



भारतीय प्रौद्योगिकी संस्थान इंदौर  
सिमरोल, खंडवा रोड, इंदौर, पिन- 453552

Indian Institute of Technology Indore  
Simrol, Khandwa Road, Indore- 453552

**GeM Bidding Document**

**For**

**Supply and Installation of**

**Office Furniture**



**GeM**  
Government  
e Marketplace

Document to be submitted online on GeM  
for  
(Technical & Financial Bid as per Schedule of requirement)

**अनुभाग-1 /SECTION - I**

**विशेष नियम एवं शर्तें / SPECIAL TERMS AND CONDITIONS**

1. Any bidder from a country sharing a land order with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT) as per vide Ministry of finance OM No. 6/18/2019-PPD dated 23<sup>rd</sup> July 2020.
2. **Benefits to Micro and Small (MSEs)/Start-Up will be applicable** under PP Policy 2012 for MSEs as per MSE guidelines issued by MoMSME.
3. **The Public Procurement (Preference to Make in India) will be applicable under Order 2017, DIPP, MoCI Order no. P-45021/2/2017-B.E.II dated 15<sup>th</sup> June 2017 and its subsequent amendments.**
4. **Payment: No advance payment will be made in any case.** Payment will be released through wire transfer/bank RTGS transfer after Supply, installation testing, inspection & commissioning of the item(s) 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 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 the Assistant Registrar MM Section, IIT Indore.
  - a) **In case of indigenous, the payment term may be**
    - (i) 80% of the unit cost will be paid against delivery of the goods received in good conditions at IIT Indore and accepted by the user department.
    - (ii) 20% of the balance of each unit cost will be paid after satisfactory Installation, Commissioning, Testing & Training of the IIT employees and submission of performance bank guarantee.
5. **Performance Security:**
  - a. Within fourteen days (or any other period mentioned in Tender Document or Contract) after the issue of Purchase Order by the Procuring Entity, the firm shall furnish to the IITI, performance security, valid up to **sixty days** after the date of completion of all contractual obligations by the contractor, including the warranty obligations.
  - b. The **5%** amount of the order value shall be stipulated in Tender Document or Contract denominated in Indian Rupees or the currency of the contract and shall be in one of the following forms:
    - I. Unless otherwise stipulated in Tender Document or Contract, Account Payee Demand Draft or Fixed Deposit Receipt or Banker's Cheque is drawn on any commercial bank in India, favoring the authority mentioned in therein (or FA&CAO of the Procuring Organization, if not mentioned).
    - II. Bank Guarantee issued by a commercial bank in India, in the prescribed form provided in Format 1.3.
  - c. If the contractor, having been called upon by the Procuring Entity to furnish Performance Security, fails to do so within the specified period, it shall be lawful for the Procuring Entity at its discretion to annul the award and enforce Bid Securing Declaration (in lieu of forfeiture of the Bid Security), besides taking any other administrative punitive action like 'Removal from List of Registered Suppliers' etc.

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6. **PREDISPATCH-** The firm should arrange the pre-dispatch inspection prior to packing & dispatching of the item if asked by the IIT Indore. The firm should share the entire details of the quoted items with original images, catalog and schematic diagrams before packing. Virtual/Online or physical inspection may be done by the IIT Indore technical committee.
7. Items should be delivered only on Working Days (Monday to Friday) during office Hours only i.e. between 10.00 am to 04.00 pm.
8. **PRE- INSTALLATION:** 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.
9. **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 **15 days** of the arrival of the equipment at site. **For delayed in delivery or in satisfactory, 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 IIT Indore.**
10. **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 IIT Indore. In case of delay in satisfactory Installation Commissioning, Testing, Training, Inspection, Certification etc. also the same rate of penalty shall be leviable. Non- Delivery of material/service may lead to forfeiture of PBG and debarment of the supplier.
11. **Delivery: Free delivery at IIT Indore in case of indigenous orders.**
12. In case the 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.
13. Please note clearly that the Bids sent through FAX, E-mail, by hand and/or by any post/courier shall not be accepted/ processed, in any case.
14. All other General Terms & Conditions will as per GeM GTC 4.0 v1.12.
15. **Format for Price Breakup (FORM-X) must be uploaded at the time of Price bid submission.**  
**Non-Compliance of the above condition at point no. 15 by the bidders will amount to non-eligibility for which tender has been floated and its bid shall be liable to be rejected summarily.**

**Assistant Registrar (MM)**

सहायक कुलसचिव  
(सामग्री प्रबंधन विभाग)  
**Assistant Registrar**  
**(Materials Management Section)**

