

महालेखाकार (ले0 एवं ह0) का  
कार्यालय  
बीरचंद पटेल पथ,  
पटना, बिहार - 800001



OFFICE OF THE ACCOUNTANT  
GENERAL (A&E),  
BIRCHAND PATEL PATH  
PATNA, BIHAR - 800001

SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

पत्रांक / Letter No. - GD/Repair & Maintenance/24-25/ 144

दिनांक / Date - 22-01-2025

### Notice Inviting Tender

A tender is invited on GeM Portal regarding Bid for Repair and Overhauling Service is floated on GeM Portal vide Bid No. GEM/2025/B/5849437, dated: 22-01-2025. Additional Terms & Conditions and Scope of work is attached herewith. All Curious bidders are requested to submit their bid on GeM with complete Documents and duly filled all annexures.

- Bid Start Date: 22-01-2025
- Bid End Date: 12-02-2025 15:00:00
- Bid Opening Date: 12-02-2025 15:30:00

Yours Sincerely,

Sr. Accounts officer,  
Bihar, Patna



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/5849437  
Dated/दिनांक : 22-01-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	12-02-2025 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	12-02-2025 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Comptroller And Auditor General (cag) Of India
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Accountant General, Bihar
Office Name/कार्यालय का नाम	Accountant General (a&e), Patna
क्रैता ईमेल/Buyer Email	pankajkumar.bih.ae@cag.gov.in
Item Category/मद केटेगरी	Repair and Overhauling Service - As per requirement and As per scope of work; As per requirement and As per scope of work; Yes; Buyer Premises
Contract Period/अनुबंध अवधि	1 Year(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	24 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

**Bid Details/बिड विवरण**

<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	Yes
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

SENIOR ACCOUNTS OFFICER  
OFFICE OF THE ACCOUNTANT GENERAL(A&E),BIHAR, PATNA, 800001.  
(Pao Audit)

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

OEM Purchase Preference/एमएसई खरीद वरीयता

Yes

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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 above 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 is 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.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Product Details:**[1737522490.pdf](#)

**Scope of Work:**[1737522534.pdf](#)

**Terms and Conditions pertaining to the Bid/Contract:**[1737522539.pdf](#)

**List of Spare Parts:**[1737522551.pdf](#)

**Financial Break up Format:**[1737522555.pdf](#)

**Repair And Overhauling Service - As Per Requirement And As Per Scope Of Work; As Per Requirement And As Per Scope Of Work; Yes; Buyer Premises ( 444 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Product Category	As per requirement and As per scope of work
Product Brand	As per requirement and As per scope of work
Spares Required	Yes
Place of Repair/Maintenance	Buyer Premises
<b>Addon(s)/एडऑन</b>	
<b>Additional Details/अतिरिक्त विवरण</b>	
Product Details	Repair & maintenance of Workstation & partition work(As per requirement and As per scope of work)

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Products to be Repaired	Additional Requirement/अतिरिक्त आवश्यकता
1	Pankaj Kumar	800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path,	444	N/A

#### Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

##### 3. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

## Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

**Product details for maintenance & repair of  
Office Workstations and partition work**

Sl.No.	Specification/Description of Goods/Parts	Quantity
01	Providing & Fixing Telescope Channel (Regular) 16"/18" Hepo/Alaska	350
02	Lock: Front Multi Drawer Lock Make: Link/Hepo/ebco	325
03	Drawer Repairing	50
04	L Bracket for opes Table Top	100
05	Miscellaneous work: PVC Lipping, Edge Banding & Replacement of table top and other work in work station.	12
06	Providing & fixing Aluminum partition and paneling as per Map enclosed in Annexure-3	<p><b>A-(As per Map)</b> Providing Aluminum Partition and Door with aluminum section and 4 mm ACP Panel Sheet finish with silicon cover edges-<b>Cover Area-93 sq.ft.</b></p> <p><b>B-(As per Map)</b> Providing Aluminum Paneling with aluminum section and 4 mm ACP Panel sheet finish with silicon cover edges-<b>Cover Area-345 sq.ft.</b></p>



