

**TENDER DOCUMENT FOR THE
RATE CONTRACT OF FURNITURE
Tender Ref. No: CIAB/1(331)2016-17**



Center of Innovative and Applied Bioprocessing (CIAB)
(A National Institute under Department of Biotechnology, Government of India)
C-127, 2nd Floor, Industrial Area, Phase VIII, S.A.S. Nagar
Mohali-160071 Punjab, INDIA
Tel: 91- (0) 172 4990232 Telefax: 91- (0) 172 4990204
Email: store@ciab.res.in, Website: www.ciab.res.in

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Open Tender Notice Ref. No: CIAB/1(331)/2016-17

Center of Innovative and Applied Bioprocessing (CIAB), Mohali an autonomous institute under the department of Biotechnology, Govt. of India. The institute has to procure furniture and related items time to time for its departments/offices/hostel/Guest Houses to be coming at the new Main Campus, Knowledge city, Sector 81, Mohali To meet out its Institute's Furniture and fixtures requirements, CIAB invites tenders from experienced, technically and financially sound furniture manufacturing firms/suppliers dealing in office furniture, hostel furniture, seating products, furnishing & fixtures, classroom furniture, canteen etc. to enter into Rate Contract with Center of Innovative and Applied Bioprocessing for a period of one year and may be extended upto three years if found satisfactory on a yearly basis.

| | | |
|----|--|--|
| 1. | Cost of Tender Documents | ₹ 1000.00 Tender documents can be downloaded by tenderer from CIAB website. In case a tenderer is using the documents and forms downloaded from the website, the cost of tender documents shall be sent in the form of crossed Demand Draft payable at Mohali/Chandigarh drawn in favor of CIAB, in a separate envelope along with the tender. |
| 2. | Earnest Money Deposit (EMD) | ₹ 1,00,000.00 The bidders will have to furnish a Earnest Money Deposit (EMD) in the form of Demand Draft of Rs.1,00,000/- (one lac only) in favor of CIAB in a separate envelope along with the tender. |
| 3. | Last Date and time for issue of tender documents | 21 st March 2017 Tuesday 1100 Hrs (IST) |
| 4. | Last Date and time for submission of sealed quotations | 21 st March 2017 Tuesday 12:00Hrs (IST) |
| 5. | Date and time of tender opening | 21 st March 2017 Tuesday 14:00Hrs (IST) |
| 6. | Tenders addressed to | "The Chief Executive Officer" Center of Innovative and Applied Bioprocessing C-127, Industrial Area, Phase VIII, Mohali - 160071 |

Terms and conditions for the submission of Quotation

(to be returned by Tenderer along with the tender duly signed)

The terms and conditions as mentioned below would be binding to all parties:

1. The Rate contract will be accepted only from the manufacturers or their Authorized Distributors. The Authorized Distributor should provide the Manufacturer Authorization Certificate as per the format enclosed in the **Annexure "A"**
2. The Manufacturers should send document of registration of companies with a copy of product license, Income tax, PAN No. and recent authorization certificate of the manufacturer in case of the authorized dealer.
3. The firm should fill the bid submission form as per the format mentioned in the **Annexure "B"**
4. The rate contract will be valid for a fixed period of ONE year and may be extended upto THREE years if found satisfactory on a yearly basis.
5. The rates of the products shall be FOR destination CIAB, Sector 81 Mohali offered at the time of entering into Rate Contracts will be final, it will include delivery, installation, proper furniture fixing at site.
6. The bidders will have to furnish a Earnest Money Deposit (EMD) in the form of Demand Draft of Rs. 1,00,000/- (one lac only) in favour of "Center of Innovative and Applied Bioprocessing" payable at Mohali/Panchkula/Chandigarh. EMD of unsuccessful bidders will be return to the respective supplier within 30 days after the award of the rate contract. For Successful bidders, EMD will be converted to security deposit and will be retained with CIAB till the expiry/termination of rate contract without interest. The EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in respect within the period of validity of its tender.
7. The rate contract will be terminated with the suppliers, if any supplier fails to abide by the terms and conditions of the contract or fail to supply the goods on time or supply substandard goods to make any false declaration or fails to provide satisfactory after sale service to the Institute. In such situation, the penalty will imposed on the suppliers by CIAB and the penalty amount will be deducted from the security provided by the firm. The decision of CIAB shall be final in this regard.
8. Rate contract will be offered to one or more bidders after evaluation of submitted quoted by CIAB. The evaluation of bidders will be carried out comprehensively, based on credentials, manufacturing capability, quality control system, financial background, dealer/distributor network, past performance, after sales service, range of furniture items manufactured by the firm, rate contract of the firm with other Government Organizations/Agencies. The order may be placed with one or more successful bidders.
9. Pre-qualification/Eligibility Criteria for annual rate contract in respect of furniture is enclosed as Schedule I.
10. CIAB reserves the right to keep number of firms in Rate Contract for the supply of Furniture. Entering into Rate Contract does not bind CIAB Mohali to place any order on agreed terms. CIAB also reserves the right to purchase the furniture other than Rate contract mode on case to case basis if necessary. No claim from any vendor shall be entertained by CIAB, Mohali during the period of rate contract.
11. CIAB reserves the right to have selection of furniture from any qualified company/manufacturer depending upon the design, requirement of furniture by end user and technical specification of the furniture. No claim from any vendor shall be entertained by CIAB, Mohali during the period of rate contract.
12. Depending upon the requirement of the furniture, the order will be placed to any of the qualified bidders by CIAB, Mohali. The recommendations of the committee constituted by the competent authority (CA) of the CIAB along with the CA approval will decide the furniture order to be placed to the any of the qualified firms.

13. The delivery should be done within 45 days from the date of receipt of purchase order.
14. The price offered should be FOR CIAB, Sector 81, Mohali and valid for a period of one year from the date of order for the Rate Contract given to the qualified vendors.
15. CIAB is exempted from payment of Excise Duty under notification number 10/97 dated 01.03.1997 and Customs Duty under notification No.51/96 dated 23.07.1996. Hence Excise Duty and Customs Duty, if any, should be shown separately. No other charges than those mentioned clearly in the quotation will be paid. However any waiver in excise/customs duty according to the nature of items, the same shall be passed onto the institute.
16. The firm should provide the fall clause certificate to CIAB as per the format enclosed as per the **Annexure "D"**.
17. An undertaking for after sales service for atleast 3 years from the date of expiry of warranty.
18. Any enhance of rate within the validity of rate contract will not be considered except increase in statutory levy/taxes/duties by the Government. If there is any decrease in the rates during the period of rate contract, benefit of reduction should be passed on to CIAB, Mohali unconditionally.
19. CIAB reserves the right to test the quality of material. If during inspection/test, the furniture is found to be of inferior quality, the same will be replaced by the supplier at their own cost within the stipulated period.
20. **Warranty** – The bidder/manufacturer shall be fully responsible for the warranty in respect of quality and workmanship of the materials covered in the Rate Contract. In case of any defects found at the time of use, the supplier will provide free replacement or refund the amount charged for that item or deduct the amount from the outstanding dues if any.
21. 100% payment will be made within 30 days from the satisfactory installation of furniture at CIAB.
22. Liquidated Damages: If the firm fails to execute the supply as per purchase order in full or part as per the terms and conditions stipulated therein, the institute can recover liquidated damages from the firm @ 1% per week of the value of undelivered stores, subject to a maximum of 10%. It will also be open to this institute to procure the required items from any other source at the risk and expense of the firm. The installation should be done within 20 days from the receipt of items. Otherwise, LD clause will be applicable as same as the receipt of items.
23. Interested vendors may submit their applications superscribing "proposal for Annual Rate Contract for Furniture" to the "The Chief Executive Officer, Center of Innovative and Applied Bioprocessing, C-127 Industrial Area, Phase VIII, Mohali – 160071 latest by 21st March 2017 upto 12.00 hrs.
24. The standard/current price list/CD (preferably) should be submitted along with the bid.
25. Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
26. Tender in any form other than the prescribed form issued by CIAB, Mohali will not be entertained and will be summarily rejected.

Stores and Purchase Officer

SCHEDULE I

ELIGIBILITY CRITERIA

1. The bidder should have entered into Annual Rate Contract (ARC) for the supply of Furniture items with at least 3 Government Departments/Government funded R&D Institutions/Government Autonomous bodies/Universities during the last three years. Copies of the Annual Rate Contract issued by the above mentioned Organizations must be enclosed.
2. The firm should provide the **tender fee and EMD** along with the bidding document. Failure of submission of same, tender submitted by the bidder will not be considered for further evaluation without any intimation to the bidder.
3. Rate Contract Proposal will be accepted from the reputed furniture manufacturing firm or its Authorized Distributors/Dealers. The firm should be registered in India and it should be existence in the market for minimum five years. The Authorized Distributor/Dealer should provide the Manufacturer Authorization Certificate as per the **Annexure "A"**.
4. Annual turnover of company/firm/manufacturer should be minimum 5 crores and above. The bidder should provide the turnover proof for the last three years (ie., FY 2015-16/2014-15/2013-14).
5. The bidder should have experience of successfully executing valid rate contracts or supply or deal with atleast three Government Department/Organizations/Autonomous bodes/PSU/Educational Institutions. The copy of same should be attached with documents.
6. The bidders must attach the three purchase orders of highest value executed in the last three years.
7. The bidder should not have been black listed by any Government/Semi-Government/Board/Corporations/Educational Institutions/Autonomous bodies. An affidavit on Non-Judicial Stamp paper has to be submitted by the firm to this effect.
8. The bidder should possess prevalent certifications related to quality & safety possessed by most of the reputed brands of furniture manufacturers i.e. ISO-9001/ ISO-.14001/ISO 18001/ISO 9001:2000 /14001:2004/ SEFA/ BIFMA/ Green Guard/OHSAS 18001 etc (Certificate needs to be enclosed)
9. Preference will be given to those bidders which are engaged in manufacturing of environment friendly-green furniture (Certificate needs to be enclosed)
10. The bidder should have the capacity to execute the rate contract with respect to personnel, equipment and manufacturing facilities.
11. The bidders should have a Standard Price List of all the products applicable throughout the country. And if any bidders are under DGS&D contract, then copy of the same may please be attached.
12. All the documents should be submitted along with the Rate Contract Proposal duly stamped and signed. The bidder should attach 3 copies of catalogues/diagram/pictures of the quoted Furniture.
13. The bidder should read the tender document and submit the documents as per the format enclosed in the tender and follow the tender terms and conditions strictly without any deviation.

Stores and Purchase Officer

ANNEXURE "A"

MANUFACTURERS' AUTHORIZATION FORM

Dated _____

**The Chief Executive Officer,
Center of Innovative and Applied Bioprocessing
C-127, Industrial Area, Phase VIII, Mohali, Punjab**

Tender Ref. No: **CIAB/1(331)/2016-17**

Dear Sir:

We _____ who are established and reputable manufacturers of having factories at _____ (*address of factory*) do hereby authorize M/s _____ (*Name and address of Agent*) to submit a bid, negotiate and receive the order from you against your tender for the Rate Contract..

No company or firm or individual other than M/s _____ is authorized to bid, and conclude the Rate Contract in regard to this business.

We hereby inform you that we have not been blacklisted by any Government organization/department/Central Government/State Government funded autonomous bodies.

We hereby extend our full guarantee and warranty as per clause no: 19 & 20 of the tender conditions for the goods and services offered by the above firm.

Yours faithfully,

(Name)

(Name of manufacturers)

Note: This letter of authority should be on the **letterhead of the manufacturer** and should be signed by a person competent and having the power of attorney to bind the manufacturer.

Bid Submission Form for Annual Rate Contract of Furniture**Tender Ref. No: CIAB/1(331)/2016-17**

| Sr. No | Description | Details | Page No (proof of documents) |
|--------|---|--|------------------------------|
| 1. | Name and Address of the Firm With Contact details like Phone No./Mobile No./e-mail | | |
| 2. | Manufacturer/ Authorized Dealer/ Distributor (If Dealer/Distributor, Name and Address of the Manufacturer with contact details) | | |
| 3. | VAT/Service Tax Registration certificate/ TIN No./ PAN No.(Copy Attached) | VAT No.: Service Tax No.: TIN NO. PAN No. | |
| 4. | Category of Furniture dealing with (Tick whichever is applicable) | Office/Conference Room/Class Room/ /Canteen/Modular etc. | |
| 5. | Supplies will be arranged through | (Self/Dealer/Distributor) | |
| 6. | Turnover of company should be minimum Rs. 5 crores & above. The bidders should submit the turnover proof for the last three years. | | |
| 7. | The bidder should have entered into Annual Rate Contract (ARC) for the supply of Furniture items with at least 3 Government Departments/Educational Institute /Universities during last three years. Copies of the Annual Rate Contract issued by the clients must be enclosed. | Yes (No Deviation) (details should be enclosed as per <u>Annexure-C</u>) | |
| 8. | The bidder must attach copies of atleast three Purchase Orders of highest value executed under Annual Rate Contract with Government Departments/Educational Institute /Universities/R&D Institutions/Autonomous Bodies/PSU in last three years. | Yes/No | |
| 9. | The bidder must have service centre in Northern India preferable in Chandigarh/Mohali/Panchkula to provide after sales service | Yes/No if yes, Please provide the address and its contact no/contact person | |
| 10. | ISO-9001/ ISO 14001/ ISO-18001, SO 9001:2000 or 14001:2004 or other similar certificates are attached. Name of the certificates. | | |
| 11. | Compliance certificates as per International Standards for furniture like SEFA/BIFMA/Green Guard/ OHSAS 18001 etc. | | |
| 12. | Price List in INR attached. | 03 Sets | |
| 13. | Discount on Price list | @_____%(In words_____) | |
| 14. | Excise Duty | Applicable/Not applicable[If applicable@_____%] | |