अनुभाग-2 / SECTION- IIपूर्व योग्यता मानदंड/Pre- Qualification Criteriaभाग – 1 /PART - ILIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID

| Sl. No. | Details   | Supporting Document Should be Submitted   |
|---------|---|---|
| 1.      | The Bidder should be OEM/ Authorized/ Distributors/Dealers/Firms etc. and should have the existence of firm for a minimum period of 5 Years.  | For OEM: - Valid Certificate of Incorporation/Registration Certificate of the firms.  |
| 2.      | Bidder should submit a valid Manufacturers Authorization Form specific to this tender.  | The authorization letter should be on the Letterhead of the concerned OEM. In case of Authorized/distributor/dealer/ agent Copy of the valid authorization, the certificate shall be enclosed. <b>Offer submitted without proper authorization shall be liable to be rejected summarily.</b>  |
| 3.      | The firm should have a strong technical support team available in India to rectify the technical issues related to the <b>Supply &amp; Installation of Office Furniture</b> supply within 24 Hrs.   | Bidder should enclose the details of service support (Escalation Matrix details).   |
| 4.      | <b>Udyam Certificate if bidder claim MSEs should be as per GeM_GTC Clause 04, Point no (xiii), m, (i)</b>   | Self-certified copies of documents.   |
| 5.      | <b>Startup Certificate if bidder claim as a startup</b>   | Self-certified copies of documents.   |
| 6.      | <p>WORK EXPERIENCE: The Vendors/ Bidders should have work experience as per the following parameters.</p> <p>Three similar completed work costing not less than ₹ 1,63,000/- (Rupees <b>One Lakh Sixty-Three Thousand only</b>) in last 3 (Three) years for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) where they have completed the similar works.</p> <p style="text-align: center;">OR</p> <p>Two similar completed work costing not less than ₹ 2,17,000/- (Rupees <b>Two Lakh Seventeen Thousand only</b>) in last 3 (Three) for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which</p> | <p>Work orders and satisfactory completion valid certificates issued by respective buyer organization of the above order in support of experience to be enclosed. <b>Without submission of completion certificate the experience will not be considered.</b></p> <p><b>The valid certificate should be in Letter Head of the concerned government organization with authorized signatory.</b></p> |



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|     |   |   |
|-----|---|---|
|     | <p>includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) where they have completed the similar works.</p> <p style="text-align: center;">OR</p> <p>One similar completed work costing not less than ₹ 3,80,000/- (Rupees <b>Three Lakh Eighty Thousand</b> only) in last 3 (Three) years for any Govt./Semi Govt./Centrally Funded Technical Institutes (CFTI) which includes IITs, IISERs, IIMs, NITs, IIITs, IISc and IEST), CSIR Institutes, Central Universities and /or DAE Institutes (NISER, TIFR) where they have completed the similar works.</p> <p><b>Note: Similar work means Supply &amp; Installation of Office Furniture.</b></p> |   |
| 7.  | Bidder Information  | <b>As per enclosed FORM - V</b>   |
| 8.  | List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is supplying material or having the similar type of contracts and a valid certificate regarding the satisfactory performance of the contract.   | <b>As per enclosed FORM VI</b>  |
| 9.  | Bidder Acceptance of Tender Document  | <b>As per enclosed FORM VII</b>   |
| 10. | The bidder should not have been blacklisted by any Government / Semi Government / Board /Corporations /Autonomous Body/ PSU. An undertaking/declaration in this regard should be closed. If any such matter i.e. of blacklisting /suspension is subjudice, even then the concerned firm shall be technically disqualified.  | <b>As per enclosed FORM IV</b>  |
| 11. | The quoted products should not be under end of sales or end of support in next 05 (five) years from the date of submission.   | (Declaration from OEM/ Authorized Distributors/Dealers/firms should be submitted)   |
| 12. | Make In India- Class-I or Class-II Local Supplier.  | A Self-Declaration Certificate regarding "Class-I or Class-II Supplier" for the tendered item as per the Annexure- is to be submitted.  |
| 13. | <b>FINANCIAL TURNOVER:</b><br>The Bidder Annual Financial Turnover should more than ₹ 21,00,000/- during the past three financial years namely 2019-20, 2020-21 and 2021-22.<br>And<br>In case of OEM, the Average Annual Turn Over of OEM should be ₹ 42,00,000/- during the past three financial years namely 2019-20, 2020-21 and 2021-22.   | <b>As per enclosed FORM VIII</b> and Attach a separate neatly typed sheet on the letter head of Registered Chartered Accountant OR enclose copies of audited Balance Sheet and Profit & Loss Statement for the previous 3 financial year as specified in bid document and further details if required may be asked from the contractor after opening of technical |

