



**O/o Principal Accountant General (A&E),
Gujarat, Branch at Ahmedabad, 5th floor,
Audit Bhavan, Navrangpura
Ahmedabad- 380009**

**Bidding Documents for
Supply and Installation of Modular Furniture**

**Document to be submitted online
for
(Technical & Financial Bid as per Schedule of requirement)**

SCHEDULE OF TENDER

Sl. No.	Event	Date and Time/ Remarks
01	Commencement of Downloading of Tender Document	Dec 08, 2022 https://cag.gov.in/ae/gujarat/en/tenders
02	Bid Submission Start Date	Dec 08, 2022,
03	Submission of Queries for Pre-bid meeting and Site Visit	Dec 08, 2022 to Dec 15, 2022, up till 05:00 pm Site visit timings- between Monday to Friday during 02:00 PM to 05:00 pm only
04	Date & Time of Pre-Bid Meeting #	Dec 19, 2022, at 03:00 pm
05	Venue for Pre-Bid Meeting	O/o Pr.AG (A&E), Gujarat, Branch at Ahmedabad 5th Floor, Audit Bhavan, Navrangpura, Ahmedabad- 380009
06	Date of Pre- Bid Report upload at GEM Portal and office website	Dec 20, 2022
07	Physical Demonstration/Presentation of Sample	Dec 19, 2022, Physical demonstration/presentation will be part of technical evaluation, all the bidders should submit the samples on or before 19.12.2022 till 12:30 PM
08	Publication of Demonstration Report	Dec 20, 2022 The report of the pre-bid/physical demonstration will be uploaded on the office website.
09	Last date & Time of Submission of Bids Online (Technical and Financial Bid)	Dec 22, 2022 up till 12:00PM, (IST)
10	Date & Time of Opening of Technical Bids	Dec 22, 2022, at 03:30 PM, (IST)
11	All communications with respect to the tender shall be addressed to:	Sr. Accounts Offices/ GOM 5th Floor, Audit Bhavan, Navrangpura, Ahmedabad- 380009 Email: unnikrishnav.guj.ae@cag.gov.in Phone: 079-26473923

Note:

- 1) Pre-bid meeting is essential for vendors to attend for better comprehension of the Office's requirements.
- 2) Prospective bidders are advised to submit their doubts/questions/clarifications as per Annexure-VIII, if any, bearing tender no., title and marked "Queries for Pre-Bid Meeting" through Mail, (Mail ID: unnikrishnav.guj.ae@cag.gov.in) as per the schedule mentioned above.
- 3) If the tender doesn't open on the above-mentioned date, because of any unforeseen circumstances, then the next working day will be considered as the tender-opening date.

Sd-
Deputy Accountant General,
O/o Pr. AG(A&E), Gujarat, Ahmedabad

Pre- Qualification Criteria

LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID as Annexure- I

Sl. No.	Details	Supporting Document Should be Submitted
1..	The firm should have a strong technical support team available in Ahmedabad to rectify the technical issues related to the equipment supply within 24 Hrs.	Bidder should enclose the details of service support (Escalation Matrix details).
2.	Udyog Adhar Memorandum No. if bidder claim MSEs. Copy of valid PAN card, Copy of valid GST registration certificate	Self-certified copies of documents.
3.	Certificates To be eligible for award of contract, Bidder must possess following Certificates / Test Reports on the date of bid opening (to be uploaded with bid): Manufacturer should be ISO 9001:2008 or latest certificate, ISO 14001:2004 or latest certificate, , BIFMA Certificate and Green guard certificate for the Product category.	Self-certified copies of documents.
4.	WORK EXPERIENCE: The Vendors / Bidders should have work experience as per the following parameters. The firm should have completed or ongoing work order of at least one or more similar works in Govt. / Semi Govt / PSUs Direct or Indirect during last three years combining making it minimum amount of Rs. 1,25,00,000/- (Rupees One Crore and Twenty Five Lakhs) and the performance certificate from the department concerned shall be furnished.	Work orders and satisfactory completion valid certificates issued by respective buyer organization of the above order in support of experience to be enclosed. Without submission of completion certificate the experience will not be considered. The valid certificate should be in Letter Head of the concerned government organization with authorized signatory.
5.	Bidder Information	As per enclosed Annexure II
6.	List of other Govt. Departments, Public Sector units and Central Autonomous Bodies for which the bidder is supplying material or having the similar type of contracts and a valid certificate regarding the satisfactory performance of the contract	As per enclosed Annexure III
7.	Bidder Acceptance of Tender Document	As per enclosed Annexure IV
8.	The bidder should not have been blacklisted by any Government / Semi Government / Board /Corporations /Autonomous Body/ PSU. An undertaking/declaration in this regard should be closed. If any such matter i.e. of blacklisting /suspension is sub judice, even then the concerned firm shall be technically disqualified	As per enclosed Annexure V
9.	FINANCIAL TURNOVER: The firm should have average annual financial turnover more than Rs.2,50,00,000/- (Rupees Two Crore and Fifty Lakh Only) during the past three financial years.	As per enclosed Annexure VI and Attach a separate neatly typed sheet on the letter head of Registered Chartered Accountant OR enclose copies of audited Balance Sheet and Profit & Loss Statement

