



भारतीय प्रौद्योगिकी संस्थान रुड़की  
रुड़की – 247667

**Indian Institute of Technology Roorkee**  
**Roorkee - 247667**

**Tender Document for Rate Contract for Supply of Furniture Items**  
**to**  
**Indian Institute of Technology Roorkee**

**Tender Document No. 1900000010/MM-1/IITR/2021-22/ARC for Furniture/MM/37**  
**Dated: 30/Jun/2021**

**Due Date: 22/Jul/2021 (15:00 hrs)**

**CRITICAL DATE SHEET**

|          |  |                     |                     |
|----------|--|---------------------|---------------------|
| <b>1</b> | <b>Published Date</b>                          | <b>30/Jun/2021</b>  | <b>(17:00)</b>      |
| <b>2</b> | <b>Bid Document Download / Sale Start Date</b> | <b>30/Jun/2021</b>  | <b>(18:00)</b>      |
| <b>3</b> | <b>Seek Clarification Start Date</b>           | <b>1/Jul/2021</b>   | <b>(10:00)</b>      |
| <b>4</b> | <b>Seek Clarification End Date</b>             | <b>9/Jul/2021</b>   | <b>(16:00)</b>      |
| <b>5</b> | <b>Pre Bid Meeting Date</b>                    | <b>Not Required</b> | <b>Not Required</b> |
| <b>6</b> | <b>Bid Submission Start Date</b>               | <b>12/Jul/2021</b>  | <b>(16:00)</b>      |
| <b>7</b> | <b>Bid Submission End Date</b>                 | <b>22/Jul/2021</b>  | <b>(15:00)</b>      |
| <b>8</b> | <b>Bid Opening Date</b>                        | <b>22/Jul/2021</b>  | <b>(15:30)</b>      |

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**SECTION A: DEFINITIONS OF TERMS**

In this Appendix (as hereinafter defined) the following words and expressions shall have meanings hereby assigned to them, except where the context requires otherwise:

- 1.1 The "INSTITUTE" shall mean Indian Institute of Technology Roorkee (**including Roorkee / Saharanpur / Greater NOIDA campuses**) with its premises located at Roorkee -247667 and shall include its authorized representatives, successors and assignees.
- 1.2 The "FIRM (s)" shall mean firm or company or corporation, or consortia of firms or companies or corporations, whose bid has been accepted by the Institute and includes the Contractor's legal representatives, his successors and permitted assignees.
- 1.3 The "TENDER" shall mean the bid / proposal / offer along with supporting documents, submitted by the firm for considerations by the Institute.

On behalf of Institute, the Material Management Section invites online bids at CPP Portal (<https://eprocure.gov.in/eprocure/app>) in Two Bid (Cover) System (Technical bid and Financial bid) from reputed, branded and eligible Manufacturer/OEMs to enter into Annual Rate Contract for Supply of different furniture items.

**SECTION B: SCHEDULE OF TENDER (PLEASE REFER CRITICAL DATE SHEET)**

| Sr. No. | Schedule   | Particulars  |
|---------|--|--|
| 1       | Last date & time of submission of bid            | Please refer Critical Date Sheet   |
| 2       | Date, Time and venue of opening of Technical Bid | Please refer Critical Date Sheet<br>Venue: Material Management Section, Main Building, IIT Roorkee |

- (i) Tenders without EMD Declaration as per Annexure-H shall be summarily rejected.

**SECTION C: TECHNICAL ELIGIBILITY CRITERIA FOR THE FIRMS (DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID)**

1. Firms of appropriate class and repute who have carried out similar supply work in any Govt. /Semi Govt. Units /IITs/NITs/other reputed Institutions/Deptt./ Offices or Public Sector Undertaking during the period of from January 2017 to February 2020. True copy of at least one rate contract award letter issued from any Govt. /Semi Govt. Units /IITs/NITs/other reputed Institutions/ Deptt. /Offices or Public Sector Undertaking during the period of January 2017 to February 2020 must be enclosed with the Technical Bid (**as per Annexure – E**).
2. The firms should submit/provide proprietary certificate (**as per Annexure-A**) with the technical bid.
3. Firms should submit valid ISO Certificates (True copies). True copy of the same should be attached with the technical bid.