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|     |   |  |
|-----|---|--|
|     | The Vendors / Bidders should not have incurred any loss during the last 3 (Three) years (as of 31st March, 2022). Profit after Tax should be positive for the above-mentioned period.   | bids. There is no need to upload entire voluminous balance sheet.  |
| 14. | <p>CERTIFICATIONS: The firms should possess the following prevalent certifications related to quality &amp; safety possessed by most of the brands of furniture manufacturers:</p> <p>a). ISO 9001-2015<br/>b). ISO 14001-2015<br/>c). ISO 45001-2018<br/>d). AIOTA</p> <p>The bidders are requested to submit the valid and latest certificate</p> | <p>Self-certified copy of the mentioned valid certifications.<br/>Dealers participating should enclose certificate from their parent Manufacturer company.</p>   |
| 15. | Green Product Certification   | <p>Green Product Certificate issued by Confederation of Indian Industry (CII) to the manufacturing unit of the bidder.</p> <p>This certificate ensures the product is environment friendly throughout its life cycle.</p> <p>This certificate empowers with the knowledge of the product and steer towards sustainable products.</p> |

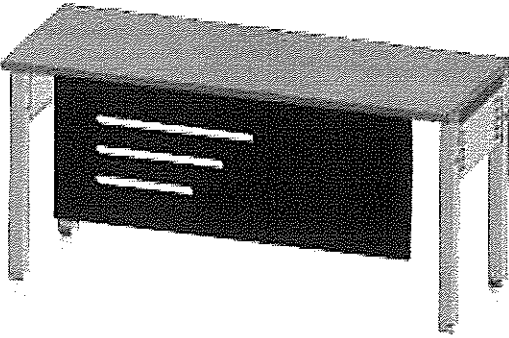
**Note: Non-Compliance with any of the above conditions by the bidders will amount to non-eligibility for which tender has been floated and its bid shall be liable to be rejected summarily.**

**Signature & Seal of Bidder**



अनुभाग-2 / SECTION- IIतकनीकी विशिष्टता / Technical Specificationभाग - 2 /PART - II

(Bidder should submit compliance matrix along with Technical Bid)

Item details and technical specifications as mentioned below: Supply & Installation of Office Furniture.

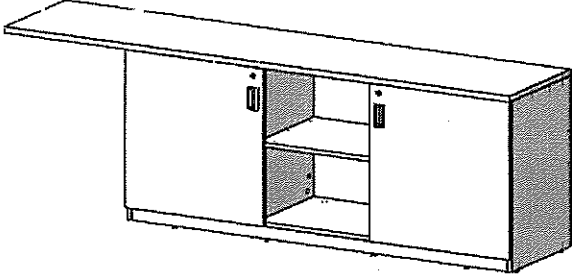

|    | Feature                                   | Description/ Specification  | Qty.   | Compliance Yes/No | Deviation if any |
|----|---|---|--------|-------------------|------------------|
| 1. | Supply & Installation of Office Furniture | <p><b>Table 1350mm X 750mm, With Electric Popup Box 8 Module EBS8SC1</b></p>  <p><b>Specification: -</b></p> <p>Overall Dimension: 1350x750x750 mm Ht. without pedestal. Top made of pre laminated particle board with pvc edge beading. Understructure made up of MS CRCA material.</p> <p><b>Top-</b> Size :- L-1350mm x W-600mm x 25 MM thk. Pre Laminated Particle Board. Side edges covered by 2 mm thick PVC Edge beading by Through Feed Machine.</p> <p><b>Modesty-</b> Side modesty made up of 0.8 MM Thk. CRCA sheet perforated panel. Front modesty panel at visitor side has been made of 18 mm thick MDF board. Special grooves designed via CNC machine for precise cutting has been provided for enhance the beauty of the product. Modesty mounted on 20x20 CRCA tube frame connected with horizontal tie member for better strength.</p> <p><b>Under Structure-</b> Under structure made up of 50mm x 50mm x 1.2mm thick &amp; 40mm x 40mm x 1.6mm thick erw tube. with provision of horizontal cable tray made up of 0.8mm cold rolled close annealed sheet curved with bottom &amp; side pillar.</p> <p><b>Pop up Box-</b> Provision for 6 module popup box &amp; cable manager hole.</p> <p><b>Cap &amp; Levellers-</b> 4 nos. of leveller with special type</p> | 12 Nos |                   |                  |

