used in Backrest (Minimum)	12 mm Hot Pressed Plywood
18	Thickness of Plywood used in Rest (Minimum)	12 mm Hot Pressed Plywood
19	Material of Fabric of Seat Cover	Seat is upholstered with 100% Fabric.
20	Arm	PP/PU Arm
21	Seat Design	Ergonomic
22	Tilt Mechanism	Central Tilting with Adjustable Mechanisms
23	Product Code	Please specify with Image

Specifications of Terminal Chair

Sl.No	Detail Specification of the Product	No. of Units
1	Overall Chair Height (Minimum)	850 mm
2	Overall Chair Width (Minimum)	700 mm
3	Overall Chair Depth (Minimum)	700 mm
4	Seat Height (Minimum)	430 mm
5	Height Adjustment (Minimum)	100 mm
6	Seat Depth (Minimum)	420 mm
7	Seat Width (Minimum)	450 mm
8	Backrest Width (Minimum)	380 mm
9	Backrest Height (Minimum)	460 mm
10	Pedestal Size (Minimum)	620 mm
11	Arm Type	Fixed and Continuous
12	Material of Back Cover	Back is Upholstered with 100% Fabric
13	Colour of Seat and Backrest	Blue (Subject to change at the discretion of NIC)
14	Chair Type	Revolving with Central Tilt Synchronic
15	Type of Backrest	Fabric
16	Pedestal Base	05 Nos. Castrol Wheel
17	Thickness of Plywood used in Backrest (Minimum)	12 mm Hot Pressed Plywood
18	Thickness of Plywood used in Rest (Minimum)	12 mm Hot Pressed Plywood
19	Material of Fabric of Seat Cover	Seat is upholstered with 100% Fabric.
20	Arm	PP/PU Arm
21	Seat Design	Ergonomic
22	Tilt Mechanism	Central Tilting with Adjustable Mechanisms
23	Product Code	Please specify with Image

Specifications of Visitor Chair

Sl.No	Detail Specification of the Product	No. of Units
1	Overall Chair Height (Minimum)	880 mm
2	Overall Chair Width (Minimum)	600 mm
3	Overall Chair Depth (Minimum)	640 mm
4	Seat Height (Minimum)	460 mm
5	Seat Depth (Minimum)	480 mm
6	Seat Width (Minimum)	470 mm
7	Backrest Width (Minimum)	470 mm
8	Backrest Height (Minimum)	580 mm
9	Arm Type	Fixed and Continuous
10	Material of Back Cover	Back is Upholstered with 100% Fabric
11	Colour of Seat and Backrest	Blue (Subject to change at the discretion of NIC)
12	Chair Type	Fixed
13	Type of Backrest	Fabric
14	Thickness of Plywood used in Backrest (Minimum)	12 mm Hot Pressed Plywood
15	Thickness of Plywood used in Rest (Minimum)	12 mm Hot Pressed Plywood
16	Material of Fabric of Seat Cover	Seat is upholstered with 100% Fabric.
17	Arm	PP/PU Arm
18	Seat Design	Ergonomic
19	Tilt Mechanism	No
20	Product Code	Please specify with Image

Essential Eligibility Criteria

1.Essential Eligibility Criteria Compliance Sheet (to be filled and submitted by the bidder along with the Technical Bid)

2.All the supporting documents with respect to Sl No. 1 to 20 will be uploaded in pdf format.

Sl. No.	Particulars	Compliance (Yes/No)*	Documents uploaded as proof to be serially page numbered and shown as (Page No.)
1.	The scanned copy of EMD instrument for Schedule A (Ref. para 14 of tender document)		
	The scanned copy of EMD instrument for Schedule B (Ref. para 14 of tender document)		
	The scanned copy of EMD instrument for Schedule C (Ref. para 14 of tender document)		
	The scanned copy of EMD instrument for Schedule D (Ref. para 14 of tender document)		
2.	Valid Registration Certificate from NSIC, if any for claiming exemption from furnishing of EMD. (Ref. para 14(v) of Tender Document)		
3.	The complete postal address of office / branch office/shop of the bidder with functional telephone / FAX number (Ref. para 12(vii) of tender document)		
4.	Duly signed Annexure-3 with stamp of the tender in token of proof to have read and accepted all the terms and conditions mentioned therein to be uploaded (Ref. Page No.34 of tender document)		