**List of spare parts for maintenance & repair of  
Office Workstations and partition work**

Sl.No.	Specification/Description of Goods/Parts	Quantity
01	Providing & Fixing Telescope Channel (Regular) 16"/18" Hepo/Alaska	350
02	Lock: Front Multi Drawer Lock Make: Link/Hepo/ebco	325
03	Drawer Repairing	50
04	L Bracket for opes Table Top	100
05	Miscellaneous work: PVC Lipping, Edge Banding & Replacement of table top and other work in work station.	12
06	Providing & fixing Aluminum partition and paneling as per Map enclosed in Annexure-3	<p><b>A-(As per Map)</b> Providing Aluminum Partition and Door with aluminum section and 4 mm ACP Panel Sheet finish with silicon cover edges-<b>Cover Area-93 sq.ft.</b></p> <p><b>B-(As per Map)</b> Providing Aluminum Paneling with aluminum section and 4 mm ACP Panel sheet finish with silicon cover edges-<b>Cover Area-345 sq.ft.</b></p>

**Financial Break up format of maintenance & repair of Office Workstations and partition work**

Sl.No.	Specification/Description of Goods/Parts	Quantity	Price (INR)
01	Providing & Fixing Telescope Channel (Regular) 16"/18" Hepo/Alaska	350	
02	Lock: Front Multi Drawer Lock Make: Link/Hepo/ebco	325	
03	Drawer Repairing	50	
04	L Bracket for opes Table Top	100	
05	Miscellaneous work: PVC Lipping, Edge Banding & Replacement of table top and other work in work station.	12	
06	Providing & fixing Aluminum partition and paneling as per Map enclosed in Annexure-3	<b>A-(As per Map)</b> Providing Aluminum Partition and Door with aluminum section and 4 mm ACP Panel Sheet finish with silicon cover edges- <b>Cover Area-93 sq.ft.</b> <b>B-(As per Map)</b> Providing Aluminum Paneling with aluminum section and 4 mm ACP Panel sheet finish with silicon cover edges- <b>Cover Area-345 sq.ft.</b>	

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**GOVT.OF INDIA**

**INDIAN AUDIT & ACCOUNTS DEPARTMENT**

**TENDER FOR MAINTENANCE & REPAIR OF OFFICE**

**WORKSTATION AND PARTITION WORK**

**AT ACCOUNTANT GENERAL (A&E), BIHAR, PATNA**

**BIR CHAND PATEL PATH, PATNA-800 001**

    
21/1/25

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## TENDER SCHEDULE

<b>Name of the Work</b>	Tender for maintenance & repair of Office Workstations and partition work in this Office named "Accountant General (A&E), Bihar, Patna, Bir Chand Patel Marg-800 001.
<b>Last Date &amp; submission of Tender</b>	As per Bid specification uploaded on GeM portal.
<b>Date &amp; Time of opening of online Tender</b>	As per Bid specification uploaded on GeM portal.
<b>Earnest Money Deposit (EMD) in required form to be sent by Post / Delivered in hand on or before the last date of submission of E Tender (Technical)</b>	Declaration to be submitted as per Department of Expenditure Procurement Policy Division OM No. F.9/4/2020-PPD dated 12.11.2020.
<b>Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by successful bidder</b>	N.A
<b>SPECIFICATIONS</b>	AS PER BID DOCUMENT
<b>WARRANTY</b>	01 YEARS
<b>BRAND</b>	DIFFERENT BRANDS

**Note: If the tender is not opened on the specified date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.**

## Description for maintenance & repair of Office Workstations and partition work

Sl.No.	Specification/Description of Goods/Parts	Quantity
01	Providing & Fixing Telescope Channel (Regular) 16"/18" Hepo/Alaska	350
02	Lock: Front Multi Drawer Lock Make: Link/Hepo/ebco	325
03	Drawer Repairing	50
04	L Bracket for opes Table Top	100
05	Miscellaneous work: PVC Lipping, Edge Banding & Replacement of table top and other work in work station.	12
06	Providing & fixing Aluminum partition and paneling as per Map enclosed in Annexure-3	<b>A-(As per Map)</b> Providing Aluminum Partition and Door with aluminum section and 4 mm ACP Panel Sheet finish with silicon cover edges- <b>Cover Area-93 sq.ft.</b> <b>B-(As per Map)</b> Providing Aluminum Paneling with aluminum section and 4 mm ACP Panel sheet finish with silicon cover edges- <b>Cover Area-345 sq.ft.</b>

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*[Handwritten signature]* 2/1/11

**ADDITIONAL TERMS & CONDITIONS & SCOPE OF WORK**

***INVITATION TO APPLICATIONS***

1. Bids are invited for maintenance & repair of Office Workstation and partition work from the Manufacturers, Authorized Agents/distributors/SalesOutlets/Showrooms/Agencies/Companies/Firms etc. in Patna (District) only.
2. There are various types of Office workstations which is to be repaired/maintained .
3. The contract shall be for a one time maintenance or repairs of the office Chairs.
4. The tender will be uploaded on GeM Portal only. The tender should be quoted in two bids (Technical bid & Financial bid.).
5. The bidder must quote your rate for all items of maintenance or repairs etc and any other statutory payments & inclusive of GST. Partial bid will not be accepted.

***REPAIRS OR MAINTENANCE PROVISIONING SPECIFICATIONS  
& STANDARDS***

1. The Office workstations are made up of various brands i.e, Godrej, Vishala etc which is to be maintained or repaired.
2. Repair or maintenance of entire office workstations and partition work given in the **description for maintenance & repair of workstation and partition work** may be done within 21 days of award of bid.

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*[Handwritten signature]*

*[Handwritten signature]*  
21/1/25

3. Maintenance or Repairing: Item is to be maintained or repaired at various floor of project site.
4. The firm will quote the rates inclusive of all taxes. No any type of delivery/transportation etc charges will be admissible.
5. **Delivery:** The ordered materials are required urgently and hence, specify the shortest possible delivery schedule. The bidders are expected to quote free delivery at this Office. Price which includes components like packing, freight, forwarding and delivering the same in good condition at projected site.
6. The rates quoted shall be valid for next one year and this office has reserves the right to reduce/increase the quantity or prefer additional orders as required.

### ***INSTRUCTIONS TO BIDDERS***

**1. The following documents for technical bid are required from bidder:**

- (i) Copy of last three years' of the annual turnover which is (as per requirements by GeM Portal) of estimated value of contract. (Exemption given incase of MSME/Start up) \*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- (ii) Average Annual Turnover of OEM which is 400% (as per requirements by GeM Portal) of estimated value of contract.

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- (iii) Only Class-I & II Local Suppliers of MII will be eligible to bid. Non Local suppliers are not eligible to participate.
  - (iv) Copy of GST registration letter/ Certificate.
  - (v) Service Provider has minimum possess three (03) years of past experience for this purpose at Central/ State Govt.offices./autonomous body /State Central PSUs. Three Certificate/Work Order regarding above project is to be provided . (Exemption given in case of MSME/Start up) \*In case any bidder is seeking exemption from Experience/ Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
  - (vi) The vendor should not have been blacklisted by the Department/ Ministries of Central/ State Govt.,autonomous body under state/ Central Govt., State/ Central PSUs (valid proof of document/ declaration to be attached).
  - (vii) Copy of PAN in respect of the firm/ individual as the case may be ;
  - (viii) Copy of registration certificate of agency/firm/company for said purpose if any.
  - (ix) The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt, bidder to upload under taking to this effect with bid.(Certificate to be submitted)
  - (x) Allow participation only from Class I & II Local suppliers as per the Public Procurement (preference to Make-in-India)



 2/1/25

 2/1/25



order 2017 dated 16.09.2020 & provide Purchase Preference to MII according to GeM Portal. (Make in India Certificate to be submitted)

- (xi) Bidders should be able to commence the work within 07 days from the receipt of order.
- (xii) **Warranty/Gurantee Certificate:** The Successful Bidder has to provide One year comprehensive warranty for all quoted products.
- (xiii) All products should carry a warranty for a period mentioned above in Schedule of requirements (Description for maintenance & repair of Office Workstations and partition work) for any manufacturing defects from the date of supply for which an undertaking must be enclosed on the letter head of the bidder for taking the responsibility for warranty.
- (xiv) Upload Manufacturer Authorization: Wherever Authorised Distributors/Dealers are submitting the bid, Manufacturers Authorization Form (MAF)/Certificate with original OEM details such as name, designation, address, e-mail Id and Mobile No. required to be furnished along with bid.
- (xv) The OEM certificate or the valid authorization letter from the OEM for sale & support of the product quoted.
- (xvi) As Per Deptt. Of Expenditure Letter No.F-9/4/2020-PPD, Govt. of India, dated: 12-Nov-2020 instead of Bid Security/EMD the bidder are required to submit a Declaration regarding the Same.

- (xvii) Acceptance on letter head by authorized bidder regarding technical specification mentioned in bid or Duly signed all pages of "SCOPE OF WORK & ADDITIONAL TERM & CONDITIONS FOR TENDERERS" of the Bid document as mark of acceptance.
2. The bidders are advised to attach relevant documents in support of their eligibility. If any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid shall be rejected.
  3. 100% payment will be made after satisfactory and timely repaired or maintained, which is required to be inspected.
  4. The said work is of time bound nature, the entire work shall be completed within the stipulated time.
  5. The selected Companies/Agencies shall also provided functional Mobile and Land Line numbers or its personnel for urgent work regarding above mentioned work.
  6. If any bidder stipulates any condition of his own, such conditional Bid shall be liable to be rejected.
  7. Agencies/Contractor should follow all the statutory obligations under various laws from time to time and no additional payment will be made in this regard.
  8. Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the Bid document, ATC and Corrigendum if any.
  9. No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made to the firm except the offered rates permitted under the contract.