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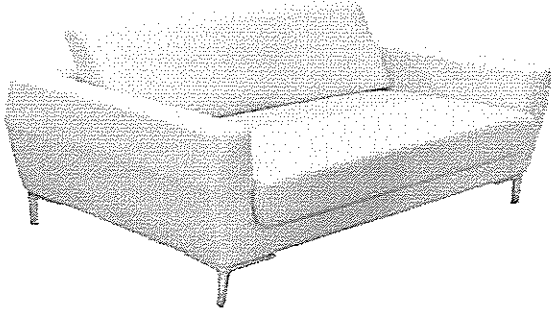
|           |   |                      |  |  |
|-----------|---|----------------------|--|--|
|           | <p>aluminium die casted leveller cap has been provided at bottom for mentaining level. It also preventing scratches on floor &amp; Product as well.</p> <p><b>Construction-</b> The product comes in knock-down conditional for ease of transportation.</p> <p><b>Finish-</b> No sharp edges in the product. All steel components are epoxy powder coated followed by seven tanks anti corrosion treatment of surface.</p>  |                      |  |  |
| <p>2.</p> | <p><b>Yuwa Mesh Low Back Chair (Revolving)</b></p>  <p><b>Specification: -</b></p> <p>Size-H:930-1030mm, Seat ht: 460-560mm, D-680mm, W-580 mm. 5-Prong nylon base for stability. Twin Wheel heavy Duty Castor for easy mobility under load. Seat Hot pressed ply wood with steel T-Nuts for rigid fastening with PP cover. Back is moulded Bright Bar with stitched Mesh Cloth. Sturdy steel column gas lift for centre 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><b>34 Nos</b></p> |  |  |
| <p>3.</p> | <p><b>Executive Table with Side Storage and Pedestal</b></p>  <p><b>Specification: -</b></p> <p>Overall table size : W 1800mm x D 900mm x H 750mm, Top made of 36mm thick BSL particle board and short sides duly seated with PVC edge beading of 2mm</p>  | <p><b>01 No.</b></p> |  |  |



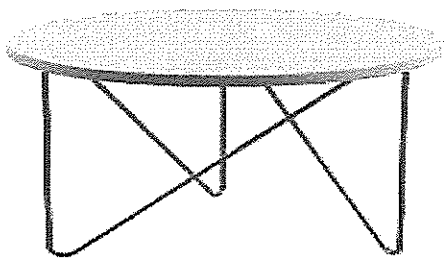
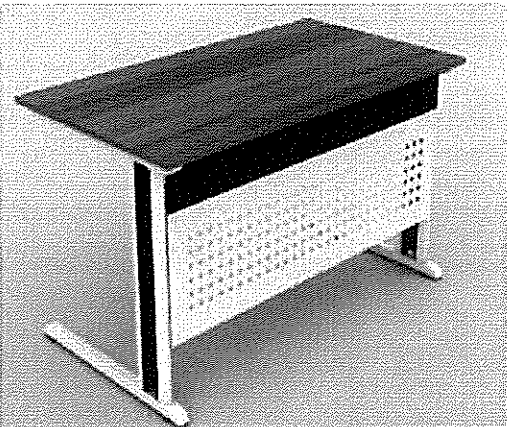
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|           |  |                   |  |  |
|-----------|--|-------------------|--|--|
|           | <p>thickness. Base made of 36mm thick BSL particle board with levellers. Top supporting rail of 25mm thick BSL particle board. Side runner of size W 1000mm x D 400mm x H 634mm. made of 18mm thick BSL Particle board and top 36mm BSL particle board. Pedestal with three drawer of size 400x450x580 mm. made of 18 mm thick Prelaminated Particle Board. Leveller has been provided at bottom for mentaining level. It also preventing scratches on floor &amp; Product as well.</p>  |                   |  |  |
| <p>4.</p> | <p><b>Back Runner</b></p>  <p><b>Specification: -</b></p> <p>size 1800x450x640 mm. made of 18mm thick BSL Prelaminated Particle board and top 36mm BSL Prelaminated Particle board. Leveller has been provided at bottom for mentaining level. It also preventing scratches on floor &amp; Product as well.</p>   | <p>01<br/>No.</p> |  |  |
| <p>5.</p> | <p><b>HI Back Chair</b></p>  <p><b>Specification: -</b></p> <p>Overall Size - Max/Min. Height-1285/1165mm, Width-690mm, Depth - 700mm, Seat Height640/520mm, Seat Size-W-560mm x D-530mm, Back Size-H-770mm x W-530mm, 5-Prong nylon base for stability. Twin Wheel heavy Duty Castor for easy mobility under load. Hot pressed ply wood with steel T-Nuts for rigid fastening. Sturdy steel column gas lift for centre support and seat height adjustment. Telescopic ABS cover over steel</p> | <p>01<br/>No.</p> |  |  |