		for the previous 3 financial year as specified in bid document and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
10.	Solvency Certificate required of Rs. 2,50,00,000/- (Rupees Two Crore and Fifty Lakh Only). The certificate should have been issued within 6 months from original last date of the submission of the tender.	The certificate should be on letter head of the Bank. This certificate should have been issued within 6 months from original date of the submission of tender.
11.	The quoted products should not be under end of sales or end of support in next 05(five) years from the date of submission	(Declaration from OEM/ Authorized Distributors/Dealers/firms should be submitted)
12.	CATALOGUE: Firm should share the item wise catalogue of the offered product along with the technical bid. Make and model no. of item must be mentioned along with detailed specification	
13.	Make In India- Class-I or Class-II Local Supplier	A Self-Declaration Certificate regarding "Class-I or Class-II Supplier" for the tendered item as per the Annexure- is to be submitted.
14.	Sample - Bidder has to submit one set sample of following Items as per specification before financial bid opening. No Payment will be made for the samples. Only Qualified firm will be eligible for price bid opening. a) Item No. 7 Sr. AO Table b) Item No. 13 Low Height Storage c) Item No. 17 Sr.AO Chair d) Item No. 19 Visitors Chair e) Item No. 9. Workstation single	Each of prospective supplier, who want to participate, shall be required to place its sample of furniture for sample display at O/o Pr. AG(A&E), Gujarat, Ahmedabad on or before 19.12.2022. Bids submitted without the sample will be rejected. The sample submission expensed will be born by the supplier.
15.	Physical Demonstration/presentation of Sample	Physical demonstration/presentation will be part of technical evaluation; all the bidders should submit the samples on or before 19.12.2022. The demonstration expenses will be borne by the supplier.

Note: Non-Compliance with any of the above conditions by the bidders will be tantamount to non-eligibility for which tender has been floated and its bid shall be liable to be rejected summarily.

Signature & Seal of Bidder

Technical Specification Bid
(Bidder should submit compliance matrix along with Technical Bid)

Item details and technical specifications as mentioned in below: Supply & Installation of Modular Furniture

Item Number	Item Title	Specification	Item Quantity	Unit of Measure
1	Table for PAG	Agl marble and Quartz SIZE 2440mm X 900mm- AGL .Side Table Size : 1200mm x 750mm x 450mm and outer side finish with veneer. Two (2) hinge door + Three (3) drawers Furniture type: Melamine natural All the inside surfaces shall be finished with laminate of approved make and colour.	1	Pcs
2	High Back Chair for PAG	the cushioned seat upholstered with pure leather and moulded high resilience (hr) polyurethane foam 360° revolving type. • front-pivot for tilt with feet resting on ground and continuous lumbar support ensuring more comfort. • tilt tension adjustment can be operated in seating position with synchronized mechanism + fabric upholstered seating; Armrests with adjustable heights & direction + lumbar height & seat depth adjustment; Lateral flexibility in backrest + synchronous mechanism; Pivot lumbar support	1	Pcs
3	Table for DAG	DAG TABLE:-Office Table 36mm Top: 12mm corian Size: 2440mm x 900mmX750mm .Side Table Size : 900mm x 750mm x 450mm and outside finish with veneer. The front edge of work surface shall be provided with machine cut veneer. Two (2) hinge door + Three (3) drawers Furniture type: Melamine natural All the inside surfaces shall be finished with laminate of approved make and colour.	1	Pcs
4	High Back Chair for DAG	High back chair with the following features: Medically endorsed chair; Backrest made of breathing mesh, with synchronized mechanism + fabric upholstered seating; Armrests with adjustable heights & direction + lumbar height & seat depth adjustment; Lateral flexibility in backrest + synchronous mechanism; Pivot lumbar support	1	Pcs