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- 10.No cash payment will be paid in any case & Payment would be made strictly on availability of funds.
- 11.The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for Breach of contractual obligations.
12. **Penalties:** As per mentioned in GeM portal/ decided by Competent Authority.
- 13.Any liability arising out of any litigation due to any act of contractor staff shall be directly borne by the contractor.
- 14.During the contract period, the scope of work for which job has awarded is increased/reduced, then the payment price shall be increased/reduced on pro-rata basis by the department & this decision shall be binding.
- 15.In Case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonors the contract in any way, the contract awarded shall be liable for cancellation/termination summarily, without assigning any reasons thereof.
- 16.No request for increase in the rates will be entertained during the said period. No advance payment will be made. Also, no interest will be paid on delayed payment.
- 17.In case of any differences the firms can be called for negotiation. This office will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
- 18.In case of breach of any clause of contract the firm can also be blacklisted.

- 19. **Force Majeure:** In the event of any unforeseen circumstances directly interfering with the supply of items arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the successful bidder shall, within 7 working days, from the commencement thereof, notify the same in writing to the purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days " notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.
- 20. **Relaxation:** The Head of the Department reserves the right to relax any of the conditions in exceptional cases, in the best interests of this Office reserves the right to withdraw the tender in whole or in part at any stage without assigning any reason.
- 21. Except mentioned conditions rest all conditions applicable as per GeM.
- 22. No increase in the agreed rates shall be entertained during the period of contract.
- 23. **Jurisdiction:** Any dispute, arising out of this contract will be settled under the jurisdiction of High Court, Patna. The addressing authority will be Accountant General(A&E), Bihar, Patna.
- 24. **Corrigendum,** if any issued for the Tender Document shall form part of the Tender Document. Corrigendum shall be posted on this Official website/GeM Portal. Hence, agencies/companies/firms are

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requested to visit the website regularly and note the corrigendum/amendments to the Tender Document without fail and submit the offer accordingly. The Department is not responsible for ignorance of corrigendum.

25. In case of any clarification regarding the Tender Documents may ask through email (Office email id)/ Contact in office within one week after publishing of Tender Documents. DAG (Administration) Chamber, Office of the Accountant General (A&E), Bihar, Patna may be consulted for said purpose with valid Identity Proof.



Sanjay Kumar Sinha

DAG



Devendra Pratap Srivastava

DAG



Arvind Prasad Singh

Sr.A.O

**Annexure-I**

**(FORMAT OF BID SECURITY DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE FIRM/AGENCY DULY STAMPED & SIGNED)**

To,  
The Accountant General (A& E),  
Beer Chand Patel Marg, Bihar, Patna-800 001.

**BID SECURITY DECLARATION**

Bid/ Tender reference No..... of Office of the Accountant General (A&E), Bihar, Patna.

I/ We, the undersigned, declare that:

1. I/We understand that, according to existing rules/regulations, bids must be supported by a Bid Security, which is being submitted in the form of this Bid Security Declaration.

2. I/We accept that:

I/We may be blacklisted/disqualified/ debarred from bidding for any contract in any Central Government Ministry/ Department for a period of two(2) years,

If I/ We have committed any of the following actions:

(i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents;

Or

(ii) Fail or refuse to accept the award or enter into contract in accordance with the Bidding Documents after having been notified as successful bidder.

3. I/We understand that this Bid Security Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period;

(b) I am/ we are declared ineligible or disqualified upon receipt of your notice to such effect, and

(c) I/ We have furnished the performance security after declaration as successful bidder.

**AUTHORIZED REPRESENTATIVE OF THE FIRM  
(Signature with Stamp)**

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## Annexure-II

### Technical Bid Checklist

Sl. No	Documents Provided details	If provided then Yes otherwise No.
01	Annual Turn Over (Last 03 Years)/Average Annual Turnover (OEM)( Exemption in case of MSE & Start up)	
02	GST Registration letter/certificate	
03	Past Experience(Exemption in case of MSE & Start up)	
04	Blacklisted Certificate	
05	PAN CARD	
06	Registration Certificate if any,	
07	Liquidation/Court receivership or Similar proceedings/ Bankruptcy certificate	
08	Make in India Certificate	
09	Warranty Undertaking Certificate	
10	OEM/ Manufacturer Authorization Form/Certificate	
11	Bid Security Declaration	
12	Bid Document as Mark of acceptance.	
13	Others documents (details)	
14	Others documents (details)	
15	Others documents (details)	

**\*\*Others documents (details) column, which is provided in this format for the purpose of mention additional documents/details regarding tender. Please mention details/types of documents in this column & also mention Yes/No in right Yes/No column.**

**\*\* Please provide all documents details in file form along with marking of page number.**

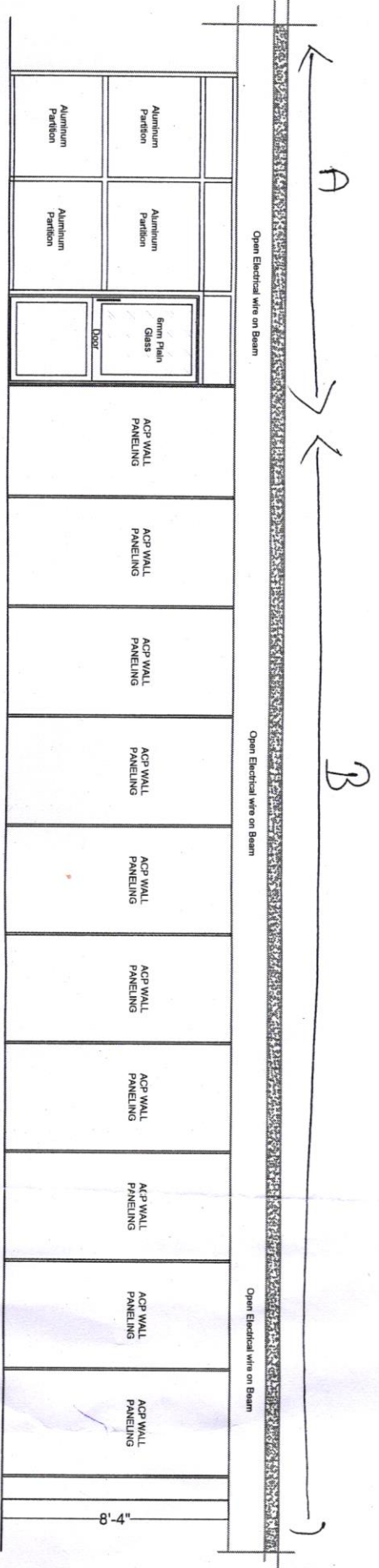
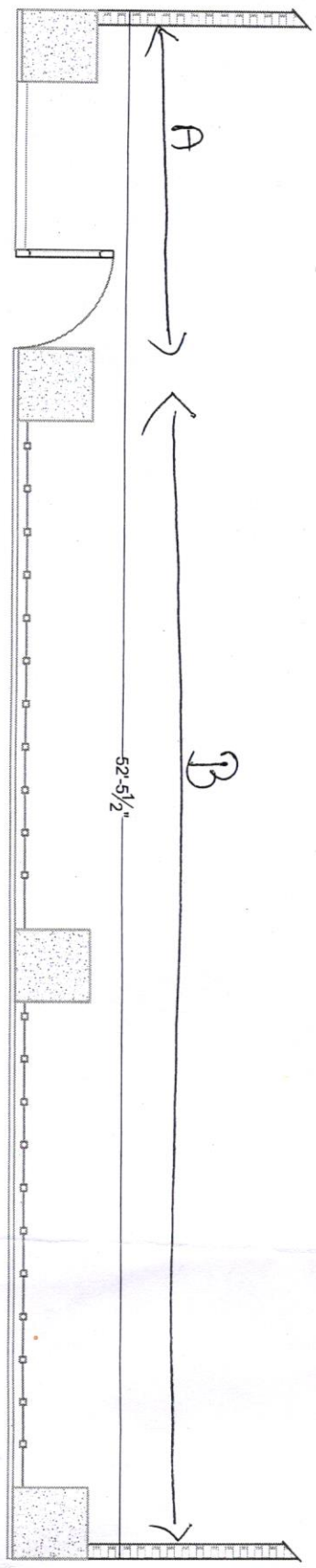
**\*\*All documents uploaded by the service provider should be signed by authorized signatory.**

*Yours faithfully,*

**Signature with Stamp of the Company/ Agency/Firm**

FRONT ELEVATION - 3

TOP VIEW PLAN



FRONT ELEVATION LAYOUT

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