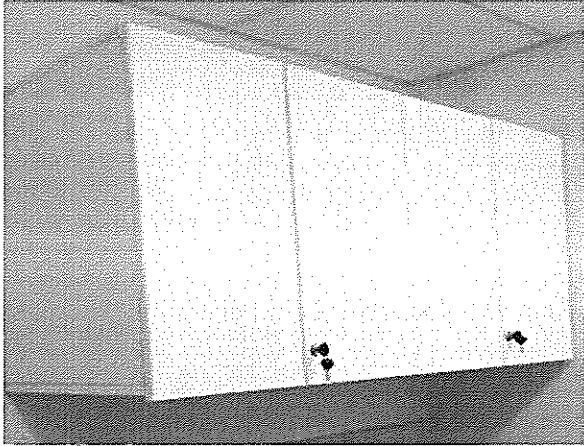
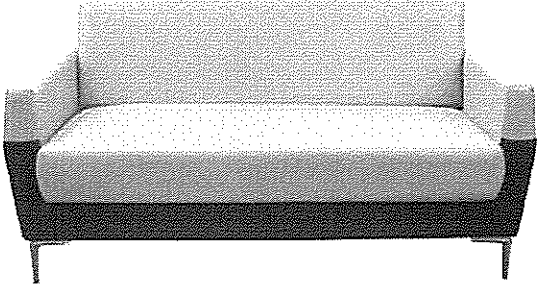
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|           |  |                          |  |  |
|-----------|--|--------------------------|--|--|
|           | <p>column. Lockable centre tilt mechanism and with Single piece die castes Nylon arm rest with Cushion. Quality Latherite tapestry with single and double stitch. High density PU cushion. Over all appearance of product as shown in picture.</p>   |                          |  |  |
| <p>6.</p> | <p><b>Visitor Chair (Non-Revolving)</b></p>  <p><b>Specification: -</b></p> <p>Overall Size - Height-1035mm, Width-690mm, Depth-690mm, Seat Height-490mm, Seat Size-W560mm x D-530mm, Back Size-H-640mm x W-530mm, Under Structure cantilever type MS cold rolled close annealed Tube Dia. 32mm x 1.6 mm thick. Hot pressed ply wood with steel T-Nuts for rigid fastening. Single piece die castes Nylon arm rest with Cushion. Quality Latherite tapestry with single and double stitch. High density PU cushion. All steel components should be epoxy powder coated followed by seven tanks anti corrosion treatment of surface. The overall appearance of the product shall be as per photograph.</p> | <p><b>02<br/>Nos</b></p> |  |  |
| <p>7.</p> | <p><b>Sofa Two-Seater</b></p>  <p><b>Specification: -</b></p> <p>Providing and placement of 1 seater sofa with Overall Size: 1350mm(W) 770mm(D) 810(H). Seat Ht: 450mm. Handle Ht: 620mm. Upholstery Material: Premium Quality Pu Cloth/Leatherite. Frame Material : Combination of plywood and pine Wood, Plywood thickness : 12 mm (moisture resistance and termite free)</p>   | <p><b>03<br/>Nos</b></p> |  |  |

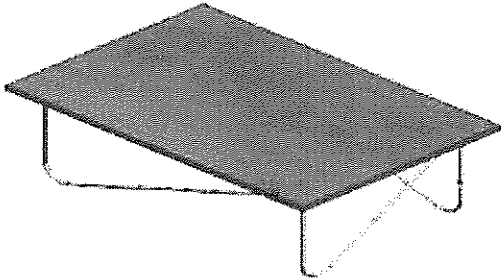
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|    |   |           |  |  |
|----|---|-----------|--|--|
|    | <p>&amp; 3 mm. Pinewood cross section - 22x64 mm. Moisture content: 10-12%. Seat Material : 45 mm thick U foam, Density : 32. Super soft 45 mm at top. Dacron 150GSM. Back Material : 45mm thick U foam, Density : 28. Super Soft 45 mm. 22mm thick U foam, Density : 28. Outer foam 10 mm thick, Density 28. Dacron 150 GSM. Fitted with 75 mm wide elastic belts. S/Zick Zack Spring of dia. 3.8 mm mounted on seat structure using Metal mounting clip. Legs: Prime quality Metal, Ht. 150mm.</p>  |           |  |  |
| 8. | <p><b>Round Coffee Table</b></p>  <p><b>Specification: -</b><br/>                 Overall Dimension: 600 Dia. X 450 H mm • Made up of 25mm Thick Prelaminated Partical Board • Top is Round in shapes, curved out through CNC router machine. • One side laminated, Color matching to running Color Scheme. • Edges finished with 2mm self glued hot pressed PVC Edge Biding by Rehau or equivalent. • Base will be in Trirod Pattern as shown in image • Made up of mild steel round bright bars finished with Powder coating • Powder coating of all the metal units must be of 70 micron tank process with oven baking coat by polyster powder coating. • Partical – Associate Brand or Equivalent.</p> | 02<br>Nos |  |  |
| 9. | <p><b>Office Table</b></p>  <p><b>Specifications: -</b><br/>                 Length:1200mm, Width: 600mm, Height 750mm. C-Frame Leg 200mm wide made of aluminium profile and cold rolled close annealed formed sections, having provision for wire management. Fabrication involves only MIG welding process. <b>Top- Size :- 1200x600x25 MM thk.</b></p>  | 02<br>Nos |  |  |

