



भारतीय प्रौद्योगिकी संस्थान तिरुपति

Indian Institute of Technology Tirupati  
Yerpedu – Venkatagiri Road, Yerpedu Post,  
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Tender No. IITT/EU/2023-24/06

16th June 2023.

**NOTICE INVITING TENDER FOR SUPPLY, INSTALLATION, TESTING, AND  
COMMISSIONING OF FURNITURE**

**(E-PROCUREMENT MODE ONLY)**

Indian Institute of Technology Tirupati (IIT Tirupati) invites online bids (e-tender) in Two bid systems from eligible **Class-I & Class-II Local suppliers** in line with Government Public Procurement order No.P-45021/2/2017-BE-II dated: 04.06.2020 for the following:

Tender Item No	Description of item	Quantity	Tender Fee (Inclusive of all taxes in Rs.)
<b>Set 1. Sofa Sets</b>			Rs. 1500/-
1	Sofa set ( Crescent Ottoman with Back Support) Size: 900W x 400 D x 450 H mm.	7	
2	Sofa Set ( Crescent Ottoman) Size: 900 W x 400 D x 750 H mm.	14	
3	Sofa Set ( Crescent Sofa Seating) Size: 4300 W x 2770 D. Seat Height 450 mm.	4	
4	Sofa Set ( Small Ottomans) Size: 450 D x 450 L x 450 H mm.	8	
5	Sofa Set ( Single – Seater Sofa) Dimensions: 820 W x 820 D x 850 H mm.	16	
6	Sofa Set ( Two Seater Sofa) Dimensions: 1440 W x 820 D x 850 H mm.	24	
7	Sofa Set ( Oval shape Sofa) Size: 2800 W x 1400 D mm	1	
<b>Set 2. Tables &amp; Chairs</b>			
8	Square Table	28	
9	Chair without back support	42	
10	Chair with back rest	32	

\*\*\*Set No- 1 [Item No.1 to 7]

Set No- 2 [Item No.8 to 10]

**Note: \*\*\* The Evaluation will be on the basis of set wise. Based on the eligibility criteria, Bidder (s) can quote for one or more sets (s). L1 will be decided on Set-wise.**

**\*\*\* Bidders need to quote all the items of each set i.e., items no 1 to 7 of first set and sl no 8 to 10 of second set. Bidder can quote both sets or either one of the sets as per their eligibility criteria mentioned in the tender.**

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <http://eprocure.gov.in/eprocure/app> and [www. iittp.ac.in/tenders/](http://www.iittp.ac.in/tenders/) bid is to be submitted online only through the same portal up to the last date and time of submission of tender.

**Critical Dates of Tender:**

1	Date and time of Online Publication/Download of Tenders	16.06.2023	18.00 hrs
2	Clarifications start date	17.06.2023	10.00 hrs
3	Clarifications end date	22.06.2023	15.00 hrs
4	Uploading of corrigendum after the receipt of clarifications (If any)	23.06.2023	15.00 hrs
5	Bid submission start date & time	16.06.2023	18.00 hrs
6	Bid submission close date & time	10.07.2023	15.00 hrs
7	Closing date & time for submission of EMD/Tender fee	10.07.2023	15.00 hrs
8	Opening of Technical bids	11.07.2023	15.00 hrs

All Technical and Specification-related queries may be forwarded to Email ID: [eutenders@iittp.ac.in](mailto:eutenders@iittp.ac.in) before the clarifications end date as per the format provided in the Annexure-X.

**1. About IIT TIRUPATI:**

Indian Institute of Technology Tirupati (IIT Tirupati) is an Autonomous Institute under the Ministry of Education, Govt. of India.

**2. Technical Specifications:**

**Item-1 Specifications for Crescent Ottoman with Back Support: 07 Nos**



Ref image

1. Crescent Ottomans with back support Size: 900 W x 400 D x 450 H mm.
2. Complete structure made up under structure of metal and wood further polyurethane foam block of approved quality supported with 18mm thick ply at the bottom to "fasten 25 mm nylon glides below it.
3. Entire upholstery on the structure to be done with polyester fabric. Polyurethane foam to have density of 40 + or - 2 kg/m<sup>3</sup> having premium grade with moderate resilience.
4. Fabric made up of 100% polyester, having GSM of 300 or more with abrasion resistance >="20000 counts and colour fastness at scale 4.
5. Minimum 4 buffers to be provide at the bottom.
6. Additional Information: The standard of the table should be as per BIFMA X5.4 (Lounge and Public Seating) ISO 9001:2015 (Quality management system), ISO 14001:2015 (Environmental management system), ISO 18001:2007 (Occupational health and safety management system).

**Item-2 Specifications for Crescent Ottoman:14 nos**



Ref image

1. "Size: 900 W x 400 D x 750 H mm.
2. Complete structure made up under structure of metal and wood further polyurethane foam block of approved quality supported with 18mm thick ply at the bottom to fasten 25 mm nylon glides below it.
3. Entire upholstery on the structure to be done with approved commercial grade fabric. Approved PU foam to have density of 40 + or - 2 kg/m<sup>3</sup> having premium grade with" moderate resilience.

4. Commercial Grade fabric made up of 100% polyester, having GSM of 300 or more with abrasion resistance  $\geq$  20000 counts and colour fastness at scale 4.
5. Minimum 4 buffers to be provide at the bottom.
6. Additional Information: The standard of the table should be as per BIFMA X5.4 (Lounge and Public Seating) ISO 9001:2015 (Quality management system), ISO 14001:2015 (Environmental management system), ISO 18001:2007 (Occupational health and safety management system).

**Item-3 Specifications for Crescent Sofa Seating:04 nos**

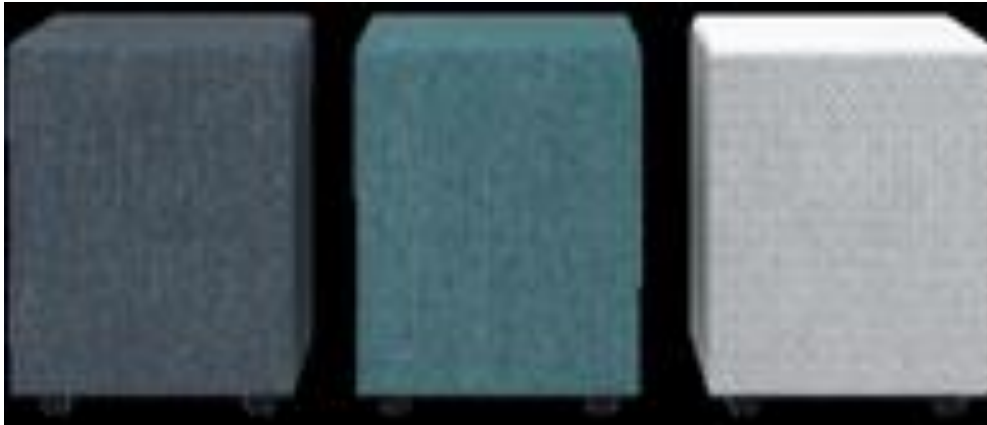


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1. Size: 4300 W x 2770 D. Seat Height 450 mm.
2. Complete structure made up under structure of metal and wood further polyurethane foam block of approved quality supported with 18mm thick ply at the "bottom to fasten 25 mm nylon glides below it.
3. Entire upholstery on the structure to be done with approved commercial grade fabric. Approved PU foam to have density of 40 + or - 2 kg/m<sup>3</sup> having premium grade with moderate resilience.
4. Commercial Grade fabric made up of 100% polyester, having GSM of 300 or more with abrasion resistance  $\geq$  20000 counts and colour fastness at scale 4.
5. Minimum 4 buffers to be provide at the bottom.
6. Additional Information: The standard of the table should be as per BIFMA X5.4 (Lounge and Public Seating) ISO 9001:2015 (Quality management system), ISO

14001:2015 (Environmental management system), ISO 18001:2007 (Occupational health and safety management system)

**Item-4 Specifications for Small Ottomans:08 nos**



Ref image

1. Size: 450 D x 450 L x 450 H mm. complete structures made up of complete polyurethane foam block of approved quality supported with 18mm thick ply at the bottom to fasten 25 mm nylon glides below it.
2. Entire upholstery on the structure to be done with approved commercial grade fabric. Approved PU foam to have density of 40 + or - 2 kg/m<sup>3</sup> having premium grade with moderate resilience.
3. Commercial Grade fabric made up of 100% polyester, having GSM of 300 or more with abrasion resistance  $\geq 20000$  counts and colour fastness at scale 4.
4. Minimum 4 buffers to be provide at the bottom.
5. Additional Information: The standard of the table should be as per BIFMA X5.4 (Lounge and Public Seating) ISO 9001:2015 (Quality management system), ISO 14001:2015 (Environmental management system), ISO 18001:2007 (Occupational health and safety management system).

**Item-5 Specifications for Single Seater Sofa: 16 nos**

1. Overall Dimensions: 820 W x 820 D x 850 H mm.
2. Seat Height 430 mm Understructure in metal and support system in ply joined together.
3. Seat, backrest and armrests- padded with polyurethane foam having density =  $45 \pm 2$  Kg/cm<sup>3</sup> which provides strength as well as comfort to the sofa. And upholstered in light grey woven fabric. The complete moulded backrest assembly is covered with a replaceable fabric upholstery cover.



Ref image

4. Frame of sofa should be made of durable wood and the base of seat and backrest equipped with metal Z-shape springs.
5. Flammability- The flammability of the fabric should comply with BS 5952 Part I 1979 Ignition source O.
6. Legs – 60mm dia. Steel tube in black polyurethane finish with black plastic shoe..
7. Additional Information: The standard of the table should be as per BIFMA X5.4 (Lounge and Public Seating) ISO 9001:2015 (Quality management system), ISO 14001:2015 (Environmental management system), ISO 18001:2007 (Occupational health and safety management system).

#### **Item-6 Specifications for Two Seater Sofa:24 nos**

1. Overall Dimensions: 1440 W x 820 D x 850 H mm.
2. Seat Height 430 mm Understructure in metal and support system in ply joined together.
3. Seat, backrest and armrests- padded with polyurethane foam having density  $45 \pm 2$  Kg/cm which provides strength as well as comfort to the sofa. And upholstered in light grey woven fabric. The complete moulded backrest assembly is covered with a replaceable fabric upholstery cover.
4. Frame of sofa should be made of durable wood and the base of seat and backrest equipped with metal Z-shape springs.



Ref image

5. Flammability- The flammability of the fabric should comply with BS 5952 Part I 1979 Ignition source O.
6. Legs – 60mm dia. Steel tube in black polyurethane finish with black plastic shoe.
7. Additional Information: The standard of the table should be as per BIFMA X5.4 (Lounge and Public Seating) ISO 9001:2015 (Quality management system), ISO 14001:2015 (Environmental management system), ISO 18001:2007 (Occupational health and safety management system).

**Item No-7 Specification for Oval Shape Sofa – 1 No:**

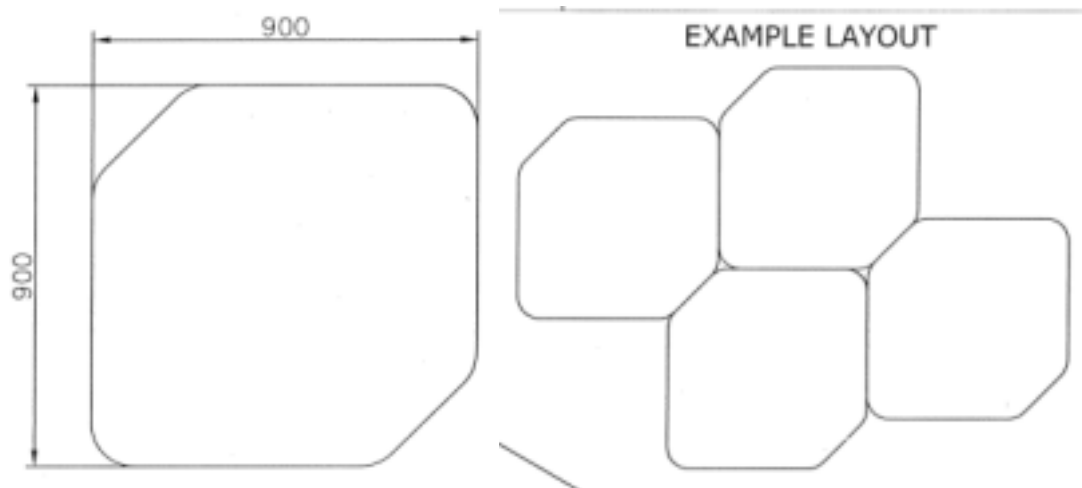
1. (2 Sofa + 2 Semi Circle Ottoman) Overall Size: 2800 W x 1400 D mm Complete structure made up understructure of metal and wood further polyurethane foam block of approved quality supported with 18mm thick ply at the bottom to fasten 25 mm nylon glides below it.
2. Entire upholstery on the structure to be done with approved commercial grade fabric.
3. Approved PU foam to have density of 40 + or - 2 kg/m<sup>3</sup> having premium grade with moderate resilience.
4. Commercial Grade fabric made up of 100% polyester, having GSM of 300 or more with abrasion resistance  $\geq 20000$  counts and colour fastness at scale 4.
5. Minimum 4 buffers to be provide at the bottom.



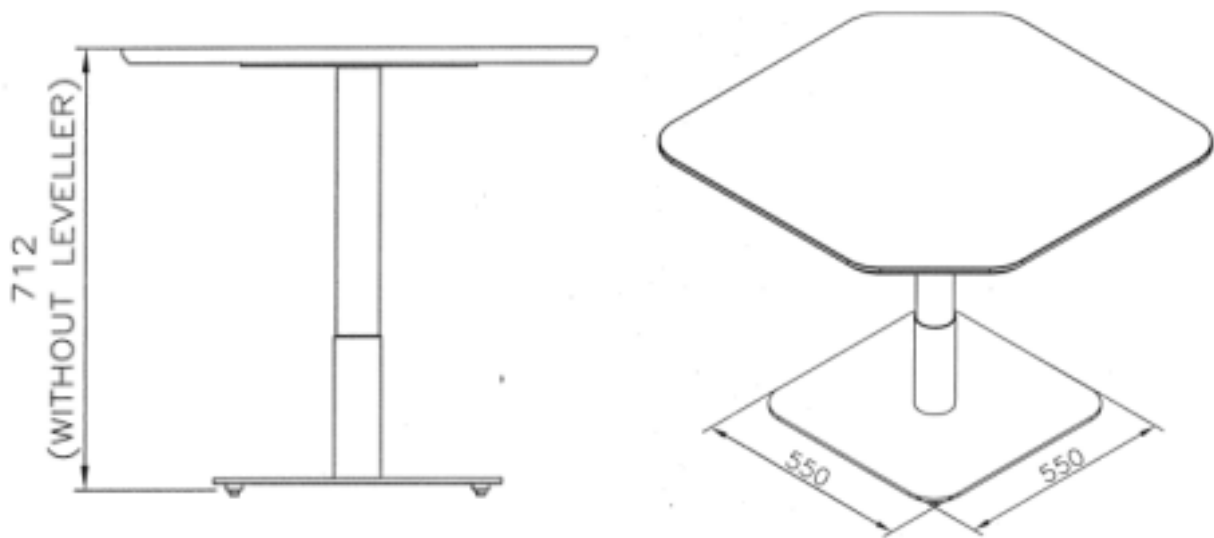
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6. Additional Information: The standard of the table should be as per BIFMA X5.4 (Lounge and Public Seating) ISO 9001:2015 (Quality management system), ISO 14001:2015 (Environmental management system), ISO 18001:2007 (Occupational health and safety management system).

**Item-8 Specifications for Square Table- 28 Nos**



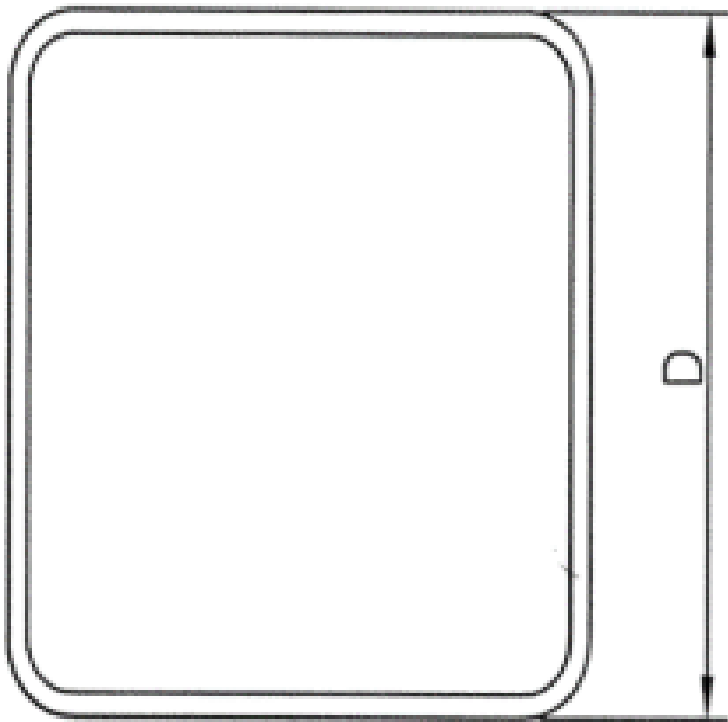


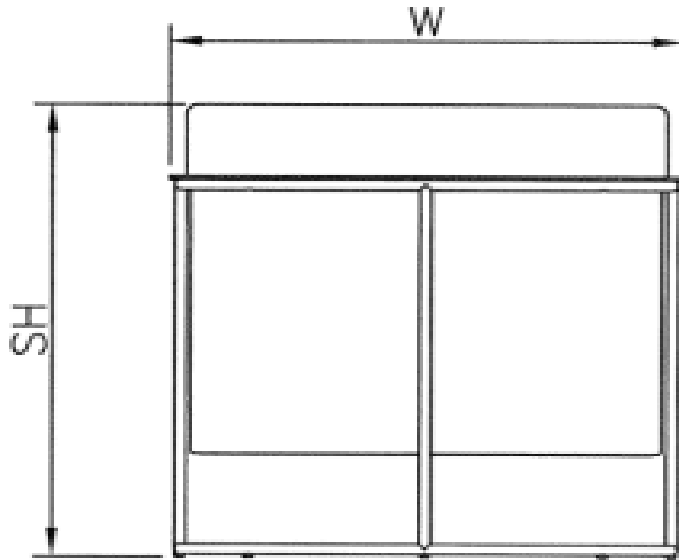


S No.	Items	Description
A0	Overall Dimension	<ul style="list-style-type: none"> <li>Table Height: <math>900 \pm 10\text{mm}</math></li> <li>Table top Length: <math>900 \pm 10\text{mm}</math> • Table top Breadth: <math>712 \pm 10\text{mm}</math></li> <li>Refer to the figures above.</li> </ul>
A1	Sample pic	
A2	Table top	<ul style="list-style-type: none"> <li>Worktop should be combination of 12mm and 6mm thk Corian (matt finish), and 18mm thick Marine ply(BWP Grade)(As per IS:710) with 0.6mm backing laminate on bottom side</li> </ul>
A3	Top Plate and Bottom Plate	<ul style="list-style-type: none"> <li>The Top Plate should be made of 5mm thk HOT ROLLED Steel Plates (HR) (As per IS:2062)</li> <li>The bottom plate is made of 8mm thk HOT ROLLED Steel Plates (HR) (As per IS:2062)</li> </ul>
A4	The Inner Tube	<ul style="list-style-type: none"> <li>The Inner Tube Assembly should be made of 082.5 x 2thk Round Electric Resistance Welded Tub4 (ERW)</li> <li>(As per IS:7138) Hot Rolled Steel Plates (HR) should be 8mm thk</li> <li>(As per IS:2062) welded together should be Tungsten Inert Gas Welding.</li> </ul>


A5	The Outer Tube	<ul style="list-style-type: none"> <li>The Outer Tube Assembly should be made of 089 x 2.5 thk and Round Electric Resistance Welded Tubes (ERW)</li> <li>(As per IS:7138) Hot Rolled Steel Plates (HR) should be 8mm thk.</li> <li>(As per IS:2062) welded together should be Tungsten Inert Gas Welding</li> </ul>
A6	Material	<ul style="list-style-type: none"> <li>Corian and Marine Ply (BWP Grade)</li> <li>The whole structure should be Epoxy Polyester Powder Coated (DFT 40-60 microns), using alloy steel hardware</li> <li>All structural elements should be made of prime quality</li> </ul>
A7	Additional Information	<ul style="list-style-type: none"> <li>All metal components need to be given an acid wash, anticorrosive treatment prior to powder coating.</li> <li>All metal components should be powder coated</li> <li>Scratch-resistant Powder Coat of required colour for all metal approved by IIT Tirupati.</li> <li>Table top should have a colour approved by IIT Tirupati</li> <li>All the welding should be done using the electro- welding process only.</li> <li>All bushes / levellers of high-quality nylon or other appropriate material with high impact &amp; vibration resistant</li> </ul>

**Item-9 Specifications for Chair without back support – 42 Nos**






Width (W): 450 mm ± 10mm  
 Depth (D): 450 mm ± 10 mm  
 Seat Height :450 mm ± 10mm

S No.	Items	Description
B0	Overall Dimension	<ul style="list-style-type: none"> <li>• Seat Size: 420 mm. (W) x 420 mm. (D) ± 10mm</li> <li>• Casing Size: 10mm ± 2 mm</li> <li>• Batten Box Size: 400 mm (W) x 400 mm (D) x 274 mm (H) ± 10mm</li> <li>• Refer to the figures above.</li> </ul>
B1	Sample Pic	
B2	Material	<ul style="list-style-type: none"> <li>• The seat should be made of synthetic leather upholstered on PU slab stock foam of 65mm ± 5mm.</li> <li>• It should be fitted to the upholstered wooden batten box by bolting from the inside.</li> <li>• Casing should be made up of 10mm ± 2mm M.S. rod as per IS:9550. Casing is powder coated (DFT 40-60 microns).</li> <li>• Holding plate should be made of HR Steel of 3mm (102 mm) thickness as per IS:2062 which is welded to the top side of the casing.</li> <li>• Side panels of the batten box should be made up of 0.9 mm ±0.5 mm) plywood as per IS:303. Bottom portion of the batten box is covered by non-woven fabric (black colour of 100GSM).</li> </ul>
		<ul style="list-style-type: none"> <li>• Sides of the wooden batten box should be upholstered with synthetic leather with backing of PU slabstock foam of 6 mm.</li> </ul>

B3	Additional Information	<ul style="list-style-type: none"> <li>• All metal components need to be given an acid wash, anticorrosive treatment prior to powder coating.</li> <li>• All metal components should be powder coated with a thickness of 0.05 mm ± 0.06 mm</li> <li>• Scratch-resistant Powder Coat of required colour for all metal approved by IIT Tirupati.</li> <li>• Polypropylene components should have a colour approved by IIT Tirupati</li> <li>• All the welding should be done using the electro- welding process only.</li> <li>• All bushes / levellers of high-quality nylon or other appropriate material with high impact &amp; vibration resistant.</li> </ul>
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### **Item-10 Specifications for Chair with backrest – 32 Nos**

S.No.	Items	Description
C1	Overall Dimension	<ul style="list-style-type: none"> <li>• Dimensions: 635 mm(W) X 630 mm (D) x 800mm (H) ± 10mm</li> <li>• Seat Height: 455mm ± 10mm</li> <li>• Seat size is 420 mm (W) x 420 mm (D) ± 5mm</li> <li>• Refer to the figures above.</li> </ul>
C2	Sample Pic	

C3	Material	<ul style="list-style-type: none"> <li>• The seat-back shell should be made of 15mm Plywood (As per IS:303) panels connected using Brackets made from 3mm Hot Rolled Steel Plates (HR) (As per IS:2062).</li> <li>• The Steel Brackets are Epoxy Polyester Powder Coated (DFT 40-60 microns). 25mm PU slab-stock foam is pasted onto both sides of the shell and pinched together to achieve the radius along the periphery.</li> <li>• It is upholstered in Leatherette.</li> <li>• The seat cushion should be made of 50mm PU slab-stock foam and is upholstered in Leatherette. It is held in place with hook and loop tape stitched to its bottom side.</li> </ul>
C4	Additional Information	<ul style="list-style-type: none"> <li>• The under structure should be made up of FSC-certified seasoned Teak-Wood finished with a clear matt coat of PU Lacquer.</li> <li>• Under structure members should be glued together using Epoxy Resin Based Adhesive.</li> <li>• The shell should be fixed to the under structure using alloy steel hardware (blackened &amp; coated with rust preventive oil).</li> </ul>

### **Important Instruction:**

**The Item No.1 to 7 combined as set No.1, Item No. 8 to 10 as set no.2, and the evaluation will be on the basis of set wise. Based on the eligibility criteria, Bidder (s) can quote for one or more sets (s). L1 will be decided on Set-wise i.e.**

**\*\*\*Set No- 1 [Item No.1 to 7]  
Set No- 2 [Item No.8 to 10]**

- **All offered products' technical Specifications and Brochures are to be submitted along with the Technical Bid.**
- **The detailed scope of coverage of the Warranty shall be provided in the compliance statement -Annexure-VII.**

### **3. TENDER FEE & BID SECURITY DECLARATION DETAILS:**

**3.1 A tender Fee of Rs.1500/- (Rupees One thousand five hundred only) should be submitted through ECS (Bank transfer / NEFT / RTGS) in favor of the Indian Institute of Technology Tirupati.**

### 3.2 Bank A/c Details for crediting Tender Fee:

Name : Indian Institute of Technology Tirupati Main Account  
Bank : State Bank of India  
Account No : 35523338208  
IFSC Code : SBIN0006677

### 3.3 Tender Fee and Bid Security Exemption:

#### I) Micro and Small Enterprises (MSEs):

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) **for goods produced and services rendered**, are exempted from Tender fee and Bid Security. However, they must enclose **valid self-attested registration certificate(s)** and the tender to this effect.

Accordingly, MSEs shall be required to submit valid **Udyam Registration Certificate** for availing benefit under MSE Procurement Policy.

**The benefit as above to MSEs shall be available only for Goods produced and services rendered by MSEs. However, traders are excluded from the purview of MSE Procurement Policy.**

#### II) Startup (s):

Startup(s) as recognized by **Department for Promotion of Industry and Internal Trade (DPIIT)**, Govt. of India, are exempted from Tender fee and Bid Security. However, they have to enclose **valid self-attested registration certificate(s)** along with the tender to this effect.

**Eligible MSE and startup bidders who seeks exemption from Tender fee/Bid Security as per clause no. (c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.**

### 3.4 Other than eligible MSE and Startup bidders, Bid Security Declaration:

**Bidders should have to submit the Bid Security Declaration (As per the format attached in annexure-II) in duly filled and signed condition.**

**3.5**The Bidders will have to upload scanned copy of Payment details towards tender fee and the same will be accepted only on verification and confirmation by the Institute. Any delay in credit will not be entertained by the Institute. **(As per the format attached in Annexure – I)**

#### **4. ELIGIBILITY CRITERIA**

##### **4.1 Other Important Documents (OIDs)**

**Firm Incorporation Certificate, PAN details, GST details are to be provided.**

##### **4.2. Statutory Documents:**

- I) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- II) The firm should not be in active debarred list by any Central / State Government / Public Undertaking / Institute and no criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-III.

##### **III) Experience and Past Performance:**

The Bidder should submit list of clientele to whom identical or similar furniture have supplied during past five financial years i.e. during **2018-2019 to 2022-23** with their contact details along with documentary evidence such as Purchase Orders executed along with technical specifications, completion certificates from the client, etc. are to be submitted as per the Annexure-IV. (On-going works will not be considered for the Technical evaluation )

At least in any one of the calendar years (2018-2022), the number of items supplied should be more than items mentioned in tender enquiry (Pl. submit the proof of supply of identical or similar furniture).

- IV) The Annual Turnover should be at least **Rs. 20 Lakhs** and be profitable during each of the previous three financial years **i.e. during 2018-19 to 2020-21 or 2019-20 to 2021-22**. Audited financial Statements or Financial Statements showing turnover duly signed by a Chartered Accountant are to be submitted as per the **Annexure-V**.
- V) **The Bidder should be a Class-I / Class-II Local Supplier meeting minimum 20% local content clause in line with the Public Procurement (Preference to Make in India) Order 2017 No. P-45021/2/2017-PP (BE-II) dated 04 Jun**

2020 as amended from time to time. A Self-Declaration Certificate regarding “Class-I/Class-II Supplier” for the tendered items as per the Annexure-V is to be submitted.

**As per the OM of Department of Promotion for Industry and Internal Trade No. P-45021/102/2019-BE-II-Part(1) dated: 04.03.2021. The bidders can't claim themselves as Class-I local suppliers/Class-II local suppliers by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.**

- a. 'Local Content' means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent.
- b. 'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50% as defined under this order.
- c. 'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has minimum local content of 20% but less than 50%, as defined under this order.
- d. 'Non-local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than 20%, as defined under this order.
- e. 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 an electronic product, the same shall be referred to STQC.
- f. The Bidder shall be required to furnish the necessary documentation in support of the domestic value addition claimed in an electronic product to STQC. If no information is furnished by the Bidder, such laboratories may take further necessary action, to establish the bonafides of the claim.
- g. 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 STQC. 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.
- h. 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.

VI) The Bidder should be OEM or OEM authorized Dealers / Channel partners / Distributors of reputed brand having authorization for sales and after sales support. Valid OEM authorization letter is required to participate in this tender.

VII) **Prior Registration and / or Screening of bidders:**

Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the Bidder registered with the competent authority. **The concerned Bidder (s) are required to attach the relevant valid Registration Certificate along with the bid for consideration.**

“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.

“Bidder from a country which shares a land border with India” for the purpose of this Order means :-

- An entity incorporated, established or registered in such a country; or
- A subsidiary of an entity incorporated, established or registered in such a country or
- An entity substantially controlled through entities incorporated, established or registered in such a country; or
- An entity whose beneficial owner is situated in such a country; or
- An Indian (or other) agent of such an entity; or
- A natural person who is a citizen of such a country; or
- A consortium of joint venture where any member of the consortium or joint venture falls under any of the above.

The detailed terms & conditions issued from time to time in this regard by Government of India will be applicable.

VIII) **Authorized Representatives:**

Bids of bidders quoting as authorised representative of a principal manufacturer would also be considered to be qualified, provided:

- (i) Their principal manufacturer meets all the criteria above without exemption, and

- ii) The principal manufacturer furnishes a legally enforceable tender-specific authorisation assuring full guarantee and warranty obligations as per the general and special conditions of contract;  
and
- iii) The Bidder himself should have been associated, as authorised representative of the Principal Manufacturer for same set of services as in present bid (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar item for past three years ending on bid opening date.

### 4.3 TECHNICAL CRITERIA

Bidders should comply the specification of the tendered item in all respect. The detailed format is attached at Annexure-VII. The Bidder is to complete the same in all respect and submit accordingly

### 5. FINANCIAL BID DETAILS

5.1 Financial bid i.e. BOQ given with tender (in **Excel format**) to be downloaded first and uploaded after filling all relevant information strictly as per the format failing which the offer is liable for rejection. Kindly quote your offer on FOR IIT Tirupati (inclusive of all taxes and charges). **Vendor should quote prices in BOQ only, offers indicating rates anywhere else shall be liable for rejection.**

### 6. TIME SCHEDULE:

1	Date and time of Online Publication/Download of Tenders	16.06.2023	18.00 hrs
2	Clarifications start date	17.06.2023	10.00 hrs
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8	Opening of Technical bids	11.07.2023	15.00 hrs

### 7. AVAILABILITY OF TENDER

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

## 8. BID VALIDITY PERIOD

The bid will remain valid for **120 days** from the date of opening as prescribed by IIT Tirupati. A bid valid for a shorter period shall be rejected, being non-responsive.

## 9. BID SUBMISSION

### 9.1 Instruction to Bidder

- I) Bidders are required to enrol on the e-Procurement module of the **Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>)** by clicking on the link "**Online Bidder Enrolment**" on the CPP Portal. **The registration is completely free of charge.**
- II) Possession of a valid Class II/III DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorised certifying agencies recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc).
- III) Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- IV) A bidder should register only one valid DSC. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- V) The Bidders are required to log in to the site through the secured log-in by entering their respective user ID / password and the password of the DSC.
- VI) The CPP portal also has user manuals with detailed guidelines on enrolment and participation in the online bidding process. The user manuals can be downloaded for reference.

### 9.2 TENDER CLARIFICATION

- I) In case the bidders require any clarification regarding the tender documents, they are requested to contact our office Ph. no: 0877-2503572, Email ID: [purchase@iittp.ac.in](mailto:purchase@iittp.ac.in) on or before due date.
- II) Technical and Specifications related Clarifications contact our office No: 0877-2503602 , [Email ID: eutenders@iittp.ac.in](mailto:eutenders@iittp.ac.in) on or before due date.
- III) 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.

### 9.3 ONLINE BID SUBMISSION PROCEDURE

**Cover-1:** The file should be saved in a PDF version numbered sequentially and should comprise of the following items:

**Packet-1:**

Duly Completed Scanned PDF copy of, PAN, GST, Firm Registration certificate and Annexure-I to VIII with relevant supporting documents

**Only the relevant documents as per the tender clauses are to be uploaded along with duly completed checklist as per the annexure-IX. Uploading of other than the required documents may liable for rejection of the bid.**

**Cover-2:**

A standard BOQ format has been provided in excel format. Bidders are required to download the BOQ excel file and fill their financial offer on the same BOQ format. After filling the same, submit it online in excel format, without changing the financial template format.

**Note:**

If the bid is incomplete and / or non-responsive it will be rejected during technical evaluation. The Bidder may not be approached for clarifications during the technical evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.

### 10. BID OPENING

- 10.1 Technical Bids will be opened on **11.07.2023 @ 15.00 Hrs.**
- 10.2 Financial Bids of the eligible bidders will be opened on a later date. The date and time for the opening of Financial Bids will be announced later.
- 10.3 **Bids should be summarily rejected, if tender is submitted other than through online or original tender fee/Bid security declaration are not submitted within stipulated date / time.**

### 11. BID EVALUATION

- I) **Stage-I Evaluation (Pre-qualification criteria):** In this stage, the received bids will be evaluated by the committee as per the eligibility criteria, terms and conditions of the tender. Only the shortlisted bidders in this stage will be informed for sample piece submission. The shortlisted bidders will have to submit the sample pieces at IIT Tirupati Transit Campus, Yerpedu Manda, Venkatagiri Road, Tirupati District, Andhra Pradesh – 517619 within 15 days of

the receipt of mail from IIT Tirupati. The samples received after **15 days** will not be considered for evaluation.

- II) **Stage-II Evaluation (Sample Piece Evaluation):** In this stage, the expert committee will evaluate the received sample pieces as per the tender specifications, terms, and conditions. Bidders whose samples are accepted by the Institute will be treated as technically qualified bidders for consideration of their price bids.
- III) **Sample Submission for Stage II Evaluation:**The shortlisted Bidder will have to submit the samples each 1 No. for the items
  1. Item no. 2: Crescent Ottoman ( 900 W x 400 D x 750 H mm)
  2. Item no. 5: Single Seater Sofa ( 820 W x 820 D x 850 H mm)
  3. **Item no. 6:** Two seater sofa (1440 W x 820 D x 850 H mm)
  4. Item no. 8: Square Table
  5. Item no. 9: Chair without back support
  6. Item no. 10 : Chair with back rest
- IV) The Commercial Bid with the lowest price will be the highest evaluated bid. Financial bids of the successful bidders will only be opened and orders placed on L1 basis.
- V) The L1 bidder should visit the site and take actual measurements of the rooms and have a combined meeting with end user for the better understanding.
- VI) The L1 bidder should submit the room wise furniture layout as per the site conditions
- VII) After the site visit should submit the shop drawing for the furniture layout room wise within 7 days and it should be approved by IIT Tirupati.
- VIII) After shop drawing confirmation received from EU, the actual quantity shall be finalised and Work order will be issued accordingly (It may increase or decrease as per the tender quantity ).
- IX) After receiving the Shop drawing approval & purchase order from IIT Tirupati L1 bidder should produce the sample within 15 days at their factory for inspection and clearance from IITT before manufacturing of bulk quantity.
- X) From the date of factory visit sample confirmation your delivery time will commence. The delivery time shall be commenced from the date of sample confirmation of factory site.

## 11.1 Purchase Preference

### I) **Micro and Small Enterprises (MSEs):**

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) **for goods produced and services rendered**, may be provided following purchase preference:

Item wise Quantity	Price Quoted by MSE	How the tender shall be finalized
Cannot be split	L1	Full Order on MSE
Cannot be split	Not L1 but within L1 + 15%	Full Order on MSE subject to matching L1 Price

## II) Preference to Make in India

- a) In procurement goods or works which are covered under by para 3(b) of the extant Public Procurement (Preference to Make in India) Order 2017 dated 04 June 2020 and which are **divisible** in nature, the “Class-I Local Supplier” shall get purchase preference over “Class-II Local Supplier” as well as “Non-Local Supplier” as per following procedure:
- i) **Among all qualified bids, the lowest bid will be termed as L1. If L1 is “Class-I Local Supplier”,** the contract for full quantity will be awarded to L1.
  - ii) **If L1 bid is not a “Class-I Local Supplier”,** 50% of the order quantity shall be awarded to L1. Thereafter, the lowest Bidder among the “Class-I Local Supplier” will be invited to match L1 price for the remaining 50% quantity subject to the Class-I Local Supplier’s quoted price falling within the margin of L1 + 20%, and contract for that quantity shall be awarded to such “Class-I Local Supplier” subject to matching the L1 price. In case such lowest eligible “Class-I Local Supplier” fails to match L1 price or accepts less than the offered quantity, the next higher “Class-I Local Supplier” within the margin of L1 + 20% shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such quantity may be ordered on the L1 Bidder.
- b) In procurement goods or works which are covered under by para 3(b) of the extant Public Procurement (Preference to Make in India) Order 2017 dated 04 June 2020 and which are **not divisible** in nature, and in procurement of services where the bid is evaluated on price alone, the “Class-I Local Supplier” shall get purchase preference over “Class-II Local Supplier” as well as “Non-Local Supplier” as per following procedure:
- i) **Among all qualified bids, the lowest bid will be termed as L1. If L1 is “Class-I Local Supplier”,** the contract will be awarded to L1.

- ii) **If L1 is not a “Class-I Local Supplier”,** the lowest Bidder among the Class-I Local Supplier, will be invited to match the L1 price subject to Class-I Local Supplier’s quoted price falling within the margin of L1 + 20%, the contract shall be awarded to such Class-I Supplier subject to matching the L1 price.
- iii) **In case such lowest eligible Class-I Local Supplier fails to match the L1 price, the “Class-I Local Supplier”** with the next higher bid within the margin of L1 + 20% shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the of Class-I Local Supplier within the margin of L1 + 20%, the contract may be awarded to the L1 Bidder.
- iv) **Class-II Local Supplier will not get purchase preference.**

## 12. PAYMENT TERMS

No advance payment will be made in any case. Bills in Duplicate should be sent and the payment shall be released generally within 30 days, only after it is ensured that the items / quality of the items supplied are to the entire satisfaction of IIT Tirupati and completed the entire work within the stipulated delivery schedule. If any item is found defective, or not of the desired quality etc., the same should be replaced by the firm(s) immediately for which no extra payment shall be made.

## 13. WARRANTY OF QUALITY AND QUANTITY

13.1 The awardee shall give **minimum 3-year onsite warranty for all items** on successful completion of supply, and acceptance of supplied items.

13.2 The awardee shall give warranty that all items are as per specification(s), conforming to the specified design and there are no defects in the process of manufacturing, packaging, transportation and delivery.

13.3 Upon receipt of notice from IIT Tirupati for defective material, the firm shall **within 15 days** of receipt of the notice, replace the defective material, free of cost at the destination. The firm shall take over the defective material at the time of their replacement. No claim whatsoever shall lie on IIT Tirupati for the replaced goods thereafter. Suppose the firm fails to replace the defective goods within a reasonable period. In that case, IIT Tirupati may take such remedial actions as necessary, at the company’s risk and expense.

## 14. LIQUIDATED DAMAGES

In case of delay in Supply by the stipulated date, IIT Tirupati reserves the right of imposing penalty @0.5% per week on the value of the undelivered items subject to maximum 10% of the cost of undelivered items.

## 15. DELIVERY SCHEDULE

**15.1** The successful Bidder should execute the order successfully i.e. Supply, Installation of the ordered item within 6 weeks ( 42 days) at IIT Tirupati Permanent campus (Department block-2 & 1 ( G+3 ), Venkatagiri Road, Yerpedu Mandal, Tirupati District from the **date of sample approved at the factory. In case of any damage/Broken/Expired items found, the item(s) should be replaced within 15 days** at IIT Tirupati. The Bidder has to make own arrangement for unloading and positioning of items at the desired location of IIT.

**15.2** The bidders is responsible for the delivery, installation at desired locations floor wise.

## 16. PERFORMANCE SECURITY DETAILS

16.1 The successful tenderer will have to deposit the performance security valid for **39 Months** in the form of DD / TDR / FDR / Bank Guarantee **@10% of the total order value** at the earliest from the date of issue of the award letter. IIT Tirupati will pay no interest on the deposit.

16.2 Performance Security will be refunded to the supplier, after it duly performs and completes the contract/warranty period in all respects.

16.3 Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.

16.4 In case, the firm fails to execute the order successfully, within specified delivery period, the same goods/items will be procured from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.

## 17. TERMS AND CONDITIONS

### 17.1 Termination for Insolvency

- I) The IIT Tirupati may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.



- II) IIT 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.
- III) The courts of Tirupati alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Tirupati Court shall have jurisdiction in the matter

### **17.2 Force Majeure**

- I) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- II) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

### **17.3 Arbitration**

- I) All disputes of any kind arising out in connection with the executing the order shall be referred by either party (IIT 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 IIT TIRUPATI India. The jurisdiction of the courts shall be Tirupati, Andhra Pradesh, India.

### **17.4 Other Conditions**

- I) The Bidder has to upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.
- II) IIT Tirupati will not be liable for any obligation or supplies made unless the Official Purchase Order has been placed by the Purchase Department.
- III) IIT Tirupati reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- IV) IIT Tirupati reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.

- V) IIT Tirupati reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.
- VI) **Repeat Order:** IIT Tirupati reserves the right to place repeat order up to 100% of the quantities within a period of 12 months from the date of successful completion of purchase order at the same rates and terms subject to the condition that there is no downward trend in prices.

***To take care of any change in the requirement during the currency of the contract, a plus/minus option clause for 25 per cent is incorporated in the tender document, reserving purchaser's right to increase or decrease the quantity of the required goods up to that limit without any change in the terms and conditions and prices quoted by the tenderers.***

- VII) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Performance Security shall be forfeited.
- VIII) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (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.
- IX) Conditional tenders will not be considered in any case.
- X) In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
- XI) Institute reserve the right to increase/decrease the order quantity at any period of times during the validity of the contract.
- XII) **IIT Tirupati may issue amendment/corrigendum to tender documents before due date of submission of bid. Any amendment/corrigendum to the tender document if any, issued by IIT Tirupati will be posted on CPP Portal. For the bidders, submitting bids on downloaded tender document, it is 'bidders' responsibility to check for any amendment/corrigendum on the website of IIT Tirupati or check for the same CPP Portal before submitting their duly completed bids.**

## UNDERTAKING

To  
**The Registrar,**  
 Indian Institute of Technology  
 Yerpedu – Venkatagiri Road, Yerpedu Post,  
 Tirupati District, Andhra Pradesh.  
 Pincode - 517619.

Tender No. IITT/EU/2023-24/06 dated:16.06.2023

**Name of the Tender/Supply:** Notice Inviting Tender for Supply, installation, testing and Commissioning of furniture.

Sir,

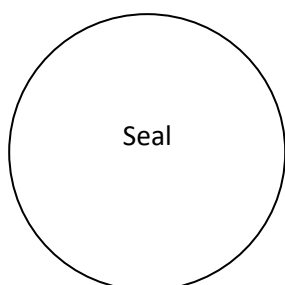
I /we hereby submit our bid for Supply, installation, testing and Commissioning of furniture.

I/ We enclosed here with the following in favor of Indian Institute of Technology Tirupati towards Tender Fee.

Particular	Amount	Payment Reference Details	Payment Date
Tender Fee (Including Tax)	1500/-		

1. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
2. I /we have gone through all terms and conditions of the tender document before submitting the same.

**Date:**  
**Place:**



**Authorized Signatory**

**Name:**

**Designation:**  
**Contact No :**

**On Company Letter Head**

**Bid Security Declaration**

To  
**The Registrar,**  
Indian Institute of Technology  
Yerpedu – Venkatagiri Road, Yerpedu Post,  
Tirupati District, Andhra Pradesh.  
Pincode - 517619.

Tender No. IITT/EU/2023-24/06 dated:16.06.2023

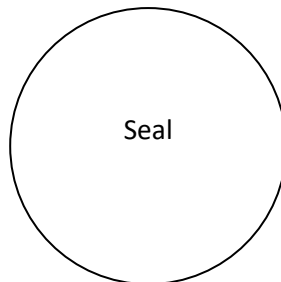
**Name of the Tender/Supply :** Notice Inviting Tender for Supply, installation, testing and Commissioning of furniture.

Sir,

We, the undersigned declare that

1. We understood that, according to the tender conditions, bids must be supported by a Bid Security Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Institute for the period of **3 years** starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we;
  - (a) have withdrawn our bid during the period of bid validity specified in the letter of bid; or
  - (b) having been notified of the acceptance of our bid by the Institute during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

**Date:**  
**Place:**



**Authorized Signatory**

**Name:**

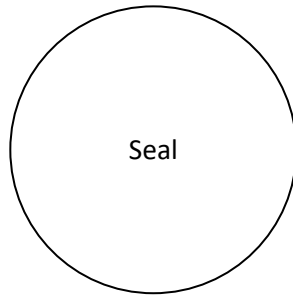
**Designation:**  
**Contact No :**

**CERTIFICATE  
(To be provided on letter head of the firm)**

I hereby certify that the above firm not in active debarred list by any Central/State Government/Public Undertaking/Institute and no criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in 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 may be blacklisted.

**Date:**



**Place:**

**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**

**ANNEXURE – IV**

**a) Experience: (As per tender Clause No.4.2 (III))**

Year	Name of the Item with Specification (Technical specification brochure to be attached)	Purchase Order No. & Date (Copy of the Orders to be attached)	Date of successfully completion of SITC of ordered Item (copy of report from client to be attached)	Contact Details of Client
2018-19				
2019-20				
2020-21				
2021-22				
2022-23				

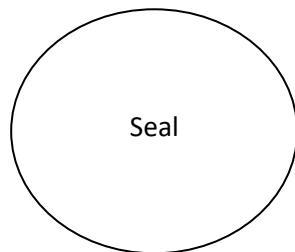
**b) Past Performance: (As per tender Clause No.4.2 (III))**

Sl No.	Financial Year	Quantity of similar furniture Nos	of in	Purchase Order No with No	Page	Work Completion Certificate details with Page No	Contact Address of the Client	Remarks
1.	2018-23							
	a)							
	b)							
	c)							

Date :

Authorized Signatory

Place :



Name:  
Designation

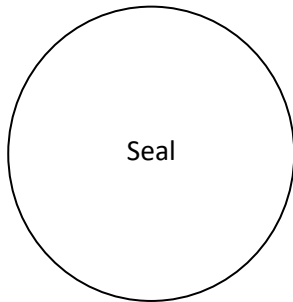
Contact No.:

**ANNEXURE – V**

**Annual Turnover Details:**

Evaluation Criteria			Remark	Specific page no. where the proof of documents are enclosed
<b>Bidder's Annual Turnover for last five financial years</b>	<b>Financial Year</b>	<b>Turnover in Rs.</b>		-
	<b>2021-22</b>			<b>Supporting Documents are to be attached along with the Annexure-V</b>
	<b>2020-21</b>			
	<b>2019-20</b>			
	<b>2018-19</b>			

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

**Format for Self-Declaration under preference to make in India order**

In line with Government Public Procurement Order No. P-45021/2/2017-BE-II date. 15.06.2017 & P-45021/2/2017-PP (BE-II) dated: 04 June 2020. We hereby certify that we M/s. \_\_\_\_\_ (supplier name) are **CLASS-I/Class-II (Please specify clearly)** supplier meeting the requirement of local content more than 20% as defined in above orders for the material against Enquiry No. IITT/EU/2023-24/06 dated:16.06.2023

Details of location at which local value addition will be made as follows: (Complete address to be mentioned)

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Percentage of Local Content: \_\_\_\_\_

***(As per the OM of Department of Promotion for Industry and Internal Trade No. P-45021/102/2019-BE-II-Part(1) dated: 04.03.2021. The bidders can't claim themselves as Class-I local suppliers/Class-II local suppliers by claiming the services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition)***

We also understand, 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.

Seal and signature of Supplier

Date :

Place :



## Technical Compliance statement

Description	Qty	Complied (Yes/No)	Remarks, if any	Offered Make & Model	% of Local Content as per Tender Clause No.4.2(V)	Country of Origin
<b>Item no.1</b> : Sofa set ( Ottoman with Back Support) Size: 900W x 400 D x 450 H mm. as per the specifications of the tender clause 2.1	7 Nos					
<b>Item no.2</b> : Sofa Set ( Crescent Ottoman) Size: 900 W x 400 D x 750 H mm.as per the specifications of the tender clause 2.2	14 Nos					
<b>Item no.3</b> Sofa Set ( Crescent Sofa Seating) Size: 4300 W x 2770 D. Seat Height 450 mm.as per the specifications of the tender clause 2.3	4 Nos					
<b>Item no.4</b> : Sofa Set ( Small Ottomans) Size: 450 D x 450 L x 450 H mm.as per the specifications of the tender clause 2.4	8 Nos					
<b>Item no.5</b> : Sofa Set ( Single – Seater Sofa) Dimensions: 820 W x 820 D x 850 H mm.as per the specifications of the tender clause 2.5	16 Nos					
<b>Item no.6</b> : Sofa Set ( Two Seater Sofa) Dimensions: 1440 W x 820 D x 850 H mm. as per the specifications of the tender clause 2.6	24 Nos					
<b>Item no.7</b> : Sofa Set ( Oval shape Sofa) Size: 2800 W x 1400 D mm as per the specifications of the tender clause 2.7	1 No					
<b>Item no.8</b> : Square Table as per the specifications of the tender clause 2.8	28 Nos					
<b>Item no.9</b> Chair without back support as per the specifications of the tender clause 2.9	42 Nos					
<b>Item no.10</b> Chair with back rest as per the specifications of the tender clause 2.10	32 Nos					
<b>Onsite warranty : 03 years onsite warranty for all items.</b>						
<b>Spares and service support availability: Minimum 05 years should be provided.</b>						

## COMPANY DETAILS

<b>Name of the Bidder</b>		
<b>Date of Incorporation /</b>		
<b>PAN Number</b>		
<b>GST Registration Number</b>		
<b>Bidder's Bidding Capacity for the tendered items (As a Manufacturer/ Trader/ dealer / channel partner / system integrator, etc.)</b>		
<b>Bank Details</b>	<b>Account Number</b>	
	<b>IFS Code</b>	
	<b>Bank Name</b>	
	<b>Branch Name</b>	
<b>Registered Office Address</b>		
<b>Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>Details of Contact other than Authorized Signatory</b>	<b>Name</b>	
	<b>Designation</b>	
	<b>Email</b>	
	<b>Phone</b>	

**Date:**  
**Tenderer:**

**Signature and Seal of the**

**Place:**

**Name in Block Letter:**

**Designation:**

**Contact no.**

## CHECKLIST FOR BIDDERS TO BE SUBMITTED IN DULY FILLED AND SIGNED

Tender Clause No.	Name of the Document	Document Particulars	Submitted (Yes/No)	Page No. of the attached Document
3.1	Tender Fee			
3.4	Bid security Declaration (Annexure-II)			
3.3	Valid Tender Fee / EMD Exemption Certificate			
4.1.	PAN Card			
	Incorporation/Registration certificate of company			
	GST Registration copy			
4.2.(I)	Tender acceptance letter (Annexure I)			
4.2.(II)	Non-Blacklisting undertaking (Annexure III)			
4.2.(III)	<p>The Bidder should submit list of clientele to whom identical or similar furniture have supplied during past five financial years i.e. during 2018-19 to 2022-23 with their contact details along with documentary evidence such as Purchase Orders executed along with technical specifications, completion certificates from the client, etc. are to be submitted as per the Annexure-IV.</p> <p>(On-going works will not be considered for the Technical evaluation )</p> <p>At least in any one of the calendar years (2018-2022), the number of items supplied should be more than items mentioned in tender enquiry (Pl. submit the proof of supply of identical or similar furniture).</p>			
4.2.(IV)	<p>The Annual Turnover should be at least <b>Rs. 20 lakhs</b> and be profitable during each of the previous three financial years <b>i.e. during 2018-19 to 2020-21 or 2019-20 to 2021-22</b>. Audited financial Statements or Financial Statements showing turnover duly signed by a Chartered Accountant are to be submitted as per the <b>Annexure-V</b>.</p>			
4.2.(V)	<p>The Bidder should be a <u>Class-I/Class-II Local Supplier</u> meeting minimum 20% local content clause in line with the Public Procurement (Preference to Make in India) Order 2017 No. P-45021/2/2017-PP (BE-II) dated 04 Jun 2020. A Self-Declaration Certificate regarding "Class-I &amp; Class-II Supplier" for the tendered items as per the Annexure-VI is to be submitted.</p>			

4.2.(VI)	The Bidder should be OEM or OEM authorized Dealers / Channel partners / Distributors of reputed brand having authorization for sales and after sales support. Valid OEM authorization letter is required to participate in this tender.			
4.2.(VII)	Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the Bidder registered with the competent authority. The concerned Bidder (s) are required to attach the relevant valid Registration Certificate along with the bid for consideration.			
4.3	Technical Compliance Statement : Annexure-VII.			
11.1 (I)	Purchase Preference: (if applicable) Micro and Small Enterprises (MSEs):			
11.2 (II)	Purchase Preference: Make in India			
12	Payment Term: Within 30 days after SITC.			
13.	<b>Onsite Warranty: 03 Years onsite warranty for all the items</b>			
15	<b>Delivery: within 6 weeks (42 days) from the date of sample approved by the committee at the factory.</b>			
8	Bid validity: 120 days from the date of opening of the tender			
	Company details : Annexure-VIII			

**Note: Submission of tender without the documents mentioned above will lead to rejection/disqualification of the tender.**

Signature of the Bidder with stamp

**Format for submitting the queries through email to IIT Tirupati**

QUERIES RELATED TO THE TENDER DOCUMENT MAY BE FORWARDED TO [eutenders@iittp.ac.in](mailto:eutenders@iittp.ac.in) AS PER THE BELOW FORMAT OF ANNEXURE-X

Tender No. IITT/EU/2023-24/06 dated:16.06.2023

**Name of the Tender/Supply:** Notice Inviting Tender for Supply, installation, testing and Commissioning of furniture.

<b>S No</b>	<b>Tender Clause No</b>	<b>Bidder(s) queries</b>	<b>IIT Tirupati response</b>

**Signature and Seal of the Tenderer:**

**Name in Block Letter:**

**Designation:**

**Full Address:**

**Contact no.:**

**Date:**