5.	Undertaking on notary affidavit about non-black listed company/firm and no police case either pending or contemplated. (Ref. para 12(viii) of Tender Document)		
6.	Permanent Account Number (PAN) (Ref. para 12(ix) of Tender Document)		
7.	Good and Services Tax (GST) registration of the bidder (Ref. para 12(x) of Tender Document)		
8.	Valid trade license from appropriate authority for carrying trade/business/shop in the state of Odisha (Ref. para 12(xi) of Tender Document)		
9.	Copy of the IT returns filed for the financial year 2016-17 (Ref. para 12(xii) of Tender Document)		
10.	VAT clearance certificate for the year 2016-17 (Ref. para 12(xiii) of Tender Document)		
11.	The bidder must be in possession of valid BIFMA Certificate (Ref. para 12(xvi) of Tender Document)		
12.	The bidder must be in possession of valid GREENGUARD Certificate (Ref. para 12(xvi) of Tender Document)		
13.	The bidder must be in possession of valid ISO 9001:2015 Certificate (Ref. para 12(xvii) of Tender Document)		
14.	The bidder must be in possession of valid ISO 14001:2015 Certificate (Ref. para 12(xvii) of Tender Document)		
15.	The bidder must be in possession of valid OHSAS 18001:2007 Certificate (Ref. para 12(xvii) of Tender Document)		
16.	Whether bidder agrees to produce sample finished product after qualifying in 1 st and 2 nd stage of Technical Bid for quality		

	inspection in 3 rd stage of Technical Bid (Ref. para 12(xviii) of Tender Document).		
17.	Dealership/Company certificate in respect of bidders participating on behalf of OEM/Company. (Ref. para 12(xx) of Tender Document).		
18.	Catalogue containing make, model, image and specification in details for each item published in the tender (Ref. para 12(xxi) of Tender Document).		

19. Supporting documentary evidence **only in one page** duly certified by Chartered Accountant/firm for minimum turnover of **Rs.1/-** crore on an average per year calculated on the basis of past three years (2014-15, 2015-16 and 2016-17) In case audit process of the firm/agency/company of the bidder for the year 2016-2017 has not completed, the provisional turn over report/balance sheet duly audited by the chartered firm will be acceptable. **(Ref. para 12(xiv) of Tender Document)**

Financial Year	Amount (in Rs.)	Remarks, if any
2014-2015		
2015-2016		
2016-2017		
Average Amount per year:		

20..Documetary evidence/certificate/credentials regarding satisfactory completion/execution of at least one supply/purchase order in his own name with minimum value of Rs.15.00 Lakh for any of the items listed in schedule A, B, C & D in office(s) under Government /Govt. Undertaking / PSU /Corporation sector (s):- **(Ref. para 12(xv) of Tender Document)**

Sl. No.	Name and Address of Government Organization/ PSU/Corporation, Telephone /Fax No.	Name & Designation of Nodal Officer	Month/Year of supply		Item of office furniture supplied	Quantity	Amount of Contract /Supply order (Rs.)
			Month	Year			

Signature with seal, Name & Designation of the Authorised Signatory:

Place: _____

Name _____

Date : _____

Designation _____

Office Address _____

Office Phone _____

Residence Phone _____

Mobile No. _____

Note:

1. The Bidders are instructed to fill up the above annexure and indicate the page number of the supporting document as proof.
2. The documents mentioned at Sl. No.1 to12 will be uploaded as the 1st pdf file in the Technical Cover.
3. The documents mentioned at Sl. No.13 to 17 will be uploaded as the 2nd pdf file in the Technical Cover.
4. The documents mentioned at Sl. No.18 to 20 will be uploaded as the 3rd pdf file in the Technical Cover.

Annexure - 2

BANK DETAILS

Information to be given in company's letter head and attach the **Cross Copy of Cheque**. This is required for crediting the amount in the bank.

A.	PARTY DETAILS:-	
1.	Party Name (As Per Bank)	
2.	Address	
3.	City	
4.	State	
5.	Pin Code	
6.	Telephone No. with Fax	
7.	E-mail Address (for payment alerts)	
B. PARTY BANK DETAILS :-		
10.	Bank Name	
11.	Bank Type (RBI/SBI/PSB/PVT.)	
12.	Branch Name, Address with pin code and Telephone Nos.	
13	Branch Code	
14	Bank Account No. (as appearing on the Cheque Book)	
15	Account Type (S.B. Account/ Current	

	Account/Cash Credit etc.)	
16	Ledger No.	
17	7-Digit Bank BSR Code No.*	
18	9-Digit MICR Code No.	
19	12-Digit IFSC Code No.	

***BSR Code is Mandatory.**

Signature of the Investor/Customer

Date

Certified that the particulars furnished above at Sl. No. 10 to 19 are correct as per our records.

Signature of the Authorized Official from the Bank

Note:

The duly filled in Annexure-1, Annexure-2 and Annexure-3 will be uploaded as 4th pdf file in Technical Cover.

DECLARATION

I, _____ Son/Daughter of

Sh. _____

Proprietor/Partner/Director/ Authorised Signatory of M/s _____

_____ am competent to sign the

declaration and execute this tender document;

I have carefully read and understood all the terms and conditions of the tender which are fully acceptable to me.

The information/documents furnished along with the above tender are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

(Signature of Authorised Person)

Place:

Full Name:

Seal:

Note: 1. The above declaration, by the authorized signatory of the bidder in token of acceptance of the terms and conditions should be enclosed with Technical Bid.

2. The above declaration can also be made on the letter head of bidder.