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|     |  |        |  |  |
|-----|--|--------|--|--|
|     | <p>Pre Laminated Particle Board. Side edges covered by 2 mm thick PVC Edge beading by Through Feed Machine. Cab.</p> <p><b>Modesty-</b> 0.8 MM Thk. CRCA sheet Perforated panel at visitor's side.</p> <p><b>Duct-</b> Dotted embossed cable Duct of size 1058x150x0.8 MM thk. CRCA sheet for wire management purpose.</p> <p><b>Side frame-</b> C- Frame Leg 200mm wide made of aluminium profile and cold rolled close annealed formed sections, having provision for wire management.</p> <p><b>Levellers-</b> 4 nos of flat type leveller has been provided at bottom for maintaining level. It also preventing scratches on floor &amp; Product as well.</p> <p><b>Construction-</b> The product comes in knock-down conditional for ease of transportation.</p> <p><b>Finish-</b> No sharp edges in the product. All steel components are epoxy powder coated followed by seven tanks anti corrosion treatment of surface.</p> |        |  |  |
| 10. | <p><b>Over Head Storage</b></p>  <p><b>Specifications: -</b></p> <p>Size: Length-1500mm, Depth-400mm, Height-800mm, Made Of 18mm thick Pre-laminated Particle Board. All edges Covered with 2mm thick PVC Edge Banding.</p>  | 02 Nos |  |  |
| 11. | <p><b>Sofa Three-Seater</b></p>  <p><b>Specifications: -</b></p> <p>Providing and placement of 1 seater sofa with Overall Size 1920mm(W) 770mm(D) 810(H). Seat Ht 450mm.</p>  | 01 No. |  |  |

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|     |  |           |  |  |
|-----|--|-----------|--|--|
|     | <p>Handle Ht- 620mm. Upholstery Material: Premium Quality Pu Cloth/Leatherite. Frame Material : Combination of plywood and pine Wood, Plywood thickness : 12 mm (moisture resistance and termite free) &amp; 3 mm. Pinewood cross section - 22x64 mm. Moisture content: 10-12%. Seat Material : 45 mm thick U foam, Density : 32. Super soft 45 mm at top. Dacron 150GSM. Back Material : 45mm thick U foam, Density : 28. Super Soft 45 mm. 22mm thick U foam, Density : 28. Outer foam 10 mm thick, Density 28. Dacron 150 GSM. Fitted with 75 mm wide elastic belts. S/Zick Zack Spring of dia. 3.8 mm mounted on seat structure using Metal mounting clip. Legs: Prime quality Metal, Ht. 150mm.</p> |           |  |  |
| 12. | <p><b>Coffee Table</b></p>  <p><b>Specification: -</b></p> <p>Overall Dimension: 900 X 600 X 450 H mm • Made up of High Moisture Resistant 25mm Thick Prelaminated Partical Board • One side laminated, Color matching to running Color Scheme. • Edges finished with 2mm self glued hot pressed PVC Edge Biding by Rehau or equivalent. • Base will be in Trirod Pattern as shown in image • Made up of mild steel round bright bars finished with Powder coating.</p>  | 01<br>No. |  |  |

**Note:**

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

**(Signature of the Bidder, with Official Seal)**

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**अनुभाग-2 / SECTION- II**

**अमूल्यंकित तकनीकी बोली / UNPRICED TECHNICAL BID**

**भाग – 3 /PART - III**

(Bidder should provide the following details on Letter head)

TENDER NO.:

Date:

Name of the Bidder

| Sr. No. | Item Description | Quantity | Make | Model | HSN Code | GST % | Country of Origin |
|---------|------------------|----------|------|-------|----------|-------|-------------------|
| 1       |                  |          |      |       |          |       |                   |
| 2       |                  |          |      |       |          |       |                   |
| 3       |                  |          |      |       |          |       |                   |
| n       |                  |          |      |       |          |       |                   |

**Other Terms & Conditions**

| SI No. | Other Terms & Conditions |   | Compliance Yes/No |
|--------|--------------------------|---|-------------------|
| 1.     | <b>Payment terms</b>     | 100% payment will be released through RTGS/NEFT. 80% payment against delivery and acceptance of the items and balance 20% after successful installation, commissioning, testing, training of the items and submission of PBG. |                   |
| 2.     | <b>Delivery Period</b>   | Within 05 weeks from the date of Purchase order/ GeM Contract Order.  |                   |
| 3.     | <b>Installation</b>      | Will be done by the firm free of cost within 30 days from the date of delivery of the item.   |                   |
| 4.     | <b>Warranty</b>          | 01 year on-site Comprehensive warranty from the date of installation & acceptance of the item.  |                   |
| 5.     | <b>Service Support</b>   | Bidder should provide onsite service support.   |                   |
| 6.     | <b>Training</b>          | Onsite training should be provided by the firm free of cost by the expert engineer  |                   |



**TENDER No.: IITI(MM)/CSE/ERP/036/UL/2023-2024**

**प्रपत्र -1 / FORM-I**

**निर्माता का अनुज्ञा और वारंटी समर्थन पत्र**

**MANUFACTURER'S AUTHORIZATION & WARRANTY SUPPORT DECLARATION  
(ON OEMs Letter head)**

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

Tender No / GeM bid no:

To  
The Registrar  
Indian Institute of Technology Indore

We, \_\_\_\_\_ [name of Manufacturer], who are official manufacturers of [Insert type of goods manufactured] having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following goods, manufactured by us [insert name and or brief description of the goods], and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee, warranty, availability of spare parts and AMC support in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

Authorized representative of the Manufacturer      Authorized representative Bidder

Signature:

Signature:

Name:

Name:

Address:

Address:

Mobile No:

Mobile No:

Email ID:

Email ID:

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प्रपत्र -2 / FORM-II

स्थानीय सामग्री के लिए घोषणा

Declaration for Local Content (on OEM's Letter Head)

(To be given on Company Letter Head - For tender value below Rs.10 Crores)  
(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

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

To  
The Registrar  
Indian Institute of Technology Indore

**Sub: Declaration of Local content**

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

Name of Goods & Services: \_\_\_\_\_

1. Country of Origin of Goods being offered: \_\_\_\_\_

2. We hereby declare that items offered has \_\_\_\_% local content (**Please provide exact %**).

3. Details of location at which local value addition will be made / made: (Complete address to be mentioned)

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

*"Local Content"* means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

***"\*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law."***

Yours Faithfully,  
(Signature of the Bidder/OEM, with Official Seal)

**TENDER No.: IITI(MM)/CSE/ERP/036/UL/2023-2024**

**प्रपत्र -3 / FORM-III**

**डीपीआईआईटी पंजीकरण के लिए घोषणा पत्र**

**Declaration for DPIIT Registration (on OEM's Letter Head)**

**CERTIFICATE BY BIDDER- DPIIT REGISTRATION**

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed).

I hereby certify that his bidder fulfils all requirements in this regard and is eligible to be considered.

Signature with Date and Stamp

Of the Bidder

**TENDER No.: IITI(MM)/CSE/ERP/036/UL/2023-2024**

**प्रपत्र -4 / FORM-IV**

**स्वच्छ छवि/कोई कानूनी कार्रवाई नहीं होने के संबंध में घोषणा पत्र**

**DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION**

(to be provided on letter head of the firm)

I hereby certify that the above firm namely \_\_\_\_\_ is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner/ partners anywhere in India preceding three years from the date of publishing of tender.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.:

**BIDDER INFORMATION FORM**

|  |   |   |
|--|---|---|
|  |   |   |
|  | Company Name  |   |
|  | Registration Number                                 |   |
|  | Manufacturer /Distributor for the quoted product    |   |
|  | Registered Address                                  |   |
|  | Name of Partners /Director                          |   |
|  | City /Postal Code                                   |   |
|  | Company's Establishment Year                        |   |
|  | Company's Legal Status (tick on appropriate option) | 1) Limited Company<br>2) Undertaking<br>3) Joint Venture<br>4) Partnership<br>5) Others (In case of Others please specify)  |
|  | Company Category                                    | 1) Micro Unit as per MSME<br>2) Small Unit as per MSME<br>3) Medium Unit as per MSME<br>4) Ancillary Unit<br>5) SSI<br>6) Others (In case of Others please specify) |
|  | Contact Name<br>Email Id<br>MOBILE NO.              |   |
|  | <b>BANK DETAILS</b>                                 | Name of Beneficiary :<br>A/c. No. CC/CD/SB/OD:<br>Name of Bank :<br>IFSC NO. (Bank) :<br>Branch Address and Branch Code:  |
|  | Vendor's PAN No. (Should be attached)               |   |
|  | Vendor's GST No. (Should be attached)               |   |

**TENDER No.: IITI(MM)/CSE/ERP/036/UL/2023-2024**

**प्रपत्र -6 / FORM-VI**

**पिछली आपूर्ति आदेश सूची प्रारूप**

**PREVIOUS SUPPLY ORDER LIST FORMAT**

| Order placed by<br>{Full address of<br>Purchaser} | Order No.<br>and Date | Description and<br>quantity of ordered<br>equipment | Value of<br>order | Contact Person<br>along with<br>Telephone no.,<br>Fax no. and e-<br>mail address. |
|---|-----------------------|---|-------------------|---|
|   |                       |   |                   |   |
|   |                       |   |                   |   |
|   |                       |   |                   |   |

Note: Technical Committee may seek additional information from the existing users at IIT Indore or from other Institutes, these feedbacks will be considered for technical evaluation.

Signature and Seal of the Manufacturer/ bidder .....