5	Center table for PAG	Rectangle Table 4'X2' Providing and fixing the Table with 12 mm. thick toughen glasses with Rectangle edge teakwood melamine walnut polish	1	Pcs
6	Center table for DAG	Rectangle Table 3'X2' Providing and fixing the Table with 12 mm. thick toughen glasses with Rectangle edge teakwood melamine walnut polish	1	Pcs
7	Table for Senior AO	OFFICE TABLE SIZE : 7' x 3' x 2'.5 . Top: 36mm top finish with corian. 18mm thick BWR ply + 6mm corian. The front edge of work surface shall be provided with machine pressed corian finish. Frame: 18mm BWR PLY finish supporting the top. 4 Drawers unit finish with 1mm laminate and self-closing locks CPU STAND Side Table size : 4' x 1'.5 x 2'.5 Top: 25mm top 1mm glossy Laminate. includes keyboard tray	13	Pcs
8	Table for AAO	TABLE SIZE : 6' x 3' x 2'.5 & Side Table 3' x 1'.5 x 2'.5Providing and fixing the Table with top and one side of 36mm. thick plywood with epoxy finish approved . CPU box made of 18mm.thick plywood and 1mm. thick laminate on all exposed side. Table should be rest on side support 18mm+18mm. thick BWR plywood with 2mm edge biding. Includes keyboard tray and 3 drawers unit.	43	Pcs
9	workstation single seater	WORK STATION SIZE : 5' X 2'6" X 2'6" with 50mm aluminium partition tile based system with metal 20 gauge electric raceway below top Table with top and one side of 18mm. +6mm. thick plywood laminate of minimum 0.8mm thickness. Approved laminate. With electric switches and I/O port.	43	Pcs
10	workstation cluster 4 seater	WORK STATION SIZE :10' X 2'5" X 5' with 50mm aluminium partition tile based system with metal 20 gauge electric raceway below top Table with top and one side of 18mm. +6mm. thick plywood laminate of minimum 0.8mm thickness approved laminate. With electric switches and I/O port	9	Pcs
11	workstation cluster 6 seater	WORK STATION SIZE : 15' X 2'5" X 5'with 50mm aluminium partition tile based system with metal 20 gauge electric raceway below top Table with top and one side of 18mm. +6mm. thick plywood laminate of minimum 0.8mm thickness approved laminate. With electric switches and I/O port	19	Pcs

12	Modular Full Height Storage	STORAGE: SIZE: 7' X 3' X 1'6" Storage Cabinet Made from 18mm BWR ply with laminate of 1mm thickness. best quality stainless steel handle and latest technology magnetic type locking arrangement, self-closing locks.	145	pcs
13	Modular Low Height Storage	STORAGE: SIZE: 4' X 3' X 1'6" Storage Cabinet Made from 18mm BWR ply with laminate of 1mm thickness. best quality stainless steel handle and latest technology magnetic type locking arrangement, self-closing locks.	98	pcs
14	Pedestal storage for workstations	Prelaminated three drawer pedestal 2' x 1'.4 x 1'.6 (Using 18mm and 12mm thick boards) with two equal size drawer and one file drawer duly fixed under the work surface. Drawers shall have channel arrangement for smooth operation, with best quality stainless steel handle and latest technology magnetic type locking arrangement, self-closing locks.	195	Pcs
15	Full height Aluminium partition	As per requirement and evaluate after site visit	1	per job
16	Half height Aluminium Partition	As per requirement and evaluate after site visit	1	per job
17	High back chair for Senior AO	Medically endorsed chair; Backrest made of breathing mesh, with synchronized mechanism + fabric upholstered seating; Armrests with adjustable heights & direction + lumbar height & seat depth adjustment; Lateral flexibility in backrest + synchronous mechanism; Back rest & forward tilting	13	Pcs
18	High back Chair for AAO	Medically endorsed chair; Backrest made of breathing mesh, with synchronized mechanism + fabric upholstered seating; Armrests with adjustable heights & direction + lumbar height & seat depth adjustment; Lateral flexibility in backrest + synchronous mechanism	43	Pcs
19	Accountant Chair/Visitor's Chair	The back foam should be designed and contoured for lumbar support and Armrests:	318	Pcs
20	Glass Door for Senior AO cabin	Toughened glass with floor spring And Required Accessories (measurement after site visit)	13	Pcs
21	Electric modification/ LAN wiring as per requirement	Evaluate cost of work after site visit	1	per job

22	Modifying existing furniture as per requirement Replacing existing fixed storage shutters Repairing old storage system, lock	Evaluate cost of work after site visit	1	per job
23	Extra Plywood Panelling	Evaluate cost of work after site visit	1	per job
24	MOBIL COMPACTOR	Mild Steel evaluate cost after site visit	2	per job
25	Sofa 3 seater	3 seater sofas finished with Fabric of approved shade & pattern. Sofa supported on wooden frame with legs. And wooden visible part shall be melamine polish. Covered with top-quality Imported faux leatherette/ Fabric.	5	pcs
26	Sofa 1 Seater	1 seater sofas finished with fabric of approved shade & pattern. Sofa supported on wooden frame with legs. And wooden visible part shall be melamine polish. Covered with top-quality Imported faux leatherette/ fabric.	1	pcs
27	Pantry Unit for PAG and DAG	Crockery cabinet with granite top and sink Pantry. (Evaluate cost of work after site visit)	2	pcs
28	Dining Table Set for PAG	Round Dining Table with diameter 900mm with support base glass top and made of teakwood and melamine polish with 4 chairs made of teakwood and melamine polish with leather feel fabric cushion.	1	pcs
29	Dining Table Set for DAG	Round Dining Table with diameter 750mm with support base glass top and made of teakwood and melamine polish with 2 chairs made of teakwood and melamine polish with leather feel fabric cushion.	1	pcs
30	PAG Cabin renovation	Evaluate cost of work after site visit	1	per job
31	DAG Cabin renovation	Evaluate cost of work after site visit	1	per job
32	Conference room	Conference room with minimum sitting capacity of 10 person with chair and oval shape table (Evaluate cost of work after site visit)	1	per job

Note :

- A. The bidder should submit his acceptance against each column as YES/NO and if No, the bidder should specify the deviation.
- B. Sample - Bidder has to submit one set sample of following items as per specification before financial bid opening. No Payment will be made for the samples. Only Qualified firm will be eligible for price bid opening.

- a. Item No. 7 Sr. AO Table
 - b. Item No. 13 Low Height Storage
 - c. Item No. 17 Sr.AO Chair
 - d. Item No. 19 Visitors Chair
 - e. Item No. 9. Workstation single
- C. Firm should quote separately for each item as per BOQ.
- D. Valid proof of the document in support of the claim to be enclosed with the technical bid.
- E. The Quantity mentioned above is also indicative and might change in the final order.
- F. Prospective bidders can quote Rate as per Unit and the office will decide on the final order quantity.

(Signature of the Bidder, with Official Seal)

Financial Bid

FINANCIAL BID –Schedule of price bid in the form of BOQ format:

1. The below mentioned Financial Proposal/Commercial bid format is provided as BoQ along with this tender document at <https://cag.gov.in/ae/gujarat/en/tenders>
2. **Bidders are advised to download this BoQ.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid.
3. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, the tender will be completely liable to be rejected and EMD shall be forfeited.
4. Any element of cost, taxes, duties levies, etc. not specifically indicated in the BOQ, shall not be paid by the purchaser.
5. **If the GST amount is not quoted in the BOQ (Financial Bid), the total cost will be treated as inclusive of GST. No further communication will be entertained later or else the EMD will be forfeited.**
6. The tender shall remain valid for acceptance for **180 days**, from the date of tender opening.

OTHER CONDITIONS FOR PRICE BIDS

1. No unilateral revision in price will be admissible.
2. INCOTERMS (in case of imported item) should be clearly mentioned on the bid
3. Rates should be quoted in the accounting units (A/U) mentioned in this tender. Rates must be quoted clearly on the free delivery basis at O/o Pr. AG(A&E), Gujarat, Ahmedabad and the total value is also indicated in words.
4. The price must be stated for each item separately.

Yours faithfully

(Signature of the Tenderer)

Printed Name:

Designation:

Company Seal:

Date:

Annexure-I
LIST OF DOCUMENTS TO BE UPLOADED WITH TECHNICAL BID

Sl. No	Details	Checklist Yes/No
1.	Mention HSN/SAC code of the material/item quoted	
2.	The details of service support (Escalation Matrix details).	
3.	<ul style="list-style-type: none"> • Udyog Adhar Memorandum No. , if bidder MSEs. • Copy of valid PAN card, • Copy of valid GST registration certificate 	
4.	Work experience as per chapter 6	
5.	Bidder Information- Annexure-II	
6.	Client Details- Annexure-III	
7.	Tender Acceptance Letter -Annexure-IV	
8.	Declaration Regarding Clean Track -Annexure-V	
9.	Declaration Of Annual Turnover and Income Tax Return -Annexure-VI	
10.	Solvency Certificate	
11.	Declaration for end of sales or end of support in next 05(five) years	
12.	Declaration from the firm regarding Single or Consortium	
13.	Quoted model catalogue/brochure	
14.	Make-In India Declaration from Class-I or Class-II Local Supplier- Annexure-X	
15.	Price reasonability certificate Annexure-VII	

Note: All the statement copies of the certificates, documents etc., enclosed shall be given page numbers on the right corner of each certificate.

Annexure-II
BIDDER'S INFORMATION
(To be submitted on Firm/Company Letterhead)

Details of Bidders		
1.	Registered Name of the Bidder	
2.	Year of Establishment	
3.	Udyog Adhar Memorandum, if MSEs	
4.	Registered Address of the Bidder	
5.	Status of the Company (Public Ltd./Pvt Ltd.)	
6.	Company single or consortium	
7.	Valid GST Registration No. with GST Registration State Name	
8.	Permanent Account No.(PAN)	
9.	Name and Designation of the Contact Person	
10.	Contact No. Email Address of the Contact Person	
11.	Bank Details of the Agency: Bank Name Name of the Branch Branch Code Bank Address Bank Type of Account Account Number NEFT/IFSC Code RTGS Code 9 Digit MICR Code	

(Signature of the Tenderer)

Company Seal:

Date:

**Annexure-III
CLIENT DETAILS**

(To be submitted on Firm/Company Letterhead)

To,
The Deputy Accountant General,
O/o Pr.AG (A&E), Gujarat,
Ahmedabad- 380009

Date :

Sub: Tender no 01 dated 08.12.2022 for "Supply and Installation of Modular Furniture"

Dear Sir,

Brief particulars of the similar work done in government institutions: (Please attach copy of work orders for our reference)

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 email Address
1	2	3	4	5	6

(Signature of the Tenderer)

Company Seal:

Date:

Annexure-IV
TENDER ACCEPTANCE LETTER
(To be submitted on Firm/Company Letterhead)

To, _____

Sub: Acceptance of Terms & Conditions of Tender. Tender no 01 dated 08.12.2022 for “Supply and Installation of Modular Furniture”

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein and I have no objection for any of the content of the bid document and I undertake not to submit any complaint/ representation against the bid document after submission date and time of the bid. The rates quoted by me/us are valid and binding on me/us for acceptance till the validity of bid.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We do hereby declare that we have quoted our firm rates inclusive of taxes if not mentioned extra.
7. I/We agree to hold this offer open until **180 days** and shall be bound to supply/commission/install/test the equipment and dispatch the same within the specified period.
8. I/We agree to supply and commission/install/test the equipment and complete the whole of the work and hand over to the purchaser within the stipulated period, after receipt of intimation regarding acceptance of this tender/receipt of supply/service order.
9. **I/We agree that in case if we fail to deliver the goods/complete the work/supply within the stipulated time, then office has full power to compound the liquidity damages or forfeit the Bid Security/Security Deposit or any necessary action as deemed fit can be taken by the O/o Pr. AG(A&E), Gujarat, Ahmedabad.**
10. The articles shall be of the best quality and of the kind as per the requirement of the O/o Pr. AG(A&E), Gujarat, Ahmedabad. The decision of the O/o Pr. AG(A&E), Gujarat, Ahmedabad as regard to the quality and kind of article shall be final and binding on me. Should the said officer deem it necessary to change any article on being found of inferior quality, it shall be replaced by me/us free of cost in time to prevent inconvenience.
11. Bid security/Performance security 3% of the cost of the supply value shall be deposited by me in the form of FDR/Bank Guarantee in the name of Pay and Accounts Officer, O/o Pr. AG(A&E), Gujarat, Ahmedabad attached herewith and shall remain in the custody of the and Accounts Officer, O/o Pr. AG(A&E), Gujarat, Ahmedabad till the completion certificate issued to the firm plus two months.
12. I/We declare that no legal/financial irregularities are pending against the proprietor/partner of the bidding firm or manufacturer.
13. I/We undertake that the rates quoted by me when approved and selected by the O/o Pr. AG(A&E), Gujarat, Ahmedabad will be valid for one year from the date of approval of the tender/Notification of award or till extended as mutually agreed upon. I undertake to supply the ordered equipment/stores within stipulated period and if fail to supply order during the stipulated period the necessary action can be taken by the O/o Pr. AG(A&E), Gujarat, Ahmedabad.

14. I/We undertake that if the rates of any items are lowered due to any reason, I will charge the lower rates.
15. I/We undertake that the items supplied are as per Demonstration/Catalogue/technical literature description.
16. I/We undertake that the quoted rates are not higher than that approved in any other Govt. institutions in India for the same items during the current Financial Year.
17. Affidavit regarding No CBI Inquiry/FEMA/ Criminal proceeding/Blacklisting/debarring is pending or going on against the manufacturer/bidder firm is also enclosed. I undertake that I will not submit any irrelevant documents with the bid and in doing so I will not have any objection if my bid is rejected on that ground.
18. I/we do hereby confirm that the prices/rates quoted are fixed and are at par with the prices quoted by me/us to any other Govt. of State/Central//Office/Department/PSUs. I/we also offer to supply the Equipment/stores at the prices and rates not exceeding those mentioned in the price bid.
19. I/We do hereby confirm that I/we aware about the provisions of "Make in India"/startup initiatives and directives regarding Price Preference Policy to Make in India Registered Bidders and I/We undertake for following the same as per directions of O/o Pr. AG(A&E), Gujarat, Ahmedabad in respect of this E-Bid Enquiry.
20. I/We undertake to respect Anti-Profiteering Rule under GST Act 2017 of Govt. of India and will have mandatorily to pass on the benefit due to reduction in rate of tax to the O/o Pr. AG(A&E), Gujarat, Ahmedabad by way of commensurate reduction in our prices. And if I/we will found defaulter for following of above said rule (i.e. passing all the benefits of GST Tax Regime price reductions to O/o Pr. AG(A&E), Gujarat, Ahmedabad), the O/o Pr. AG(A&E), Gujarat, Ahmedabad have the right to initiate necessary action deemed fit as per GST Act 2017 against our firm.
21. I/we do accept/agree for all clauses including the onsite Warrantee inclusive of all spares and labour etc. and after expiry of warranty period, the 3 years CMC for Equipment on approved rates and payment terms and conditions of this bid enquiry.
22. I/we have necessary infrastructure for the maintenance of the equipment and will provide all accessories/spares as and when required.
23. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any Supply/work done by our Agency or alleged to have been done by our Agency under this bid, it shall be recovered by the O/o Pr. AG(A&E), Gujarat, Ahmedabad from our Agency.
24. I/we undertake that we shall liable to provide all the relevant records copies during the concurrency period of Contract or otherwise even after the Contract is over, whenever required by O/o Pr. AG(A&E), Gujarat, Ahmedabad.

(Signature of the Tenderer)

Company Seal:

Date:

Annexure-V
DECLARATION REGARDING CLEAN TRACK
(To be submitted on Firm/Company Letterhead)

To,
The Deputy Accountant General,
O/o Pr.AG (A&E), Gujarat,
Ahmedabad- 380009

Date :

Sub: Tender no 01 dated 08.12.2022 for “Supply and Installation of Modular Furniture ”

Dear Sir,

I/we carefully gone through the Terms & Conditions contained in the above-referred office.
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 a 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 / SemiGovernmentOrganizations / Institutions	Reason	Since when and for how long

In case the above information is found false I/we are fully aware that the tender/contract shall be liable to be rejected/ cancelled by the O/o Pr. AG(A&E), Gujarat, Ahmedabad and EMD / SD shall be forfeited.

In addition to the above, O/o Pr. AG(A&E), Gujarat, Ahmedabad will not be responsible to pay the bills for any completed / partially completed work.

(Signature of the Tenderer)

Company Seal:

Date:

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

Annexure-VI
DECLARATION OF ANNUAL TURNOVER AND
INCOME TAX RETURN
(To be submitted on Firm/Company Letterhead)

To,
The Deputy Accountant General,
O/o Pr.AG (A&E), Gujarat,
Ahmedabad- 380009

Date :

Sub: Tender no 01 dated 08.12.2022 for “Supply and Installation of Modular Furniture”

Dear Sir,

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 2019-20	F.Y 2020-21	F.Y 2021-22

And,

I/we hereby declare that, our firm had filed Income Tax Returns for last years i.e. 2019-20, 2020-21, & F.Y. 2021-22. Supported by copy of ITR of three years.

(Signature of the Tenderer)

Company Seal:

Date:

Annexure-VII
PRICE REASONABILITY CERTIFICATE
(To be submitted on Firm/Company Letterhead)

1. I/We _____ hereby certify that the prices quoted by us in our offer letter No.....are not higher than prices to any Government Department/PSU/Institution.
2. I/We further certify that I/We have not supplied or quoted for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi-Government/ Public/Institution within the period of 90 days preceding the last date of submission of the offer.
3. I/We hereby undertake that I/We will not supply or quote for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi-Government/ Public/ Institution/ within the period of validity of the offer.
4. I/We also undertake to bring the attention of the Authorities, any incidence of breach of any of the above paras within 30 days from the occurrence of the breach and further undertake to refund/reimburse the difference which may arise due to breach of any of the above paras and I/We also understand that the decision of Authorities, regards to the determination of quantum payable shall be final.

(Signature of the Tenderer)
Company Seal:
Date:

**Annexure-VIII
PRE-BID QUERY FORM/FORMAT**

Name of the Firm: _____

Address: _____

Email ID: _____

Contact No.: _____

Sl. No	Reference of the Clause No. of the Tender Document	Query/Clarification/ Deviation sought	Clarification/Response from IIT Indore
1			
2			
3			
4			
5			
6			
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Annexure-IX
TECHNICAL SPECIFICATIONS COMPLIANCE SHEET

1. The technical compliance bid must be in this sheet only, otherwise, it should be assumed that the bidder is not able to offer a technically desired product. Information provided elsewhere or in different form will not be considered.
2. All the columns of this sheet should be filled in compulsorily by the bidder, merely asking the office to refer catalogue or brochure will not be entertained.
3. The bidder shall assume full responsibility of the information provided in this sheet. Any false statement should render the breach of basic foundation of the tender.

S. No.	Technical specification	Features available write (Yes/No)	Offered Specification	Any deviation from specification	Remarks
1	Technical Specification as per Tender Document				
2					

Note: Bidder should submit with Technical Specification Compliance Sheet with Technical Specification Bid.

(Signature of the Tenderer)

Company Seal:

Date:

Annexure-X
For Make in India Bidders only

DECLARATION OF LOCAL CONTENT

(To be given on company letter head - For tender value below Rs.10 crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 crores)

SUB: DECLARATION OF LOCAL CONTENT

Tender Reference No:

Name of Tender : -

1. Country of Origin of Goods being offered:

1. We hereby declare that an item offered has _____% local content.

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

The bidders cannot claim services such as transportation, insurance, installation, commissioning, training and after sales service support like AMC/CMC etc. as local value addition.

“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”

(Signature of the Tenderer)

Company Seal:

Date:

Annexure-XI
PERFORMANCE SECURITY FORMAT

To,

.....

WHEREAS (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no. Datedto supply (description of goods and services) (hereinafter called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee:

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We further undertake to pay the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier(s)/vendor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the supplier(s)/vendor(s) shall have no claim against us for making such payment.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal:

Name & address of the Bank

Address of the Branch:

Phone No.:

E-mail ID:.

ANNEXURE-XIII

(To be submitted on Firm/Company Letterhead)

UNDERTAKING

I/We hereby declared that all the Test Reports compliances as per Standard Specifications mentioned in the Document No: _____ for **“Supply & Installation of _____”** will be submitted by us, if required/asked.

Further, we will provide all Statuary valid Certificates/Permissions/License/Hardware/Software as required for smooth running of the supplied EQUIPMENT including all essential requirements for installation etc..

Furthermore, I/We hereby declare that, our quoted prices against this E-Bid Enquiry are not higher than prices offered by us to any others Govt. Institutions/Other Institutions/Departments as per prevailing market prices and we are liable for passing of all the benefits of GST in terms of cost reduction on account of various tax factors to O/o Pr. AG(A&E), Gujarat, Ahmedabad as per the provisions of GST Act 2017. If any time O/o Pr. AG(A&E), Gujarat, Ahmedabad will get the information that we have supplied items on higher prices in comparison to other offices on the basis of prevailing applicable prices, we are undertaking that, we are liable for refunding and depositing back such difference amount to O/o Pr. AG(A&E), Gujarat, Ahmedabad from our side without any question.

I/We are also undertaken that the Department of Commerce or Ministry/any other Department has been not debarred/blacklisted our firm as per best of our knowledge, if any such debarment/blacklisting come to the notice of O/o Pr. AG(A&E), Gujarat, Ahmedabad Authorities during execution of Supplies against this E-Bid Enquiry, Ahmedabad have right to reject our proposal and take appropriate action deemed fit against our firm as per prevailing applicable Rules & Regulations.

(Signature of the Tenderer)

Company Seal:

Date:

**Sd-
Deputy Accountant General,
O/o Pr. AG(A&E), Gujarat, Ahmedabad**

Supply and Installation of Modular Furniture

Terms and Conditions

1. The firm should have a Manufacturing Unit and Registered/Branch Office within 100 Kilometer (approx.) radius from the buyer's work site.
2. Bidder Turn over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder are less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. Bid Security (EMD) at 2% of approximate tender amount.
4. The firm should have executed or in progress with at least one or more work / contract combining making it at least 50% of the value quoted for similar works in Govt./ Semi Govt./ PSUs Direct or Indirect within the last three financial years. Copies of the Completion Certificate together (if required) with the following documents should be submitted along with the Technical Bid.
5. LAN/ ELECTRICITY/ TELEPHONE connectivity at each table of Sr. AO, AAO and workstations with structured cabling (Cat 6 cable). Cabling should be under taken with conduit/trunk and accessories having ISI mark.
6. The SUPPLY/INSTALLATION shall be executed and completed as per the requirements specified in the tender document within 40 days from the date of intimation of their selection / award of work order.
7. Pre-dispatch inspection at Seller premises: Before dispatch, the goods will be inspected by Buyer / Consignee or their Authorized Representative or by Nominated External Inspection Agency (independently or jointly with Buyer or Consignee as decided by the Buyer) at Seller premises (or at designated place for inspection as declared / communicated by the seller) for their compliance to the contract specifications. For in-house testing, the Sellers will provide necessary facilities free of cost. Seller shall notify the Buyer through e-mail about readiness of goods for pre-dispatch inspection and Buyer will notify the Seller about the Authorized Representative/ Nominated External Inspection Agency and the date for testing. The goods would be dispatched to consignee only after clearance in pre-dispatch inspection. Consignee's right of rejection in respect of the goods finally received at his location shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by Buyer/ Consignee or its Nominated External Inspection Agency prior to the goods' shipment. While bidding, the sellers should take into account 3 days for inspection from the date of email offering the goods for inspection. Any delay in inspection beyond 3 days shall be on the part of the buyer and shall be regularized without Liquidated Damages. When there is requirement of submission the advance sample, the seller shall inform the buyer promptly through emails about the date of submission of sample to the buyer nominated Inspection agency.

8. **Safety Regulations:** The successful bidder shall adhere to safe construction practice and guard against hazardous and unsafe working conditions and shall comply with safety rules. The office shall not be held responsible for any accidents that occur due to unsafe practice of the persons employed by the successful bidder to carry out the work.
9. The bidder is required to upload, along with the bid, all relevant certificates such as BIS license or ISO Certificate.
10. The firm should warrant/ certify that the goods supplied under this contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials as per the specifications approved by this office. The firm further warrants that all goods supplied under this contract shall have no defect arising from design, materials or workmanship or from any actor omission of the supplier.
11. **Prices:**
 - a. The price quoted shall be considered firm and no price escalation will be permitted.
 - b. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
 - c. Bidder must offer in INR only. The prices quoted must be “F.O.R. basis to AUDIT BHAVAN, Navrangpura, Ahmedabad” inclusive of all taxes, duties, license fees, road permits, Installation, packing, forwarding, freight, insurance, loading/unloading and allied charges till destination site(s) whichever applicable.
 - d. The bidder must quote the applicable GST appropriately in the price bid format provided. In case of any error, oversight in quoting GST rate, the lower of the actual rate quoted by the bidder or the actual tariff rate applicable will be paid. The difference in GST amount payable – if any will be borne by the bidder. In this case, the basic unit prices will be suitably adjusted by the bidder – if required. The buyer will not issue any concessional GST certificate.
12. The contractor must not be blacklisted/ debarred from bidding by any Government Department, PSU or Autonomous institution, as on date of submission of bids. (Declaration to be submitted on letter head).
13. The bidder (s) must submit Bank Solvency certificate in favor of their firm issued by the bidder’s banker, for a minimum 100% amount of tender amount.
14. **Compulsory Site Visit:-** The bidder is advised to visit the site and examine the site condition where in the work is proposed to be carried out and to get themselves fully acquainted with all information that may be necessary for quoting the tender bid and entering in to contract.
15. **Compulsory Pre-Bid meeting:**
 - a. The bidders shall visit for pre-bid meeting to enable them to have a realistic idea of the type & extent of the facilities which they are required to provide. Those who do not attend pre-bid meeting will be disqualified from Technical bid.
 - b. The bidders shall have to certify their detailed specification sheet containing minimum specification uploaded by this office on GeM and detailed floor plan from

this office and the same should be uploaded on GeM to qualify in Technical bid.

- c. The bidders shall carry five movable furniture items in this office for physical demonstration at their own cost.
16. Warranty period of the supplied products shall be 2 years from the date of final acceptance of goods or after completion of installation at consignee location. The seller should guarantee the rectification or replacement of goods in case of any damage during the guarantee period.
 17. After Sales Service & Support: The successful bidder shall be responsible for providing Services & Support for the newly installed items for a period of at least 3 years after the guarantee/warranty period.
 18. The successful bidder, on award of contract / order, must submit the Performance Security in the form of DD or a Bank Guarantee for an amount equivalent to 3% of the order value within 10 days of award of order failing which this office reserves the right to cancel the order.
 19. Payment Terms & Other Conditions: No advance payment shall be made to the successful bidder. Any damage to the office building, property, etc. during the execution of work shall be compensated by the successful bidder from the bills thus submitted. TDS at applicable rate shall be deducted while making payment to the successful bidder.
 20. Breach of Contract: In case of breach of any of terms and conditions of the contract, this office shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by the Office of the Principal Accountant General (A&E), Gujarat, Ahmedabad. Further, the security deposit in the form of Performance Security Bank Guarantee shall be forfeited and encashed and further the office of the Principal Accountant General (A&E), Gujarat, Ahmedabad shall be at liberty to complete the work at the risk and cost of the contractor, either by awarding the work to the L2 bidder or by inviting fresh tenders/ quotations.

Time schedule for execution of the work:

The SUPPLY/INSTALLATION shall be executed and completed as per the requirements specified in the tender document within 40 days from the date of intimation of their selection / award of work order.

The successful bidder will submit a plan of action for the milestones for completion of the entire project within the stipulated time floor wise as described below:

Floor	Date of completion
Fifth	
Sixth	

The date of completion will not be extended except for reasons which were beyond the control of the contractor. For delay in completion of work, the liquidated damage @ 0.5% of the value of work order per week or part thereof subject to the maximum of 5% of the value of work order shall be deducted. The decision of the competent authority of this office in this regard shall be final and binding. The office shall not be responsible for the breakage/ damage of any goods during the transit. In that case, it is the responsibility of the firm/contractor to whom the work has been awarded to replace the damaged item.

Sd-

Deputy Accountant General (A&E)