4. The Firm should have a valid factory license for Manufacturing, Assembling and Supply of furniture. Copy of the same must be attached with the technical bid.
5. The firm should have annual financial turnover more than Rs. 10 Crore (Rs. Ten Crore only) during the past three financial years namely 2017-18, 2018-19 and 2019-20. An undertaking in this regard should be enclosed (**as per Annexure-D**). A Statement of Account Balance Sheet for the financial year 2017-18, 2018-19 and 2019-20 duly certified by the valid Chartered Accountant must be enclosed with the technical bid.
6. The firm should produce true copy Income tax returns for the Past Three years i.e. 2017-18, 2018-19 and 2019-20.
7. Copy of the PAN CARD and GST registration certificate of the firm should be attached for the quote to be valid.
8. The firm should not be black listed or suspended by any Govt. /Public Sector undertaking/ University /Institution /Govt. Hospitals etc. An undertaking/declaration in this regard should be enclosed (**as per Annexure-B**). If any such matter i.e. of blacklisting / suspension is subjudice, even then the concerned firm shall be technically disqualified.
9. The Bidder/Firm should have his registration valid for a minimum period of five years – (Certificate of Incorporation/Registration Certificate of the firms).

#### **SECTION D: SUBMISSION OF BIDS (PLEASE REFER CRITICAL DATE SHEET)**

1. The tenders should be submitted in two parts - (i) The Technical Bid and (ii) the Financial at CPP Portal (<https://eprocure.gov.in/eprocure/app>).
2. Tenders should be printed on official letter head preferably with GST number of the firm.
3. Tenders should bear full details and where possible may be duly supported with catalogues, pamphlets, literature for ensuring the quality and technical details.
4. **Validity of the bid** - 180 Days from the date of opening of the Technical bid.
5. While quoting / sending rates, the firm shall submit an undertaking (**as per Annexure-C**) to the effect that the terms/conditions mentioned in the tender document against which the rates are being given are acceptable to the firm. The same should be attached with technical bid.
6. **Warranty** – Minimum one year from the date of delivery/installation against any manufacturing defect.

#### **SECTION E: OPENING OF BIDS (PLEASE REFER CRITICAL DATE SHEET)**

1. The Technical Bids will be opened as per the details mentioned in critical date sheet **in the Material Management Section, Main Building, IIT Roorkee**. Representatives of the firms(s) may be present at the time of opening the technical bids if they so desire.
2. The financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the Financial Bid will be communicated to the respective firm later by the system. (CPP Portal (<https://eprocure.gov.in/eprocure/app>))

3. Representatives of the firms(s) may be present at the time of opening the financial bids if they so desire.

#### **SECTION F: EARNEST MONEY DEPOSIT (EMD)**

In lieu of EMD, declaration is to be provided/submitted as per **Annexure-H** of the tender document.

#### **SECTION G: SECURITY DEPOSIT**

The successful firms will have to submit security deposit of **Rs.5,00,000/- (Rs. Five lakhs only)** in the form of Performance Bank Guarantee issued by any Commercial Bank drawn in favor of "**The Registrar, IIT Roorkee**" payable at Roorkee, otherwise the contract will be cancelled and further necessary action will be taken as per Annexure-H.

**The Performance Bank Guarantee (PBG) of above Rs. 5,00,000/- (Rs. Five lakhs only) should be valid for the contract period plus additional six months. No interest shall be claimed by the bidder on the PBG submitted.**

**Note: If any individual order exceeds to Rs. 1 Crore or above then 5% PBG of the total order value against that individual order to be submitted separately at the time of delivery and should be valid during the warranty period plus additional sixty days. No interest shall be claimed by the bidder on the PBG submitted.**

#### **SECTION H: FINANCIAL OFFER**

1. MRP Price List of different Furniture items (as per model & use) should be attached along with discount offered (in PDF & Excel both). However, taxes or Govt. levy/duty, if any as applicable should be mentioned separately in percentage (%), if included in the MRP Price List. Accordingly, the same must be shown separately in the bill.
2. There should not be any over-writing or cutting on rates quoted. However, all cutting/corrections must be duly authenticated otherwise bids will be liable to be rejected.
3. The MRP Price List of different furniture items (as submitted in the financial bid) shall not be subject to escalation of any nature in future during the rate contract. Therefore, MRP Price List should be valid for entire period of rate contract.
4. All liabilities regarding tax/duty/levy shall be borne by the firms.
5. The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.
6. Offer/rates should be **FOR: IIT Roorkee (including Roorkee / Saharanpur / Greater NOIDA campuses).**
7. Transport / delivery / transit insurance cost to be borne by the firm. Road permit shall be provided by the Institute at the time of supply (if required).
8. No change in rates on higher side will be allowed in the MRP Price-list during the period of Rate Contract. If the firm or its authorized dealer is found to supply the furniture at lower price

(to the any other Govt. Body/Institutes/Office/Unit/PSU or any Private Organization) it will be brought to their notice and that lower prices will be applicable to the IIT Roorkee.

