

Technical Specifications and Other Terms and Conditions

Annexure A

Technical Specifications / Requirements

As mentioned above

The Bidder should have:

1. The OEM should have successfully completed Supply, Installation, and Commissioning of Furniture & Interior Works on a Turnkey Basis for any State Govt./Central Govt./Semi-Government Organization during the last **five financial years**, meeting one of the following criteria:

Three similar works, each costing **not less than Rs.6 Lakhs each order**; OR

Two similar works, each costing **not less than Rs.8Lakhs each order**; OR

One similar work costing **not less than Rs.12 Lakhs** .
2. The bidder must be the Original Equipment Manufacturer (OEM) or its authorized distributor/reseller. In case of participation by a distributor/reseller, a valid authorization letter from the OEM must be submitted along with the bid.
3. The Original Equipment Manufacturer (OEM) must have been operating in the Indian furniture market for a **minimum of 6 years**. A copy of at least one purchase order dated **6 years prior** for any furniture item must be submitted as documentary evidence.
4. The OEM must have a minimum average annual turnover of not less than **400% of the estimated bid value from furniture & interior works** during the last three financial years (2021-22, 2022-23, and 2023-24). The turnover certificate must be duly signed and stamped by a Chartered Accountant and must include the Unique Document Identification Number (UDIN).
5. The OEM must have a **positive net worth** in the last three financial years. **Non-compliance will lead to disqualification.**
6. The OEM must submit the following statutory documents as part of the bid PAN, GSTIN, Company Registration, ESIC & EPF Registration, Factory/Manufacturing plant license.
7. The OEM must submit the following documents as part of the bid No Deviation Undertaking, Affidavit stating that the bidder has not been blacklisted by any government or public sector organization, Undertaking confirming acceptance of all terms and conditions of the tender
8. OEM must furnish the following documents
 - a. For MSME Unit: **ZED Gold Certificate.**
 - or**
 - b. For Large Unit: **IEM Certificate.**

9. The OEM must have **at least a single product** listed on the BIFMA Compliant Registry, and the same shall be verifiable online through the official BIFMA compliance verification portal
10. The Manufacturer should be **Indian Green Building Council (IGBC) member certificate issued by CII (Confederation of Indian Industry)**.
11. The furniture items that have to be supplied as per tender should be of Reputed Brand only bearing Quality and important approvals certificates relevant to Furniture of product item in tender such as: (All below ISO certifications should be from NABCB approved accredited certifier agency/or should bear NABCB Logo on Certificates)
 - a. ISO 9001 :2015 Quality management Systems
 - b. ISO 14001:2015 Environmental Management System
 - c. ISO 45001:2018 Occupation health and Safety management System
 - d. ISO 50001:2018 Energy Management System
 - e. AIOTA (All India Occupational Therapists Association)
 - f. BIFMA (Business an Institutional Furniture manufacturers Association).
12. The **OEM must provide a detailed Escalation Matrix** for service support, The **OEM/Bidder must have a Dedicated or Toll-Free Telephone Number** for service-related support, operational during standard business hours.
13. A declaration must be submitted by the OEM/bidder stating that the quoted products will **not be under end-of-sale or end-of-support** for at least **5 years** from the date of bid submission.
14. All supplied products shall carry a **minimum 1-year warranty** against manufacturing defects.
15. The bidder must provide an undertaking on the letterhead confirming that: ***"The product/item supplied against this tender is a Make in India product, and up to 90% of raw materials, manpower, and machinery involved in its production are sourced and manufactured within India."***
16. The OEM must possess the following **in-house manufacturing machinery** essential for producing high-quality furniture items. Submission of a machinery annexure is mandatory as part of the tender documents to verify compliance. The following machinery and equipment must be available at the OEM's manufacturing facility:

- a) Through feed multi station edge preparation machine with gluing & cutting for flush, trimming, scrapping,
- b) CO2 Welding Machine, c) Cold Press/Hot press, Post forming machine, d) Multi boring machine, e) Press Brake for Sheet Metal Bending, f) Press Brake Machine 8 Ft., g) Power Sharing Machine 8 Ft., h) Complete Powder coating baking oven and powder application, i) Seven tank Anti-Rust Surface Pretreatment Plant, j) NC Sharing machine, k) Spot welding Machine, l) MIG welding Machine.
17. The OEM must submit a **valid feasibility report** from any of the following third-party inspection agencies as proof of installed machinery: (IRCLASS/SGS/RITES/Bureau Veritas/TUV SUD/MANIT)
18. All bidders are required to submit an Earnest Money Deposit (EMD) along with their bid. Bids submitted without the requisite EMD will be considered non-compliant and shall be rejected or disqualified from the tender process. The EMD will be refunded to unsuccessful bidders after the completion of the tender evaluation process.
19. Purchaser reserve the rights to ask required samples of the goods offered, (if required) The samples must comply with the buyer's requirements and specifications outlined in the tender documents. Failure to provide the requested samples within the specified timeframe may result in disqualification from the tender process
20. Bidder not fulfilling any of the terms and conditions should be rejected/disqualified.

For any technical query related to enquiry you may to contact

Prof. Chandra Shekhar Sharma, Dept. of Chemical Engg, Email: head@che.iith.ac.in

For Commercial query

Mr. M Venkatesh - Senior Assistant Registrar, Email : ar.purchase@iith.ac.in

Mr. K Ramesh Kumar - Assistant Registrar Email : ar.stores@iith.ac.in

Ms. D Chanchala Devi- Joint Registrar, Email : hos.snp@iith.ac.in

TERMS AND CONDITIONS

1. **Warranty & Maintenance contract:** The supplier shall warranty equipment/material, system components for a minimum period as mentioned in the above following satisfactory installation and commissioning. The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. All expenditure including government levies on account of the replacement are to be borne by the supplier/agent.
2. **Payment terms:** 100% payment will be released after supply, installation of the material and training to the satisfaction of the User/IITH and submission of the delivery details and invoice through GeM Portal.
3. **Delivery period:** Material should be delivered and installed within 25 days from the date of issue of purchase order. The offered delivery period shall have to be strictly adhered to in case an order is placed.
4. **Installation & Testing:** The installation shall be completed within a week from the date of intimation regarding the arrival of the equipment in the Institute. The installed system shall be performance tested at our premises in accordance with the manufacturer's/supplier's recommendation/specifications. Tests shall demonstrate the proper operation of the instrument and all components.
5. The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from the existing users at IIT Hyd or from other Institutes, these feedbacks will be considered for technical evaluation, the bidders will also be called for technical presentations if it is required so.
6. Kindly furnish your PAN & GST Number etc. in your quotation for our records.
7. Institute reserves the right to cancel the bidding process at any stage.
8. **Requirement of registration:** Vide Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

- a. Any bidder from a country sharing a land border 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).
- b. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- c. "Bidder from a country which shares a land border with India" for the purpose of this Order means:
 - i. An entity incorporated, established or registered in such a country; or
 - ii. A subsidiary of an entity incorporated, established or registered in such a country; or
 - iii. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - iv. An entity whose beneficial owner is situated in such a country; or
 - v. An Indian (or other) agent of such an entity; or
 - vi. A natural person who is a citizen of such a country; or
 - vii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- ii. For details about registration procedures please visit the above mentioned OM. Mandatory documentary evidence regarding the bidder's registration with DPIIT is to be submitted along with the tender, failing which the tender shall be liable for rejection. Bidders are also requested to submit the Model Certificates **as per Annexure** for this tender as mentioned in the Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

9. Public Procurement (Preference to Make in India), Order 2017:

- i. IIT Hyd shall compare all substantially responsive bids to determine the lowest valuated bid. This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and its subsequent amendments. Accordingly preference will be given to the

Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.

- ii. As per the above order and its subsequent amendments “Local Content” means the amount of value added in India which shall be value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all the custom duties) as a proportion of the total value, in percent. Accordingly the suppliers will be classified in following categories.

1. Class I local Supplier – has local content minimum 50%
2. Class II local Supplier – has local content minimum 20%

- b. **Verification of Local Content** : The Class I Local Supplier /Class II Local Supplier at the time of bidding shall be required to indicate the percentage of local content and provide self-certification as per **Annexure** that the items offered meet the local content requirement. The details of the location(s) at which the local value addition is made also needs to be specified.

The bidders can be debarred for a period up to two years as , per Rule 151(iii) of GFR 2017, in case of false declaration.

