

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Materials Management Division



**Tender Document For Rate Contract for Office and Lab
Furniture Items**

Tender No. MMD/Office and Lab Furniture /RC/2019-20

TABLE OF CONTENTS

SECTION 1 – INVITATION OF BIDS

SECTION 2- ELIGIBILITY CRITERIA

ELIGIBILITY (I) : OFFICE FURNITURE & CANTEEN FURNITURE

ELIGIBILITY (II) : LAB FURNITURE / FUME HOOD

SECTION 3 – INSTRUCTIONS TO BIDDERS

SECTION 4 – TERMS AND CONDITIONS OF CONTRACT

SECTION 5- ANNEXURES

Annexure A1 : Bidder's Information

Annexure A2 : Declaration Regarding Clean Track by Bidder

Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions

Annexure A4 : Experience of Similar Work/ Details

Annexure A5 : Technical Specification

Annexure A6 : Declaration Of Annual Turnover And Income Tax Return

Annexure A7 : Undertaking For Submission of Offer

SECTION 6 - PRICE BID / COMMERCIAL BID

SECTION 7- CHECK LIST



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
MATERIALS MANAGEMENT DIVISION

Direct : (+91-22) 2576 8800 (DR) / 8805 (Tender Section)/8801(Local) / 8803,04,06 (Import) / 8802 (Enquiry & Bill tracking)/ 8848(Progress) Email : drmm@iitb.ac.in,
bkganesh@iitb.ac.in

Sealed Tenders are invited by the Joint Registrar (MM), Indian Institute of Technology Bombay, Powai Mumbai 400076 from reputed vendors for the supply of various furniture items. Non-transferable Tender forms containing details and Terms & Conditions can be downloaded from our website www.iitb.ac.in/en/tenders/active and submit along with the form of Demand Draft in favour of “The Registrar, IIT Bombay” payable at Mumbai. The Tender Number & brief description of the item is given below.

SECTION -1

Invitation of Bids

Tender No.	MMD/Office & Lab Furniture /RC/2019-20
Tender Date	13 th May, 2019
Advt. No.	MMD – 01/2019-20
Item Description	Rate Contract for Office & Lab Furniture Items
Pre-bid Meeting Date & Time	17 th May, 2019 @ 11.00 am
Pre-bid Meeting Place	Materials Management Division, Ground floor, Main Building , IIT Bombay 400076.
Last date & time of submission of Tender :	3 rd June, 2019 at 1.00 p.m
Place of Submission	Materials Management Division, Ground floor, Main Building , IIT Bombay 400 076.
Tender Type	Two Bid System : The two bid system will be followed for this tender. In this system bidder must submit their offer in separate sealed envelopes as –Technical Bid and Commercial Bid. Both the Technical Bid and Commercial Bid envelopes should be clearly marked as “Envelope No. 1 - Technical Bid ” and “Envelope No. 2 – Commercial Bid ” and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date and to be submitted to the concern department/section mentioned

	in tender document.
Any Clarification	Name : Joint Registrar (MM) Dep : Materials Management Division Email : drmm@iitb.ac.in Contact No. : 022-2576 8800
Opening Date & Time of tender	3 rd June 2019 at 3.00 p.m
Place of Opening Tender	Materials Management Division, Ground floor, Main Building , IIT Bombay 400076.
Earnest Money Deposit	Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rs. Two Lakh Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid.
Any Other Clarification	Name : Joint Registrar (MM) Dept : Materials Management Division Email : drmm@iitb.ac.in Contact No. 022-25768800
Signing Authority	Joint Registrar (MM)