9. After finalization of the rate contract, further no modification/incorporation will be considered by the Institute in their quoted/provided price list with the bids.

### **SECTION I: CANCELLATION OF TENDER:**

1. Notwithstanding anything specified in this tender document, Material Management Section IIT Roorkee in his sole discretion, unconditionally and without assigning any reason, reserves the rights:

- i) To accept OR reject lowest tender or any other tender or all the tenders.
- ii) To accept any tender in full or in part.
- iii) To reject the tender offer not confirming to the tender terms.

**2. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:** To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.

- i) Non-submission of complete offers.
- ii) Receipt of offers after due date and time and or by email.
- iii) Conditional Tenders and Unsigned Tenders will also be rejected.

### **SECTION J: PAYMENT TERMS –**

No payment shall be made in advance. Payment will be made as per details below:

1. **Where installation is not required:** 100% payment will be made after satisfactory delivery of material duly certified by the HOD/P.I.  
**OR**  
**Where Installation is required:** 100% payment will be made after satisfactory delivery and installation of the material duly certified by the HOD/P.I.  
**OR**  
100% Advance will be paid against submission of 110% Bank Guarantee of the total order value.
2. The firm should submit the proforma invoice (after discount offer as per contract) for the furniture items. Taxes or Govt. levy, if any as applicable at the time of delivery the same must be shown separately in the bill.
3. Payment will be released, after receipt and acceptance of items by the authorized representative of the Institute and on submission of the bill along with the list of items supplied as per the purchase order. No advance amount will be paid. Statutory taxes as applicable at source will be deducted from the Bill. All payments will be made by NEFT / RTGS.



## **SECTION K: DELIVERY SCHEDULE**

1. Free delivery and installation at IIT Roorkee (**including Roorkee / Saharanpur / Greater NOIDA campuses**).

The Furniture items should be delivered, placed, installed and commissioned at IIT Roorkee (including Roorkee / Saharanpur / Greater NOIDA campuses) within a period of 15-30 days from the date of issue of the Purchase Order.

If the firm fails to supply the ordered quantity within the stipulated time period, the penalty @0.5% of the delivered price / total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value shall be imposed.

2. The furniture items supplied should be brand new furniture and should be installed/commissioned at the locations specified by IIT Roorkee (including Roorkee / Saharanpur / Greater NOIDA campuses) at no extra cost to IIT Roorkee. IIT Roorkee is not bound to provide any mode of transport in respect of men or material required for the contract.
3. Delivery and installation within 15-30 days from the date of issue of the Purchase Order, failing which penalty @0.5% of the delivered price / total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value shall be imposed.
4. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

**Note:** - However, actual delivery period will be mentioned in the Purchase Order considering the volume of supply as per Purchase Order and urgency of the work/project.

## **SECTION L: PENALTY**

1. A penalty of 0.5% of the delivered price / total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value shall be imposed.
2. Penalty as may be decided by the Institute is liable to be levied on the firm who does not supply the items according to quantity/specifications and time limit specified in the purchase order.

## **SECTION M: FORCE MAJEURE**

For the purpose of and within the scope of contract by way of indication and not of limitation, the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.

If a Force Majeure situation arises, the firms shall promptly notify the Institute in writing of such conditions and the cause thereof.



## **SECTION N: ARBITRATION**

In the event of any difference or dispute arising out of this agreement, all efforts shall be made by both the Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through an arbitration conducted under the Arbitration and Conciliation Act, 1996 by the sole Arbitrator appointed by the Director, IIT Roorkee. The arbitrator shall give reasoned and speaking award.

## **SECTION O: TRANSFER AND SUB-LETTING OF CONTRACT**

The bidder shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior approval of the Competent Authority.

