



# भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI**

Transit campus: C/o Sree Rama Engineering College Campus, Rami Reddy Nagar,  
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507

**Website: [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in)**

**Limited Tender No: IISERT/PUR/0626/19**

**Date: 13/01/2020**

Indian Institute of Science Education and Research, Tirupati invites online bid (e-tender) in single bid system for Annual Rate Contract for the following items:

**Item Description:** Annual Rate Contract (ARC) with the manufactures and or their authorized dealers for procurement of Office Furniture, Modular Furniture, Health Care Furniture, Seating Products, and Classroom Furniture for IISER TIRUPATI.

**The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> and bid is to be submitted online only through the E-procurement portal up to the last date and time of submission of tender.**

## **Critical Dates of Tender**

<b>Sr.No</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
1	Date of Online Publication/Download of Tender	13/01/2020	18:00 Hrs.
2	Bid Submission Start Date	13/01/2020	18:30 Hrs.
3	Bid Submission Close Date	28/01/2020	15:00 Hrs.
4	Date for submission of Product Catalogue/CDs. To be submitted manually before Bid Closing Date	28/01/2020	15:00 Hrs.
6	Opening of Bids	29/01/2020	15:30 Hrs.

**No manual bids will be accepted. All quotation should be submitted in the E-procurement portal only**

**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 0120-4200462, 0120-4001002, 91-8826246593.**

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**ELIGIBILITY CRITERIA**  
**ELIGIBILITY/ PRE QUALIFICATION FOR FURNITURE**

Eligibility Conditions: Manufacturer, who will be able to meet the following criteria are only eligible to apply:

1. The firm should be OEM (Original Equipment Manufacturer)/ Authorized Distributor must be in this business for last 5 years or more.
2. The Bidder should have Annual Turnover of minimum 100 crore for last 3 consecutive years and Audited Balance sheet must be submitted along with a statement of account by C.A (Chartered Accountant). ARC shall be finalized with OEM'S or their authorized Dealer/ Distributors Only.
3. Manufacturing bidders should be a certified ISO-9001 organization and considering IISER Tirupati growing concern on environment and human resource, the furniture manufacturer should also possess ISO-14001 and OHSAS18001. All these must be submitted with the tender (Technical bid). The supporting documents to be enclosed. BIFMA certification, greenguard certification should be attached
4. The furniture manufacturer should have an organized service set up based at Tirupati. First Response Time for service should be within 24 working hours (excluding Sundays/ holidays) Detailed address to be Submitted.
5. The manufacturer should have in house Quality Control Facility. (Supporting documents about Quality Control facilities). Documents to be submitted.
6. Black listed: The bidder shall not be among the ones blacklisted for any reason in any government /public sector organization. Affidavit to be submitted to that effect.
7. Permanent account number: PAN must attach the copy. (Documentary evidence should be attached).
8. GST registration: As per applicability (Documentary evidence should be attached).
9. Copies of all certification as mentioned on page no 3

## **Instructions for Online Bid Submission:**

This tender document has been published on the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) & Institute website [www.iisertirupati.ac.in](http://www.iisertirupati.ac.in) . The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app) ) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.
7. The CPP Portal also has user manual with detailed guidelines on enrollment and participation in the online bidding process. Any queries related to process of online bids or queries related to CPP Portal may be directed to the 24x7 CPP Portal Helpdesk.
8. The Institute will not be responsible for any type of technical issue regarding uploading of Tender on website.

### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
2. 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.

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

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS formats. Bid documents may be scanned with 100 dpi with black and white option.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Financial Bids can be submitted in PDF format (As per Chapter 5).  
The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.
4. 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.
5. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
7. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

**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 **0120-4200462, 0120-4001002, 91-8826246593.**



## **CHAPTER-1. INVITATION FOR BIDS**

### **Indian Institute of Science Education and Research (IISER), Tirupati invites e-Tender for**

Annual Rate Contract (ARC) with the manufactures and or their authorized dealers for procurement of Office Furniture, Modular Furniture, Health Care Furniture, Seating Products, and Classroom Furniture for IISER TIRUPATI.

The BIDDERS are requested to give detailed tender in single bid in one packets shall contain following:

Technical Bid.

- i. Price Bid (Pdf format-As per Annexure 2)
- ii. Price Bid (excel format as per CPP portal)

### **2. AVAILABILITY OF TENDER:**

The tender document can be downloaded from <http://eprocure.gov.in/eprocure/app> and submitted only through the same website.