SECTION - 2
ELIGIBILITY CRITERIA

(I) ELIGIBILITY CRITERIA FOR OFFICE FURNITURE & CANTEEN FURNITURE

1. The Bidder should be **manufacturer** and should have existence of firm for a minimum period of ten years – (Certificate of Incorporation/Registration Certificate of the firms)(Copy to be enclosed).
2. Bidder should have catalogue for standard furniture products & standard price list.
3. Copy of the PAN CARD of the firm. (Copy to be enclosed).
4. Bidder's Information. **Annexure A1.**
5. The Bidder must not be blacklisted/Suspended or any service related dispute with any organization/Govt. Organizations/Semi Govt org/ Bank in India or outside India. **Annexure A2.**
6. The Bidder should accept RFP Terms & Conditions- **Annexure A3.**
7. Client's Experience Details - **Annexure A4.** Work completion certificate from any government institution having two purchase orders for supplies of furniture amounting Rs 1 crore during last three years. – (copy of work order to be enclosed)
8. The Bidder is required to submit the Technical Specification in the provided format. **Annexure A5.**
9. The Bidder should have Annual Business Turnover of **minimum 10 Crores** for the last two Financial years i.e. 2016-17 & 2017-18. **Annexure A6**(Enclosed copy of audited annual accounts).
10. The Bidder should have submitted filed ITR for last two years i.e. A.Y. 2017-18 & A.Y. 2018-19. **Annexure A6.** (Copy of filed Acknowledgments to be submitted.)
11. Undertaking for Submission Of Offer. **Annexure A7.**
12. Valid GSTN Registration certificate. (copy to be enclosed)
13. Factory ACT Registration Certificate. (copy to be enclosed).
14. EPF/ESIC Registration Certificate. (copy to be enclosed)
15. The furniture manufacturing companies should possess prevalent certification related to quality & safety possessed by most of reputed brands of furniture manufacturers e.g. ISO-9001, ISO 14001, ISO-18001, BIFMA (Certificates to be attached).

(II) ELIGIBILITY CRITERIA FOR LAB FURNITURE / FUME HOOD

1. The Bidder should be **manufacturer** and should have existence of firm for a minimum period of ten years – (Certificate of Incorporation/Registration Certificate of the firms) (Copy to be enclosed).
2. Copy of the PAN CARD of the firm. (Copy to be enclosed).

3. Bidder's Information. **Annexure A1.**
4. The Bidder must not be blacklisted/Suspended or any service related dispute with any organisation/Govt. Organisations/Semi Govt org/ Bank in India or out side India. **Annexure A2.**
5. The Bidder should accept RFP Terms & Conditions- **Annexure A3.**
6. Client's Experience Details. Work completion certificate from any government institution of a single purchase order for supplies of furniture worth Rs. 2 crore during last three years. Same – **Annexure A4** (copy to be enclosed)
7. The Bidder should have submitted filed ITR for last two years i.e. A.Y. 2017-18 & A.Y. 2018-19. **Annexure A6.** (Copy of filed Acknowledgments to be submitted.)
8. Undertaking for Submission Of Offer. **Annexure A7.**
9. Bidder should have Lab furniture comprising of fume hoods, lab work benches, electrical, LAN, gas & utility distribution, etc.
10. The Bidder should have average annual financial turnover **of Rs. 5 Crore** on manufacturing, supply & installation of Lab furniture works during the last two years ending 31st March 2019. (Copies to be enclosed). **Annexure A6**

Lab Testing Certificates

11. SEFA (Scientific Equipment and Furniture Association) Membership Certificates for Last four years on a continuous basis. (Copy to be enclosed).
12. Test Report: Welded Cabinets should be third-party tested for SEFA (Scientific Equipment and Furniture Association) 8M by an independent third-party
13. Test Report: Lab Furniture should be third-party tested for DIN EN 13150 (Workbenches for laboratories – Safety requirements and test methods : English Version of DIN EN)
14. Test Report: Lab Furniture should be third-party tested for SEFA 10(Scientific Equipment and Furniture Association).
15. Test Report: Fume Hood should be type-tested as per EN 14175 by a third-party
16. Test Report: Welded Cabinets should be third-party tested for DIN EN 14727 (Workbenches for laboratories – Safety requirements and test methods : English Version of DIN EN)
17. Manufacturing, Supply and servicing), BIFMA (Business and Institutional Furniture Manufacturers Association) ,GreenGuard (Certificates to be attached.)
18. Membership Certificate: The bidder/parent company should possess the key professional staff, at least one, in his organization with good knowledge of codes and standards like SEFA (Scientific Equipment and Furniture Association), OSHA (Occupational Health and Safety Management System), EN 14175, ASHRAE (American Society of Heating, Refrigerating, and Air-Conditioning Engineers) 110 and NFPA 45. Such professionals should have a valid membership of SEFA (Scientific Equipment and Furniture Association) and in addition membership of any of the international governing standards ISO 9001-2008, ISO 14001-2004, BS OSHAS (Occupational Health and Safety Management System) 18001-2007 (For Design,

Development, Manufacturing, Supply and servicing), BIFMA (Business and Institutional Furniture Manufacturers Association) ,GreenGuard (Certificates to be attached.)

19. The steel laboratory furniture manufacturer shall provide work tops and casework all manufactured & shipped with proper packing & should take the full responsibility of the entire Scope of Works as specified in the tender.
20. General Performance: Furniture shall meet the performance requirements and should follow SEFA (Scientific Equipment and Furniture Association) 8 guidelines
21. The dealer/the company should have own manpower for all design & execution related works stationed.

SECTION - 3
INSTRUCTIONS TO BIDDERS

A) PREPARATION AND SUBMISSION OF BID :

1. The Bid **MUST BE ENCLOSED IN A SEALED COVER** superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed, it will be rejected.
2. The Bid should be dropped in the tender box kept in the office of concerned Department / Section mentioned in the tender. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (IIT Bombay shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the stationery items offered is possible.

B) COST OF BIDDING :

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

C) VALIDITY OF THE BID : 180 Days from the date of submission of bid.

D) AMENDMENT OF BIDDING DOCUMENTS :

1. At any time prior to the deadline for submission of bids, IIT Bombay may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDER's who have downloaded the bidding document may visit IIT Bombay, website for amendments / modifications which will be binding on them.

E) DEADLINE FOR SUBMISSION OF BIDS :

1. Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay the bid-closing deadline will stand extended to the next working day up to the same time.

F) BID OPENING PROCESS:

1. In two envelop/cover/bid system, The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at IIT Bombay.
2. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.

3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
4. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the bid opening meetings.

G) LATE BIDS :

1. IIT Bombay will not be responsible:
 - (a) For delayed / late quotations submitted / sent by post / courier etc.
 - (b) For submission / delivery of quotations at wrong places other than the mentioned in the tender.
 - (c) Any bid inadvertently received by IIT Bombay after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.
 - (d) Fax / E-mail / Telegraphic / Telex tenders will not be considered.

H) SUPPLEMENTARY OFFER /MODIFICATION OF ORIGINAL BID:

1. Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updation done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

I) CONFIDENTIALITY :

1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

J) DEVIATION, RESERVATIONS AND OMISSIONS:

1. During the evaluation of Bids, the following definitions apply:
 - (a) "Deviation" is a departure from the requirements specified in the Bidding Documents;
 - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
 - (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

K) CORRECTION OF ARITHMETICAL ERRORS :

1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
 - (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as

quoted shall govern and the unit price shall be corrected;
(b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
(c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same, shall result in the rejection of the Bid.

L) EVALUATION OF BID :

1. **Eligibility criteria responses submitted by the bidders will be scrutinised and if required the committee may visit to the factory to inspect the range of products.**
2. **Price bid of technically eligible bidders will be opened.**
3. In case any BIDDER is silent on any clauses mentioned in this tender documents, IIT Bombay shall construe that the BIDDER has accepted the clauses as per the invitation to tender and no further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.

M) PRICE BID :

1. PRICE BID must be submitted in enclosed **Price Bid Form only**.
2. If the discount/price is not quoted in Price Bid Form only provided in tender document then, IIT Bombay will reject bid.
3. If supplier wish to give pricing details it may be attached in separate sheet.

N) CORRUPT & FRAUDULENT PRACTICES:

1. IIT Bombay requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,
 - (a) The terms set forth below are defined as follows:
 - (i) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (ii) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) "Collusive practice" means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and
 - (iv) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
 - (b) IIT Bombay will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt,

fraudulent, collusive or coercive practices in competing for the Contract in question.

O) TRANSFER AND SUBLETTING :

1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

P) CANCELLATION OF TENDER :

1. Notwithstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
 - a) To accept OR reject lowest tender or any other tender or all the tenders.
 - b) To accept any tender in full or in part.
 - c) To reject the tender offer not confirming to the tenders terms.
2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a) Non-submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
4. Conditional Tenders and Unsigned Tenders will also be rejected.

SECTION – 4
TERMS AND CONDITIONS OF CONTRACT

A) AWARD OF CONTRACT :

1. A panel of bidders/suppliers shall be selected for percentage rate contract.
2. The Empaneled suppliers will be abide by all the Terms & Conditions of the Tender Document.
3. The qualified suppliers will be empaneled initially for the period of one year and maybe extended further for two years subject to annual revision, if their performance found satisfactory.
4. The Performance of the empaneled supplier's will be reviewed by committee during contract period and IITB reserve right to add or delete suppliers in rate contract based on performance if necessary without intimation.
5. The empaneled suppliers/manufacturers may supply furniture by their dealers.

B) EARNEST MONEY DEPOSIT & PERFORMANCE BANK GUARANTEE :

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIT Bombay through the following instruments:

1. Earnest Money Deposit (EMD) of Rs. 2,00,000/- (Rs. Two Lakhs Only) in the form of Demand Draft in the favour of 'The Registrar, IIT Bombay' payable at Mumbai to be submitted in Technical Bid. Failing which, submitted bid will be Rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. For successful bidder, EMD will be converted to security Deposit and will be retained with IIT Bombay till the expiry / termination of rate contract without interest.
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender.
5. If the quality of product and service provided is not found satisfactory, IIT Bombay reserves the right to cancel or amend the contract.
6. Bidders registered with any of the following agencies/ bodies as per Public procurement policy for Micro & Small Enterprises (MSE) order 2012 are exempted categories from payment of EMD provided that the registration certificate issued by any one of these below mentioned agencies must be valid as on close date of tender. Micro small or medium enterprises who have applied for registration or renewal of registration with any of these agencies/bodies but have not obtained the valid certificate as on close date of tender are not eligible for exemption.
 - i) Khadi and Village Industries Commission (KVIC)
 - ii) National Small Industries Corporation (NSIC)
 - iii) Any other body specified by Ministry of MSME/GOI
7. Bidders availing exemption for EMD against NSIC/MSME certificate will have to submit Performance Bank Guarantee (PBG) in the form of Demand Draft (Mandatory).

C) TERMS OF PAYMENT :

1. 100% Payment will be made within 30 days after delivery and acceptance certificate of concerned Department / Section / Materials Management Division.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the bank.
3. No payment will be admissible for goods rejected.

D) DELIVERY SCHEDULE :

1. Free delivery at IIT Bombay.

E) PENALTY :

1. In the event of any breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, IIT Bombay reserves rights to forfeit the security deposit. The security deposit shall not bear any interest.

F) FORCE MAJEURE :

1. Force Majeure will be accepted on adequate proof thereof.

G) LEGAL MATTER :

1. In the event of any dispute over this contract, IIT Bombay's decision shall be final and binding.

H) GENERAL:

1. The Bidder is required to submit the copy of rate contracts with any other Company / Govt. Organizations.
2. NSIC / MSME bidder , if turnover exemption is required then 'Competency Certificate' from NSIC /MSME for checking capacity of the bidder for executing single PO of atleast Rs. 2 crore will be mandatory to be submitted.
3. The bidder should possess in-house Anti Rust treatment plant & powder coating machinery (copy of details of machinery to be attached).

SECTION 5 : ANNEXURES

ANNEXURE A- 1 : BIDDER'S INFORMATION

(On Company / firm's Letterhead)

Details of the Bidder :		
1	Registered Name of the Bidder	
2	Registered Address of the Bidder	
3	Status of the Company (Public Ltd./ Pvt. Ltd.)	
4	Valid GST Registration No.	
	GST Registration State Name	
5	Details of the Incorporation of the Company	Date:
6		Ref. Document-
7	Permanent Account No. (PAN)	
8	Name & Designation of the Contact person	
10	Contact No.	
11	Email Address of the Contact person	
	Fax No. (with STD Code)	

ANNEXURE A-2
DECLARATION REGARDING CLEAN TRACK
(On Company / firm's Letterhead)

To,

Date :

The Joint Registrar
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Dear Sir,

Sub: RFP No. MMD/Office & Lab Furniture /RC/2019-20 dated 7th May , 2019 for “Rate Contract for Office & Lab Furniture Items”

I/we carefully gone through the Terms & Conditions contained in the above referred RFP. I/we hereby declare that my company / firm is not currently debarred / black listed/convicted by any Government / Semi Government Organizations / Institutions in India or abroad. I/we further certify that I'm competent officer in my company /firm to make this declaration.

Or

I/we declare the following

No.	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE : In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the bidder)

Printed Name
Designation
Seal

ANNEXURE A-3 :
DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS
(On Company / firm's Letterhead)

To,
The Joint Registrar
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400076.

Date :

Dear Sir,

Sub: RFP No. MMD/Office & Lab Furniture /RC/2019-20 dated 7th May, 2019 for “Rate Contract for Office & Lab Furniture Items”

I/we carefully gone through the Terms & Conditions as mentioned in the above referred RFP document. I/we declare that all the provisions of this RFP are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)
Printed Name
Designation
Seal

Date :
Business Address :

ANNEXURE A-4
CLIENT DETAILS
(On Company / firm's Letterhead)

To,
The Joint Registrar
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400076.

Date :

Dear Sir,

**Sub: RFP No. MMD/Office & Lab Furniture /RC/2019-20dated 7th May, 2019 for
“Rate Contract for Office & Lab Furniture Items”.**

Brief particulars of the similar work done in government institutions: (Please attach copy of work orders for our reference) : (Also submit copy of Percentage rate contract processed earliest in another government institution.)

Order Placed by (full add of client)	Order No. & date	Brief Description of similar work done Rate Contract with other Companies / govt organization	Value of order	Date of completion of contract	Contact Person along with Telephone No., Fax No. and e-mail address.

Yours faithfully,

(Signature of the bidder)

Printed Name

Designation

Seal

Date : Business Address :

Encl : As above

**ANNEXURE A-5
TECHNICAL SPECIFICATION**

A)The vendors must provide the following mandatory information :-

Note : Vendors are requested to give details in the below mentioned Format only.(Mandatory) and it is mandatory to enclose Printed catalogue of your company.

A} Office Furniture

SR. NO.	Model No	Particulars with Detailed Specification	Image

B} Canteen Furniture :

SR. NO.	Model No	Particulars with Detailed Specification	Image

C } Lab Furniture /Fume Hood :

SR. NO.	Model No	Particulars with Detailed Specification	Image

ANNEXURE A-6 :
DECLARATION OF ANNUAL TURNOVER AND INCOME TAX RETURN
(On Company / firm's Letterhead)

To,
The Joint Registrar
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Date:

Dear Sir,

**Sub: RFP No. MMD/Office & Lab Furniture /RC/2019-20 dated 7th May, 2019 for
“Rate Contract for Office & Lab Furniture Items”**

1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references :

F. Y. 2016– 17	F. Y. 2017 –18

And,

2) I/we hereby declare that, our firm had filed Income Tax Returns for last years i.e. A.Y. 2017-18 & A.Y. 2018-19. Supported by copy of ITR of two years.

Yours faithfully,

(Signature of the bidder)
Printed Name
Designation
Seal

Date :
Business Address :

Encl : As above

ANNEXURE A-7
UNDERTAKING FOR SUBMISSION OF OFFER
(On Company / firm's Letterhead)

To,
The Joint Registrar
Materials Management Division
I.I.T. Bombay,
Powai, Mumbai – 400 076.

Date:

Dear Sir,

**Sub: RFP No. MMD/Office & Lab Furniture /RC/2019-20 dated 7^h May, 2019 for
“Rate Contract for Office & Lab Furniture Items”**

I/we hereby confirm that we are interested in following categories of Furniture & Fixtures and has submitted the documents for the same :

Sr. No.	Type of Furniture & Fixtures category	Submitted quotation for- (Yes/No)
01.	Office furniture	
02.	Canteen furniture	
03.	Lab Furniture/ Fume Hoods	

I hereby declare that information submitted by us in this tender is best of our knowledge and its true. If you found any discrepancies in the tender information you can dis-qualify my tender without notice.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date :

Business Address :

SECTION 6- PRICE BID / COMMERCIAL BID

Imp Note : Kindly provide the Price bid as per below format applicable for both the categories

A) Office Furniture

Sr No	Model No	Item Description	HSN/ SAC Code	GST %	Catalogue Price/ (MRP)	Discount offered in %	Amount in Rs. (inclusive of all)

B) Canteen Furniture

Sr No	Model No	Item Description	HSN/ SAC Code	GST %	Catalogue Price/ (MRP)	Discount offered in %	Amount in Rs. (inclusive of all)

C) Lab Furniture & Fume Hood Furniture

Sr No	Model No	Item Description	HSN/ SAC Code	GST %	Catalogue Price/ (MRP)	Discount offered in %	Amount in Rs. (inclusive of all)

Bulk Discount

Any single purchase order more than 25 lakhs will be considered as bulk purchase order and additional discount will be required to be quoted in the following table.

D)

SR. NO.	Category	Additional Discount %
1	Office Furniture	
2	Canteen Furniture	
3	Lab Furniture & Fume Hood Furniture	

Place :

Date :

GST Registration No :

Signature :

Name :

Company Name:

Office Address :

Affix Rubber Stamp:

SECTION 7 - CHECKLIST

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

1. Envelope “1”

- A) Demand Draft for Rs. 2,00,000/- (Rs. Two lakhs only) towards Earnest Money Deposit.
- B) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory)
- C) Copy of this RFP document duly sealed and signed by the authorized signatory on every pages.
- D) Printed Catalog
- E)Annexure
 - A1 : Bidder's Information
 - Annexure A2 : Declaration Regarding Clean Track by Bidder
 - Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions
 - Annexure A4 : Experience of Similar Work/ Details
 - Annexure A5 : Technical Specification
 - Annexure A6 : Declaration Of Annual Turnover And Income Tax Return
 - Annexure A7 : Undertaking For Submission of Offer

2. Envelope “2”

- a) Price Bid / Commercial Bid

Your quotation must be submitted in two envelopes **Technical Bid (Envelope 1) and Price Bid (Envelope 2)** superscribing on both the envelopes the Tender No. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date.**