| | | | |
|-----|--|----------|--|
| 15. | Sales Tax Including Surcharge on Sales Tax, if any | @ _____% | |
| 16. | Catalogues/Technical literature enclosed | Yes/ No | |
| 17. | Rates are FOR CIAB MOHALI | (Yes/No) | |
| 18. | Warranty Period | | |
| 19. | Undertaking for after sales service for at least 1 year from the date of expiry of warranty (Attached) | Yes/No | |
| 20. | Price Certificate (attached) | Yes/No | |
| 21. | The bidders should not have been black listed by any Government / Semi Government / Board / Corporations / R&D Institutions/ Universities/ Autonomous Body. An affidavit on Non-Judicial Stamp paper has to be submitted by the firm to this effect. | | |
| 22. | Whether an undertaking for after sales service for at least 3 years from the date of expiry of warranty. | Yes/No | |
| 22. | All the pages of the tender document have been numbered. Page nos. of the documents attached has been mentioned wherever required. Every page has been signed and stamped by authorized signatory | Yes/No | |
| 23. | Whether Tender Fee of Rs.1000/- has been enclosed along with the bid. | Yes/No | |
| 24. | Whether EMD of Rs.1,00,000/- has been enclosed along with the bid. | Yes/No | |
| 25. | Whether you have read and understood all the tender terms and conditions and whether you accept it unconditionally. | Yes/No | |

(Signature of the authorized signatory with stamp)

ANNEXURE- C

Tender Ref. No: CIAB/1(331)/2016-17

| Sl. No. | Name of the organization | Annual Business Volume | Copies of the Annual Rate Contract letters and latest three PO's issued by the Rate Contract clients during last 03 years enclosed |
|----------------|---------------------------------|-------------------------------|---|
| | | | |

ANNEXURE “D”

FALL CLAUSE NOTICE CERTIFICATE

Tender Ref. No: CIAB/1(331)/2016-17

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 other Govt. organisation/PSU's/Central Govt, /State Govt. Autonomous bodies/Central/state Universities/Central/State Educational Institutions during the period of contract failing which the “FALL CLAUSE” will be applicable.

In case, if the price charged by our firm is more, CIAB will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the tenderer

Note: This letter of authority should be on the **letterhead of the quoting firm** and should be signed by a person competent and having the power of attorney to bind the same.

ANNEXURE "E"

BANK DETAILS REGARDING THE TRANSFER OF PAYMENT THROUGH NEFT/RTGS

Dated _____

To
The Chief Executive Officer,
Center of Innovative and Applied Bioprocessing
C-127, Industrial Area, Phase VIII, Mohali, Punjab

Tender Ref. No. CIAB/1(331)/2016-17

Dear Sir:

We hereby inform you that the Bank Details for the transfer of payment for the supply of materials to CIAB, Mohali are as follows:

| | | |
|----|--|--|
| 1. | Name of the firm | |
| 2. | Contact person | |
| | Contact No. of firm | |
| | Email ID of Concerned person | |
| 3. | Particulars of Bank Account of Firm | |
| a | Name of Bank | |
| b | Name of Bank Branch | |
| c | Bank Address | |
| d | Bank Branch Telephone No. | |
| e | 9 Digit Code Number of the Bank and Branch | |
| f | IFSC Code of the Bank Branch (application for the bank branches participating RTGS system of RBI for fund transfer) | |
| g | Type of Bank Account (Saving Bank, Current Account or Cash Credit Account) | |
| h | Account Number (as appearing on the cheque book please ensure to mention the complete account No. as allotted by the bank) | |

Signature of the competent authority with seal

Note: This above details should be on the **letterhead of the supplier** and should be signed by a person competent and having the power of attorney to bind the same.