## **SECTION P: FALL CLAUSE**

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 of identical description to any Govt. /Semi Govt. Units /IITs/NITs/other reputed Institutions/Deptt./ Offices or Public Sector Undertaking during the period of contract failing which the "FALL CLAUSE" will be applicable.

A certificate to this effect may be provided by the firm that the lowest prices have been offered to IIT Roorkee (**including Roorkee / Saharanpur / Greater NOIDA campuses**). In case it is found that the price charged by the firm is more, the same will be recovered from the subsequent/unpaid bill (s) of the supplier. (**As per Annexure - F**)

## **SECTION Q: THE TERMINATION OF CONTRACT**

1. If the performance of the firm is found not satisfactory, breach in terms & conditions.
2. If the firm is found blacklisted by the any Govt. Establishment / University / Institution /Govt. Hospitals / Public Sector Undertaking, etc.
3. The firm should not indulge in any malpractice or illegal act concerning the contract at any time. If any malpractice followed by the firm is reported / discovered by the Institute, the contract shall be terminated without notice and action to blacklist the firm is liable to be taken.

**If the quality of product and service provided is not found satisfactory, IIT Roorkee reserves the right to cancel or amend the contract.**

## **SECTION R: GENERAL TERMS & CONDITIONS**

1. It is the responsibility of Bidders to read all terms & conditions of this tender carefully before filling the tender. Incomplete tender documents / or bids not responsive enough to the tender terms shall be rejected. IITR reserves the right to split or reject any or all the tenders without assigning any reason thereof. IITR shall not be responsible for any postal delays.
2. The Financial bids of only those firms who qualify in Technical Bid evaluation by the concerned Committee shall be opened. The financial bids of all those firms who fail to qualify in the technical bid will not be opened under any circumstances.

3. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
4. Tender incomplete in any form will be rejected outright.
5. All the technical bids will be scrutinized, relevant documents checked for their authenticity.
6. No firm will be allowed to withdraw/modify bid after opening of their submitted bids within the bid validity period otherwise further necessary action will be taken as per Annexure-H.
7. In case the successful firm declines the offer of contract, for whatsoever reason(s), necessary action will be taken as per Annexure-H.
8. Each page of the tender document should be signed and stamped by authorized signatory of the firm as a token of acceptance of the terms and conditions laid down.
9. The Institute reserves its right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.
10. In case of breach of terms and conditions by the firm, the Security Deposit will be forfeited at the discretion of the Institute.
11. The firm should deliver the furniture items at different departments of IIT Roorkee (**including Roorkee / Saharanpur / Greater NOIDA campuses**) in good condition and in accordance with the Purchase Order. Transport / delivery cost to be borne by the firm.
12. The Institute will have the right to procure furniture items through other mode of purchase (as per Stores and Purchase Rule 2018 IIT Roorkee) from other firms apart from the rate contract. Moreover, the Institute can obtain additional discount from the firms (under rate contract) in case of bulk purchase.
13. The decision of the Institute in all matters relating to eligibility, acceptance and rejection of the bid will be final and binding on the applicants.
14. IIT Roorkee discourages High Sea Sale purchase. All tenders with High Sea Sale will be rejected.
- 15. If the due date happens to be a holiday, then the bid will be accepted till 12:00 Noon and opened at 4:00PM of the next working day followed by the holiday.**
16. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options else the quote gets rejected.
17. The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.
18. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only at our Institute website [www.iitr.ac.in](http://www.iitr.ac.in) & <https://eprocure.gov.in/eprocure/app>. Hence prospective bidders are advised to visit the Institute website/CPPP regularly.

19. Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is Incorrect/false then the bid is liable to be disqualified/rejected.
20. Institute will not be responsible for non-receipt of bid(s) within the stipulated date and time due to any postal delay/loss of application/document sent in transit.
21. Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
22. Canvassing in any form will result in disqualification.
23. If the firm quotes 'NIL' charges / consideration, the bid shall be treated as unresponsive and will not be considered.
24. If 'extra, as actual' etc. are mentioned against any of the price components in the bid, the bid will be rejected.
25. The items so supplied will have to be of high quality & grade and in the event if furniture items are found to be of inferior quality, the supplier is liable to be banned or suspended from doing business in IIT Roorkee.
26. The firm should supply the furniture items as per the purchase order placed from time to time.
27. The Institute would place the order as per the quoted rates directly to the firm with a copy to the authorized dealer, if they have any for the execution of supply order.
28. Enlistment under Rate contract with this Institute does not ensure business of any quantum, whatsoever. Any deviation from the Terms & Conditions mentioned above will imply disqualification for the firm.
29. Since items (under rate contract) are being used for research purpose, I.I.T. Roorkee is registered under **Notification No. 51/96-Customs dt. 23<sup>rd</sup> July 1996** in DSIR, New Delhi, IIT Roorkee is therefore exempted from the payment of custom duty/GST up to the limit of exemption as per Govt. Rules. CDEC & GST exemption certificate will be provided by the Institute (if required) at the time of purchase order.
30. The Rate Contract will be initially valid for one year only from the date of Award of Contract (AoC) further it can be extended for another one year on the same rates, terms and conditions subject to acceptance of empaneled interested firms only, with no additional terms.
31. It is certified that the rate quoted is not over and above (higher side) the rates under Rate Contract with the GeM.
32. ***From the date when new Rate Contract will come into force, the extended Rate Contract will be automatically deemed to be treated as terminated.***

33. Only 'Class-I local supplier' and 'Class-II local supplier', as defined in the Public Procurement (Preference to Make in India), Order 2017 shall be eligible to bid in tender. For more details please refer: Order No.: P-45021/2/2017-PP (BE-II), DPIIT, Ministry of Commerce and Industry issued Dated: 16th Sept. 2020.

Self-certificate has to be provided in this regard that the item offered meets the local content requirement for 'Class-I local supplier' & 'Class-II local supplier'. (As per annexure-I)

उप कुलसचिव/सहायक कुलसचिव (सामग्री प्रबंधन)  
Deputy Registrar/Assistant Registrar (Material Management)\*

\*Document Digitally Signed on <https://eprocure.gov.in/eprocure/app>

**SECTION S: ANNEXURES**

**Annexure mentioned below must be enclosed along with the bid on the letter head of the firm duly sealed & signed by the authorized signatory.**

**Annexure-A**

(To be submitted with the technical bid)

**Proprietary Certificate**

*(To be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

Ref. No.....

dated.....

**The Registrar  
Indian Institute of Technology Roorkee  
Roorkee -247667 (Uttarakhand)**

We certify that all the furniture items catalogued in the MRP Price List are manufactured by our firm in our plant, under our Technical Guidance, Supervision and Quality Control.

**GST Registration No.:**

**Name:**

**Signature of the Authorized Signatory:**

**Designation:**

**Seal of the Firm:**

**Date:**

**Annexure-B**

(To be submitted with the technical bid)

**Undertaking on Blacklisting of the Firm**

*(To be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

Ref. No. ....

dated.....

**The Registrar  
Indian Institute of Technology Roorkee  
Roorkee -247667 (Uttarakhand.)**

We certify that as on date the firm (*Name of the firm & Address*) is free from blacklisting or suspension by any Govt. / Public Sector undertaking / University / Institution /Govt. Hospitals and such matter of blacklisting or suspension is not under subjudice before any court.

**GST Registration No.:**

**Name:**

**Signature of the Authorized Signatory:**

**Designation:**

**Seal of the Firm:**

**Date:**



**Annexure-C**

(To be submitted with Technical Bid)

**Undertaking on Acceptance of the Terms and Conditions**

*(To be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

Ref. No.....

dated.....

**The Registrar  
Indian Institute of Technology Roorkee  
Roorkee -247667 (Uttarakhand.)**

That in reference to the **Tender Document No. 1900000010/MM-1/IITR/2021-22/ARC for Furniture/MM/37 dated: 29.06.2021**, the firm unconditionally accepts all the terms / conditions mentioned in the tender document against which the rates are being given.

*It is certified that the rate quoted is not over and above (higher side) the rates under Rate Contract with the GeM.*

**GST Registration No.:**

**Name:**

**Signature of the Authorized Signatory:**

**Designation:**

**Seal of the Firm:**

**Date:**

/

**Annexure-D**

(To be submitted with the technical bid)

**Undertaking on Annual Financial Turnover**

*(To be given on the letter head of the Authorized Chartered Accountant/Company Secretary, do not use the Xerox copy of the letter head)*

**The Registrar  
Indian Institute of Technology Roorkee  
Roorkee -247667 (Uttarakhand.)**

This is to certify that the annual turnover of last three Financial Year i.e. 2017-18, 2018-19 and 2019-20 of the firm/company named as *(Name of the firm & Address)* is given below:

| Financial Years | Turnover in Lakh/Crore |
|-----------------|------------------------|
| 2017-18         |                        |
| 2018-19         |                        |
| 2019-20         |                        |

**GST Registration No.:**

**Name:**

**Signature of the Authorized Signatory:**

**Designation:**

**Seal of the Firm:**

**Date:**

**Annexure – E**

(To be submitted with Technical Bid)

**CLIENT DETAILS**

*(To be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

Ref. No.....

Dated.....

**The Registrar  
Indian Institute of Technology Roorkee  
Roorkee -247667 (Uttarakhand.)**

Sir,

**Sub:** Annual Rate Contract for the Supply of furniture items for the year 2021-22.

I/We hereby mention following list of our clients which mention one or more Rate Contracts with any Govt. /Semi Govt. Units /IITs/NITs/other reputed Institutions/Deptt./ Offices or Public Sector Undertaking during the period of January 2017 to February 2020 for the similar items. **(Copies of such rate contracts and purchase order must be enclosed with the offer)**

| <b>Sr. NO.</b> | <b>NAME OF THE CLIENT</b> | <b>PURCHASE ORDER/RATE CONTRACT DETAILS</b> | <b>AMOUNT OF ORDER</b> |
|----------------|---------------------------|---|------------------------|
|                |                           |   |                        |
|                |                           |   |                        |
|                |                           |   |                        |
|                |                           |   |                        |
|                |                           |   |                        |
|                |                           |   |                        |
|                |                           |   |                        |

**GST Registration No.:**

**Name:**

**Signature of the Authorized Signatory:**

**Designation:**

**Seal of the Firm:**

**Date:**

**Annexure – F**

(To be submitted with Technical Bid)

**FALL CLAUSE NOTICE CERTIFICATE**

*(To be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

Ref. No.....

Dated.....

**The Registrar  
Indian Institute of Technology Roorkee  
Roorkee -247667 (Uttarakhand.)**

Sir,

**Sub:** Annual Rate Contract for the Supply of furniture items for the year 2021-22.

This is to certify that we have offered the maximum possible discount to you in our Quotation No. \_\_\_\_\_ dated \_\_\_\_\_. The 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 of identical description to any Govt. /Semi Govt. Units /IITs/NITs/other reputed Institutions/Deptt./ Offices or Public Sector Undertaking during the period of contract failing which the “**FALL CLAUSE**” will be applicable. In case, if the price charged by our firm is more, IIT Roorkee will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

**GST Registration No.:**

**Name:**

**Signature of the Authorized Signatory:**

**Designation:**

**Seal of the Firm:**

**Date:**

**Annexure – G**

(To be submitted with Financial Bid)

**DISCOUNT OFFER***(To be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

**The Registrar  
Indian Institute of Technology Roorkee  
Roorkee -247667 (Uttarakhand.)**

Sir, I/We M/s\_\_\_\_\_ wish to submit our Rate Contract for supply of furniture items at Indian Institute of Technology Roorkee (**including Roorkee / Saharanpur / Greater NOIDA campuses**) on following rates.

| Sr. No. | Particulars                               | % of discount quoted by the firm on their printed price list |          |
|---------|---|--|----------|
|         |   | In figures   | In words |
| 1       | For order value less than Rs. 5 Lac       | <b>To be filled in .xls sheet<br/>(BoQ) only</b>             |          |
| 2       | For order value Rs. 5 Lac to Rs. 10 Lac   |  |          |
| 3       | For order value Rs. 10 Lac to Rs. 25 Lac  |  |          |
| 4       | For order value Rs. 25 Lac to Rs. 75 Lac  |  |          |
| 5       | For order value Rs. 75 Lac to Rs. 1.25 CR |  |          |
| 6       | For order value above Rs. 1.25 CR         |  |          |

We have carefully read the terms and conditions of the tender document and are agreed to abide by these in later and spirit.

**\*It is mandatory for the bidder's to provide the soft copy (.pdf format & .xls sheet) of price list and catalogue with the financial bid.**

**GST Registration No.:**

**Name:**

**Signature of the Authorized Signatory:**

**Designation:**

**Seal of the Firm:**

**Date:**

**Annexure – H**

(To be submitted with Technical Bid)

**EMD DECLARATION**

*(To be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

Ref. No.....

Dated.....

**The Registrar  
Indian Institute of Technology Roorkee  
Roorkee -247667 (Uttarakhand.)**

**Sub:** Undertaking as per GFR – 2017, Rule 170(iii) in lieu of Bid Security/Earnest Money Deposit (EMD)

**Ref. Tender No.:** 1900000010/MM-1/IITR/2021-22/ARC for Furniture/MM/37 dated: 29.06.2021,

Dear Sir,

We, the undersigned, offer to Supply the .....  
..... as  
per tender at IIT Roorkee, in response to your above referred tender no.

We are hereby submitting our proposal/Bid/Quote for the same, which includes Technical bid and the Financial Bid. As a part of eligibility requirement stipulated in above referred tender document, we hereby submit a declaration in lieu of Earnest Money Deposit (EMD) as given below:

1. Our bid shall remain valid for 180-days from the date of financial opening and that we will not withdraw or modify our bid during the validity period,
2. In case, we are declared as successful bidder and an order is placed on us, we will submit the acceptance in writing within 7 days of placement of AOC (Award of Contract) on us.
3. In case, we are declared as successful bidder and an order is placed on us, we undertake, to submit a Performance Bank Guarantee (PBG) as mentioned in above referred tender document or as per terms stipulated in the AOC.
4. In case of failure on our part to comply with any of the above said requirements, we are aware that we shall be declared as un-eligible for said tender and /or debarred from any future bidding process of IIT Roorkee for a period of minimum one year.
5. The undersigned is authorized to sign this undertaking.

**GST Registration No.:**

**Name:**

**Signature of the Authorized Signatory:**

**Designation:**

**Seal of the Firm:**

**Date:**

**Annexure – I**

(To be submitted with Technical Bid)

**Self-Certificate for Local Content**

*(To be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

Ref. No.....

Dated.....

**Sub:** Self-Certificate for Local Content

**Ref. Tender No.:** 1900000010/MM-1/IITR/2021-22/ARC for Furniture/MM/37 dated: 29.06.2021,

We hereby certify that the items quoted by us against above mentioned tender no. has the local content as per below:

**Local Content (in %):** .....

**Local Supplier Class:** .....

The details of the location(s) at which the local value addition made/manufactured is/are as under:

- 1
- 2
- 3

**GST Registration No.:**

**Name:**

**Signature of the Authorized Signatory:**

**Designation:**

**Seal of the Firm:**

**Date:**



**Annexure – J**

(To be submitted with Technical Bid)

**Company/Firm Details**

*(To be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

Ref. No.....

Dated.....

**Sub:** Company/Firm Details

**Ref. Tender No.:** 1900000010/MM-1/IITR/2021-22/ARC for Furniture/MM/37 dated: 29.06.2021,

**Please find the company/firm details for above referred tender: -**

- 1. Name of the Company/Firm:**
  
- 2. Address:**
  
- 3. Telephone/Mobile No.:**
  
- 4. E-mail id:**
  
- 5. Name of contact person:**
  
- 6. Complete details of Authorized dealer (if any):**

**GST Registration No.:**

**Name:**

**Signature of the Authorized Signatory:**

**Designation:**

**Seal of the Firm:**

**Date:**

**SECTION T: CHECKLIST**

The following items must be checked before the Bid is submitted:

**1. Envelope “1” - “Technical Bid”**

- a) EMD Declaration as per Annexure-H
- b) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory).
- c) Copy of this Tender Document duly sealed and signed by the authorized signatory on every page.
- d) Annexures:
  - 1) Annexure A: Undertaking of proprietary certificate
  - 2) Annexure B: Undertaking of blacklisting of firm
  - 3) Annexure C: Undertaking of acceptance of terms & conditions
  - 4) Annexure D: Undertaking of report of annual financial turnover
  - 5) Annexure E: Client details
  - 6) Annexure F: Fall Clause
  - 7) Annexure H: EMD Declaration
  - 8) Annexure I: Self-Certificate for Local Content
  - 9) Annexure J: Company/Firm Details

**2. Envelope “2” - “Price Bid”**

- a) Price bid in form of BoQ for % of discount and complete price list in excel
- b) Annexure G in PDF format: For Discount Offer and complete price list in PDF