**Technical Bid** - shall contain the all scanned copies of originals documents in PDF Format.

- (a) Annexure-‘1’ Tender Terms & Conditions Acceptance signed with official seal is attached.
- (b) Annexure-‘3’ Bank Details
- (c) Annexure-‘4’ Manufacturer authorization Form
- (d) List of Other Similar Organizations where similar supplies have been made and having a Rate Contract may be submitted.
- (e) PAN Certificate.
- (f) GST Certificate.

### **Contact for information:**

Assistant Registrar (Admin & Purchase)

Indian Institute of Science Education and Research (IISER), Tirupati

Transit campus: C/o Sree Rama Engineering College Campus, Rami Reddy Nagar,  
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507

Email: [purchase@iisertirupati.ac.in](mailto:purchase@iisertirupati.ac.in) Ph.: 0877 2500208

Website: [www.iiserTirupati.ac.in](http://www.iiserTirupati.ac.in)



**Price bid shall contain:**

PDF format: As per Annexure-2

Excel format: Excel format as per CPP portal)



**TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATION**

1. Quotations will be accepted only from manufacturers or they may authorize only one exclusive agent against Tender enquiry No IISERT/PUR/0626/19 dated 13/01/2020, who may quote along with authorization valid as on date of submission of bids. Authorized Agent quoting for the supply should attach authorization from the manufacturers, failing which the quotation will be summarily rejected.
2. Only Price Schedule and Documents as per Check-list is to be submitted On-line on CPPP Portal. The Product Catalogue / CDs/ Price List are to be submitted manually /Post Courier at the following address on or before 28/01/2020.

**Assistant Registrar (Admin & Purchase)**

Indian Institute of Science Education and Research (IISER), Tirupati  
Transit campus: C/o Sree Rama Engineering College Campus, Rami Reddy Nagar,  
Karakambadi Road, Mangalam (B.O), Tirupati - 517 507

3. The Rate Contract will be valid for a minimum period of one year. The Prices offered shall be valid for a period of One year from 01 FEB 2020 to 31 JAN 2021; there will be no additional charges for Delivery. The Delivery will be FOR IISER Tirupati on Free of Cost basis. The companies which cannot provide validity of rates for One Year and price list need not apply.
4. The period of rate contract will be for one year. However, in special case IISER Tirupati reserves the right to extend or curtail the period of Rate Contract.
5. The Bids should be complete in all respects and should be duly signed. Incomplete and unsigned bids will not be considered.
6. There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notifications and regulations. However, the Bidder will pass on the advantage to IISER Tirupati in case of downward price movement during the Contract period.
7. List of Other Similar Organizations where similar supplies have been made and having a Rate Contract may be submitted.
8. Prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items to any other organization during the period of contract.
9. The rate contract will be guided by "Fall Clause".

*"if the rate contract holder reduces its price or sells or even offers to sell the rate contracted goods following conditions of sale similar to those of the rate contract, at a price lower than the rate contract price, to any person or organization during the currency of the rate contract, the rate contract price will be automatically reduced*



*with effect from the date for all the subsequent supplies under the rate contract and the rate contract amended accordingly.”*

10. The goods will be delivered within 4 weeks of placement of order or as agreed.
11. If the supplier fails to deliver the material within the delivery period as specified, IISER Tirupati may procure such items from alternate source. The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time.
12. Replacements – Damages/Broken/Expired or any other reason which renders the goods of use to IISER Tirupati will be replaced within a weeks’ time at no cost to IISER Tirupati.
13. IISER Tirupati also reserves right to test the material of Furniture for their quality if it so desires, if the items supplied is found to be of inferior quality and grade the same will have to be replaced by the supplier at their cost within the stipulated time period.
14. Payment Terms – Our Payment terms are normally within 30 days of receipt and acceptance of goods at IISER Tirupati. Payment will be made by NEFT. No Advance Payment will be made under any circumstances.
15. Relevant Certificates for purpose of availing Custom Duty and GST exemption in terms of Notfn. No 51/96 Customs dt 23.07.1996, Notfn. No. 47/2017 Integrated Tax (Rate) dt 14.11.2017 and Notfn No.45/2017 – Central Tax (Rate) dt 14.11 2017, as amended from time to time.
16. IISER Tirupati is entitled to place orders up to the last day of the validity of the rate contract and, though supplies against such purchase orders will be effected beyond the validity period of the rate contract, all such supplies will be guided by the terms and conditions of the rate contract.
17. IISER Tirupati will not be liable for any obligation or supplies made unless the Official Purchase Order has been placed by the Purchase Department.
18. IISER Tirupati and/or the firm are entitled to withdraw/cancel the rate contract by serving one-month notice on each other. However, once a purchase order is placed on the supplier for supply of a definite quantity in terms of the rate contract during the validity of the rate contract, that purchase order becomes a valid and binding contract
19. IISER Tirupati does not guarantee or assure of any quantum of business during the contract period. The order will be issued only if the requirement of such items arises in the Institute.



20. All disputes of any kind arising out in connection with the executing the order shall be referred by either party (IISER, TIRUPATI or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IISER, TIRUPATI India. The jurisdiction of the courts shall be Tirupati, Andhra Pradesh, India
21. The Director, IISER Tirupati does not bind to accept the lowest quotation and reserves the right to him, to reject or partly accept any or all the quotations received without assigning any reason.

**Assistant Registrar (S&P)**

**PRICE SCHEDULE**

CATEGORY OF STORES	
BRAND	
RATE CONTRACT PERIOD (1 Year) (01/02/2020 to 31/01/2021)	
DISCOUNT OFFERED BY MANUFACTURER (in %)	
DISCOUNT OFFERED BY DEALER (in %)	
TOTAL DISCOUNT	
<b>BIDDER DETAILS</b>	
NAME AND ADDRESS OF THE TENDERER/BIDDER	
CONTACT PERSON	
TELEPHONE NO	
MOBILE NO	
EMAIL ID	
FIRM STATUS	MANUFACTURER /AUTHORISED DISTRIBUTOR (Tick Appropriate)
IF DISTRIBUTOR – ATTACH MANUFACTURERS AUTHORISATION	ATTACHED /NOT ATTACHED (Tick Appropriate)
DELIVERY BY – (AUTHORISED AGENT OR MANUFACTURER	
PAN NO ( ATTACH COPY)	
GST NO (ATTACH COPY)	

Date:

Name:

Seal:

Signature:

**Note:**

- 1) On CPP portal, It is mandatory to upload price schedule (BOQ) in excel format. Hence, Institute will consider only PDF format of price schedule as per Annexure-2**
- 2) Mention Separate Discount for Bulk Purchase.**

**BANK DETAILS**

<b>Bank Account Details</b>	
Name of Beneficiary	
A/c. No. CC/CD/SB/OD (beneficiary)	
Name of Bank	
IFSC NO. (Bank)	
Branch Address and Branch Code	
<b>Other Details</b>	
Vendor's PAN No.	
Vendor's GST No	

**Declaration:** I undertake the responsibility to intimate the changes, if any, in above particulars.

**Bidder Signature:** \_\_\_\_\_

**Bidder Name:** \_\_\_\_\_

**Place & Date :** \_\_\_\_\_

**Certificate by Bank**

Certificate that the Bank Account Details furnished above are correct as per our records.

Bank's Stamp

Signature of the authorized official of the Bank

Place & Date : \_\_\_\_\_

**MANUFACTURER'S AUTHORIZATION FORM**

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that re binding on the Manufacturer]

Date: [Insert date (as Day, month and year) of Bid submission]

Tender No.: [Insert number from Invitation for Bids]

To: [Insert complete name and address of Purchaser]

WHEREAS

We [insert completer 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 and warranty in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_ [insert date of signing]

**CHECK LIST**

1	Annexure 1 - Terms And Conditions For Submission Of Quotation ( To be submitted duly signed as Acceptance of Terms )	Yes /No
2	Annexure 3 – Bank Details	Yes /No
3	Manufacturers Authorization Annexure-4 (To be submitted by Dealers)	Yes /No
4	List of Institutes with whom Rate Contract is executed for similar items.	Yes /No
5	PAN Certificate	Yes /No
6	GST Certificate	Yes /No
7	Annexure 2 : Price Schedule Price bid should be submitted in pdf format as well as in excel (BOQ) format)	Yes /No
8	ISO,BIFMA ,Green Guard, OHSAS Certificates	Yes /No

**\*Bidders can submit any other additional certification which the company has apart from the above mentioned certification**