Complaint Redressal Mechanism:

In case any complaint received by the procuring agency or the concerned Ministry/Department against the claim of a bidder regarding local content/domestic value addition in a product, the same shall be referred to competent authority at IITH or the relevant Ministry .

The bidder against whom the complaint is received shall be required to furnish the necessary documentation in support of the domestic value addition claimed in the product to authority. If no information is furnished by the bidder, such laboratories may take further necessary action, to establish the bonafides of the claim

A complaint fee of Rs. 2 lakh or 1% of the value of the domestically manufactured products being procured (subject to a maximum of Rs.5 lakh), whichever is higher, to be paid by Demand Draft to be deposited with Procuring Institute. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the

complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.

False declarations will be in breach of the 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.

- 10. Note for MSME/NSIC/Start up Bidder :** If in the view of bidder, any exemption / relaxation is applicable to them from any of the eligibility requirements, under any Rules / Guidelines/ Directives of Government of India, bidder may submit their claim for the applicable exemption /relaxation, quoting the valid Rule/Guidelines/ Directives with a copy of such notification. In this case the bidder must submit necessary and sufficient documents along with the technical bid, in support of their claim. The relevant and valid certificates in support of claim of exemption must be submitted along with the Technical Bid.

These exemptions /relaxation are meant for procurement of only goods produced and services rendered by MSEs. Traders/ distributors/ sole agent/ Works Contract are excluded from the purview of the policy.

This Bid is also governed by latest General terms and conditions as per GeM

ANNEXURE -B

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

1	2	3	4	5	6
S. N.	Name of specifications/part / Accessories of tender enquiry As per Annexure A of the Tender Document.	Specifications of quoted Model/ Item	Compliance Whether “YES” Or “NO”	Deviation, if any, to be indicated in unambiguous terms	Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature
1					
2					
3					
n					

NOTE: The bidder should also submit the Brochure with technical details of the product supporting the compliance statement.

ANNEXURE - C

UNPRICED TECHNICAL BID

(Bidder should provide the following details on Letter head)

Quotation No :

Date:

Name of the Bidder _____

GeM bid No. _____

Sr.No	Item Description	Country of Origin	Make & Model	HSN Code	GST %	Qty
1						
2						
3						
n						

Other Terms & Conditions

1	Payment terms	:
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2	Delivery Period from the date of Issue of PO	:
3	Warranty	:
4	Any other additional terms	:

ANNEXURE – D

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

Date:

Tender No / GeM bid no:

To
The Director,
Indian Institute of Technology Hyderabad,
Kandi, Hyderabad – 502 284

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:

ANNEXURE E

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 Director,

Indian Institute of Technology Hyderabad,

Kandi, Sangareddy 502284

Sub: Declaration of Local content

Tender Reference No: _____

Name of Tender / Work: - _____

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)

ANNEXURE F

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

ANNEXURE G

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

Name: _____
Place: _____ Designation: _____
Contact No.: _____

ANNEXURE -H

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 Nature of Business : _____

Company's Legal Status 1) Limited Company
(tick on appropriate option) 2) Undertaking

Company Category

3) Joint Venture
4) Partnership
5) Others (In case of Others please specify)

1) Micro Unit as per MSME
2) Small Unit as per MSME
3) Medium Unit as per MSME
4) Ancillary Unit
5) SSI
6) Others (In case of Others please specify)

CONTACT DETAILS

Contact Name: _____

Email Id : _____

Designation : _____

Phone No : (_____) _____

Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____

A/c. No. CC/CD/SB/OD: _____

Name of Bank : _____

IFSC NO. (Bank) : _____

Branch Address and Branch Code: _____

Other Details

Vendor's PAN No. _____

Vendor's GST _____

ANNEXURE – I

PREVIOUS SUPPLY ORDER LIST FORMAT

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

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

Signature and Seal of the Manufacturer/ bidder

Place:

Date:

ANNEXURE – J

ACCEPTANCE OF TENDER TERMS
(To be given on Company Letter Head)

Date: DD/MM/YYYY

To,

The Director
Indian Institute of Technology Hyderabad
Kandi – 502 285.Telangana, India

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No/GeM Bid no: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender’ 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 (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.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)