Place:

Date:



प्रपत्र -7 / FORM-VII

निविदा शर्तों की स्वीकृति हेतु  
ACCEPTANCE OF TENDER TERMS

(To be given on Company Letter Head)  
Date: DD/MM/YYYY

To,  
The Registrar  
Indian Institute of Technology Indore

**Sub: Acceptance of Terms & Conditions of Tender. \_\_\_\_\_”**

**Dear Sir,**

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein and I have no objection for any of the content of the bid document. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
6. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install/test the equipment and dispatch the same within the specified period.
7. **I/We agree that in case if we fail to deliver the goods/complete the work/supply within the stipulated time, then institute has full power to compound the liquidity damages or forfeit the Bid Security/Security Deposit or any necessary action as deemed fit can be taken by the IIT Indore.**
8. The articles shall be of the best quality and of the kind as per the requirement of the institution. The decision of the IIT Indore, 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 on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
9. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the bidding firm or manufacturer.

**TENDER No.: IITI(MM)/CSE/ERP/036/UL/2023-2024**

10. I/We undertake that the items supplied are as per Demonstration/Catalogue/technical literature description.
11. 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.
12. 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//Institute/Department/PSUs. I/we also offer to supply the Equipment/stores at the prices and rates not exceeding those mentioned in the price bid.
13. 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 IIT Indore in respect of this E-Bid Enquiry.
14. I/we have necessary infrastructure for the maintenance of the equipment and will provide all accessories/spares as and when required.
15. 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 and have provided written confirmation for the same.
16. I/we undertake to get the equipment repaired/replace within 48 hours of the receiving of the complaint from the institute failing which a penalty of @ 1% of the cost may be recovered from the Bank Guarantee before releasing the same to us after completion period.
17. 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 IIT Indore from our Agency.
18. I/we undertake, If any under payment is discovered, the amount shall be duly paid to our Agency by the IIT Indore.
19. 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 IIT Indore.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

TENDER No.: IITI(MM)/CSE/ERP/036/UL/2023-2024

प्रपत्र -8 / FORM-VIII

वार्षिक कारोबार की घोषणा और

इनकम टैक्स रिटर्न

**DECLARATION OF ANNUAL TURNOVER AND  
INCOME TAX RETURN**

(To be submitted on Firm/Company Letterhead)

To,  
The Registrar  
Indian Institute of Technology Indore

Date :

**Sub: NIT No.** \_\_\_\_\_

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 2019-20 | F.Y 2020-21 | F.Y 2021-22 |
|-------------|-------------|-------------|
|             |             |             |

And,

I/we hereby declare that, our firm had filed Income Tax Returns for last 3 years i.e. F.Y. 2019-20, 2020-21, & F.Y. 2021-22. Supported by copy of ITR of three years.

\_\_\_\_\_  
(Signature of the Tenderer)

Company Seal:

Date:

परफॉरमेंस सिक्योरिटी प्रारूप  
PERFORMANCE SECURITY FORMAT

To,

.....

**WHEREAS** ..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no. .... Dated .....to supply (description of goods and services) (hereinafter called "the contract").

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee:

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of ..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal:

Name & address of the Bank

Address of the Branch:

Phone No.:

E-mail ID.:

TENDER No.: IITI(MM)/CSE/ERP/036/UL/2023-2024

प्रपत्र -10 / FORM-X

Format for Price Breakup/Financial Document

for

Supply & Installation of Office Furniture

Name of the Bidder/ Bidding Firm / Company: \_\_\_\_\_

| Sr. No. | Item   | Qty.    | Unit Price in INR (₹) | GST in INR (₹) | Total Price in INR (₹) |
|---------|--|---------|-----------------------|----------------|------------------------|
| 1.      | Table 1350mm X 750mm, With Electric Popup Box 8 Module EBS8SC1 | 12 Nos. |                       |                |                        |
| 2.      | Yuwa Mesh Low Back Chair (Revolving)                           | 34 Nos. |                       |                |                        |
| 3.      | Executive Table with Side Storage and Pedestal                 | 01 No.  |                       |                |                        |
| 4.      | Back Runner  | 01 No.  |                       |                |                        |
| 5.      | Hi Back Chair  | 01 No.  |                       |                |                        |
| 6.      | Visitor Chair (Non Revolving)                                  | 02 Nos. |                       |                |                        |
| 7.      | Sofa Set Two-Seater  | 03 Nos. |                       |                |                        |
| 8.      | Round Coffee Table   | 02 Nos. |                       |                |                        |
| 9.      | Office Table   | 02 Nos. |                       |                |                        |
| 10.     | Over Head Storage  | 02 Nos. |                       |                |                        |
| 11.     | Sofa Three-Seater  | 01 No.  |                       |                |                        |
| 12.     | Coffee Table   | 01 No.  |                       |                |                        |

**Note:**

1. All Terms & Conditions will be as per NIT Document uploaded on GeM.
2. *Format for Price Breakup (FORM-X) must be uploaded at the time of Price bid submission.*  
*Non-Compliance of the above condition by the bidders will amount to non-eligibility for which tender has been floated and its bid shall be liable to be rejected summarily.*

(Signature of the Tenderer)

Company Seal

Date: