



BID DOCUMENT

(e - Procurement)

Rate Contract
(Furniture & Misc. Items)



Issued On:

22-06-2017

CENTRAL PURCHASE ORGANIZATION
BANARAS HINDU UNIVERSITY
VARANASI-221005, INDIA



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Tender document containing detailed guidelines is enclosed. Vendors should read the Tender Document carefully before submitting their offers.



SECTION I: NOTICE INVITING TENDERS (NIT) (GENERAL TERMS & CONDITIONS)

Online tenders, in two-bid system, are invited from reputed bidders having at least three years experience of dealing with the Government Organisations for Rate Contract of items as per enclosed specification and related terms and conditions.

1. Bidders are required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.
2. Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Centre (NIC) in India.
3. Bidders can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in Vendors are required to submit the bid online by scanning and uploading all the relevant documents through www.eprocure.gov.in
4. Tender document can also be downloaded from the University website at www.bhu.ac.in For further details regarding Amendment /Addendum /Extension please visit website: www.eprocure.gov.in and www.bhu.ac.in
5. Non –Refundable Tender Fee of **Rs 5000.00** (*Rupees Five thousand only*) in the form of Banker's Cheque or Demand Draft, drawn in favour of Registrar, BHU, Varanasi, shall be scanned and submitted online, along with the Techno-commercial bid (Un-priced Bid), within the period of tender online submission date and time and the original (hard copy) should be sent to Joint Registrar, Central Purchase Organisation, Office of the Registrar(Finance), Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time.
6. Earnest Money Deposit (EMD) of **Rs. 6,00,000/-** (*Rupees Six Lacs only*) in the form of Call deposit, Banker's Cheque, Fixed deposit or Demand draft, drawn in favour of **Registrar, Banaras Hindu University, Varanasi** or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online, along with the Techno-commercial bid (Un priced Bid), within the period of tender online submission date and time and the original (hard copy) should be sent to Joint Registrar, Central Purchase Organisation, Office of the Registrar(Finance), Banaras Hindu University, Varanasi – 221 005 within the stipulated date and time. The Firm who are registered with National Small Industries Corporation (NSIC) / OR Small Scale Industries (SSI) are exempted to submit the EMD (Copy of registration must be provide along with technical bid).
7. In the event of the date being declared as a holiday for the office, the due date for submission of hard copy of bids and opening of bids will be the next working day.
8. Bidders are required to upload the scanned documents as per check list like VAT/Sales tax registration, PAN Card, valid document regarding registration of the firm along with the bid. The bidders should submit self attested copies of the Income Tax return for the last three financial year (i.e. 2014-15; 2015-16 & 2016-17).
9. The technical bids will be opened online by a committee of members duly constituted for the purpose at the time and date as specified in the tender document. All statements, documents, certificates, proof of EMD /Tender fee /Affidavits, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on the www.eprocure.gov.in which can be seen by all bidders who participated in the tender.
10. The bidders should create the Financial Bid in the letter head of the firm by mentioning details of the item, its Specification, Rates, Discounts, Taxes, Total Price upto BHU and upload it in the e-Procurement portal in pdf format. Sample format is attached as Appendix ' F'.
11. The Financial bid (price bid) of only technically qualified bidders will be opened online by a committee and the result will be displayed on the www.eprocure.gov.in which can be seen by all bidders who have participated in the tender.



12. The bidder must indicate the rate/quantum of Excise Duty applicable and payable by them irrespective of the fact whether the quoted prices are inclusive or exclusive of Excise Duty. They should also indicate their Excise Duty Registration. BHU is eligible excise duty exemption vide notification no. 10/97-Central Excise dated: 01.03.1997 and concessional custom duty vide notification no. 51/96-Custom dated 23.07.1996. Such certificated can be issued only if the offer mentions about such levies.

In the case of Small Scale Industrial Units, they should indicate the rates of Excise Duty in various turnover slabs. If a bidder states that the Excise Duty is NIL, he must intimate the basis for the same and also confirm that no Excise Duty will be charged by him under any circumstances. If a bidder states that the Excise Duty is not applicable at present but will be charged extra if it becomes applicable later on, their offer will be loaded with the normal rate of Excise Duty for the equitable comparison of prices. If however, the bidder confirms that they shall not charge any Excise Duty even if it becomes payable at a later date for whatever reasons, no loading of Excise Duty in such a case will be done. In case no information about excise duty is given, it will be taken as inclusive.

13. Bidder should indicate whether the prices quoted are exclusive or inclusive of tax. They should indicate the rate(s) of CST/VAT. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished. The bidders are advised to note that in case bidders indicate higher Applicable VAT Rates in their offer compared to what is actually payable but they deposit VAT with Tax authority at the rate at which it is actually payable and thus misappropriating the money collected on account of VAT charged from government supplies, necessary administrative actions such as deregistration, suspension of business dealing and/or banning of business dealing, in addition to recovery against the firm may be taken.
14. However, after implementation of Goods and Service Tax Act (GST) statutory taxes will be imposed as per provisions / notifications to this effect.
15. As per CVC Circular No. 3/01/2012 dated 13.01.2012 :
- (a) In a tender, either the Indian agent on behalf of the Principal / OEM or Principal / OEM itself can bid but both cannot bid simultaneously for the same item / product in the same tender.
- (b) If an agent submits bid on behalf of the Principal / OEM, the same agent shall not submit a bid on behalf of another Principal / OEM in the same tender for the same item / Product.
16. Cartel Formation and Quoting Prices in Pool – Bidders may note that Offers of such firms who resort to unethical practice of cartel formation and quote prices in a pool shall be rejected and their offers shall also not be considered for award of RC for the next two years.
17. **The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not supplying the same item at lower rates quoted in this tender to any Government/Private organization or any other institution during past one year, as per “FALL CLAUSE” adhered by DGS & D and other Government agencies. Further, If at any time during the currency of Rate Contract period, the firm reduces the sales price or offers to sell such stores to any person (s) /organization (s) / body etc including the purchaser or any Department of Central Government or any Department of State Government or any statutory undertaking of the Central or a State Government as the case may be, at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction to the Joint Registrar – Purchase and the price payable under the contract for stores supplied after the date of coming into force of such reduction or sale or offer to sale shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the sale price and continues to charge higher rates, is liable to be deducted from E.M.D. Furthermore, such firm is liable to be debarred from doing any business with the University in future.**
18. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/- that there is no vigilance/CBI /FEMA case pending against the firm/supplier.
19. At any time prior to the date of submission of bid, Registrar, BHU, may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to



take the amendment into account in preparing the bid, Registrar, BHU, may at his discretion, extend the date and time for submission of bids.

20. The tendered rates and the validity of bids shall be for a minimum period of two years from the date of award. It may also be noted that the Rate Contract would be concluded on a fixed Price basis which would be valid for the entire duration of the Rate Contract without any firm commitment on the University's part for assuring any minimum quantity of business. Purchase order will be placed on demand from the users as per their actual need.
21. Payments shall be made after execution of the order and supply of goods in satisfactory condition on bill basis.
22. If the supplies received do not conform to the description and quality as contained in the catalogue or have deteriorated, in that case the decision of the University shall be final and binding. On such rejection the goods will be replaced by the firm at its own cost.
If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will summarily be rejected without any information.
In case of sub-standard supply / non-execution of supply of ordered goods within the stipulated time, the University reserves the right to impose penalty on the concerned firm.
23. Warranty / Guarantee terms should be clearly stated for all items, service facilities, consumables and spare parts. Proposal of A.M.C. should also be clearly mentioned along with rates, terms and conditions.
24. The Bidder shall provide comprehensive warranty against all manufacturing defects for a period of at least 12 months from the date of installation or 18 months from the date of completion of supply of material whichever is minimum for all hardware & system software.
In case any discrepancy is found with regard to quality/quantity of the material supplied by them under this Rate Contract, the Bidders must agree for immediate replacement of it free of cost.
25. In case any of item(s) are on the current running Rate Contract lists with DGS&D/GeM, please quote DGS&D/GeM rate with DGS&D/GeM Rate Contract reference(s) and also submit a copy of the relevant DGS&D/GeM R/C alongwith quotations.
26. Printed conditions of tender including there on to reserve or otherwise sent alongwith the tender, if any shall not be binding upon us.
27. The Bidders are advised to submit the alongwith other desired enclosures necessarily to ensure and undertake the after sale services.
28. BHU reserves the right to conclude more than one rate contract for the same item and has the option to renegotiate the prices with the Rate Contract holder.
29. BHU reserves all rights to make any changes in terms and conditions of the tender and also to reject any or all bids without assigning any reason thereof.
30. The Vice Chancellor, B.H.U. or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

For any clarification and further details contact Telephone No: 0542 -2366865 or contact in person during office hours.



UNDERTAKING FOR CHECK LIST

The following undertaking for checklist duly signed with seal and with required documents should be submitted along with offer:

We hereby declare that the following requirements have been fulfilled by us –

- i. Printed copies of the **Catalogue / Price List** of the products.
- ii. Attested photocopy of current manufacturing license, for respective items, issued by competent authority.
- iii. List of organizations where the firm is on rate contract or has been supplying the items, along with their performance certificates if available and attested photocopies of rate contracts.
- iv. The firm has to give an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10/= that the firm is not blacklisted from any Government/Private organization or any other institution.
- v. The enclosed certificates and proforma (Annexure A,B,C) duly filled in and signed.
- vi. **Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet of both the manufacturer as well as authorized dealer separately. A minimum turnover for consumables & non-consumables as indicated at page no. 11 is essential for manufacturer and authorized dealer separately.**
- vii. An Earnest Money Deposit (EMD) of **Rs. 6,00,000/- (Rupees Six Lacs only)** is to be submitted along with the offer in form of an Fixed Deposit Receipt duly discharged in favour of **“The Registrar, BHU” payable at Varanasi.**
- viii. Registration Certificate of Central Excise, wherever applicable.
- ix. Registration Certificate of C.S.T. and other Taxes of State Govts.
- x. Drug manufacturing license (for Chemical & Glassware / plastic ware etc. category)
- xi. **Copy of Income Tax Returns for last 3 years of both the manufacturer and authorized dealer.**
- xii. **Copy of Sales Tax / VAT Assessment for last 3 years of both the manufacturer and authorized dealer.**
- xiii. Registration in SSI / DI, in case of manufacturer.
- xiv. Undertaking for Quality Control System – Copy of Certificate pertaining to ISO, BIS etc.
- xv. **Every page of the tender documents and the enclosed copies of the certificates have been signed with seal.**

We hereby agree that in the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to us.

Date:

Signature with seal



TO BE RETURNED WITH QUOTATION

Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation. (Please refer to the detailed instructions/notes before filling this proforma).

- 1. Validity of the offer :
2. Approximate Delivery Period :
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges : YES / NO
(b) If not, please mention the same
4. (a) Whether the prices are inclusive of Sales Tax / VAT & other taxes. : YES / NO
(b) If not, kindly specify the amount / rate
5. If the Sales Tax / VAT is charged extra, declaration for Charging Sales Tax Correctly, attached : YES / NO
6. (a) Whether supply will be made directly or through any Local/ Regional/Authorized Dealer/Stockiest : Directly / Stockiest / Authorized Dealer
(b) If through a Stockiest / Dealer
(i) Name and full address of the Party
(ii) Whether the order to be placed with the : Principal / Stockiest / Dealer
(iii) Who will raise the bill : Principal / Stockiest / Dealer
(iv) Cheques will be drawn in favour of : Principal / Stockiest / Dealer
(v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockiest/Dealer : YES / NO
(Please specify the amount/percentage etc.)
7. Our terms of payment (Please indicate your preference By a (✓) mark) Please note that no other payment terms are likely to be accepted.
(a) For Local Firms or if the bills are raised by the Local Dealers.
(i) 100% Payment on bill basis
(b) If the bill are raised by outstation Firms
(i) 100% Payment on bill basis
OR
(iii) D.G.S. & D. Terms of Payment for D.G.S. & D Rate Contract items
8. Whether any Excise Duty is payable on the items. : YES/ NO
If yes, indicate the amount / percentage. :%
(Please note that excise duty shall be paid only when it is clearly shown in the invoice separately
9. Whether any installation charges are payable extra. : YES / NO
If yes, amount to be specified :
10. Whether any discount for educational institution offered on the printed price list of the manufacturer. : YES / NO
If yes, mention the amount / percentage. :%



11. Whether the product is on DGS &D/D.I. Rate contract. : YES / NO
If yes, please enclose a photocopy of the same.
12. Whether the product bears I.S.I. Mark. : YES / NO
If yes, please mention the I.S.I. License no. :
13. (a) Whether the firm is Sales Tax payer. : YES / NO
If yes, please mention the Sales Tax Numbers. :
- (b) Whether the Local Dealer(s) is/are Sales Tax payer(s) : YES / NO
If yes, please mention the Sales Tax numbers of each :
14. Whether certificate of Quality Control enclosed : YES / NO
15. Whether printed / authenticated price list of the Firm's : YES / NO
Products and Catalogue etc. enclosed.

Signature with Seal

CENTRAL PURCHASE ORGANIZATION



**TO BE RETURNED
ALONG WITH THE OFFER**

CERTIFICATE

WE CERTIFY THAT :

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than the prices quoted by us to the University.
2. I / We certify that there has been no reduction in sale price of the Stores of Description identical to the Government under the contract herein and such stores have not been offered / sold by me / us to any person(s) / Organization(s) including the purchaser or any Department of Central government or any Department of State Government or any statutory undertaking of the Central or State Government as the case may be upto the date of the bill / the date of completion of supplies against all supply orders placed during the currency of the R/C at a price lower than the price charged to the Government under the Contract except for quantity of stores.
3. The goods on which Sales Tax / V.A.T. has been charged are not exempted for payment of Sales Tax / V.A.T. under C.S.T. Act or U.P.S.T. Act or the rules made there under and the amount mentioned on account of Sales Tax / V.A.T. on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
4. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules in all respects and the same is payable to the Excise Authorities in respect of the stores.
5. The goods / Stores / articles offered under the rate contract shall be of the best quality and workmanship and their supply be strictly in accordance with the technical specifications and particulars as detailed in the quotation and also certificate of quality control system attached.
6. The information furnished by us in the quotation are true and correct to the best of our knowledge and belief. If any information furnished by the undersigned is found to be incorrect, the bid may be rejected.
7. We have read and understood the rules, regulations, terms and conditions of rate contract as applicable from time to time and agree to abide by them.

Authorized Signatory
(Seal)



Special conditions of the contract for office and Computer Furniture :

(% discount on the latest price list of the Manufacturer as on the date of release of tender has to be specifically mentioned)

Bidders must have following certifications related to quality & safety possessed by most of reputed brands of furniture manufacturers e.g. (please tick against each certification)

- a) ISO 9001
- b) ISO 14001
- c) ISO 18001
- d) ISO 9001 : 2000
- e) ISO 14001 : 2004
- f) SEFA
- g) BIFMA
- h) Green Guard (Optional)
- i) OHSAS 18001 etc. (Certificates to be attached).

CENTRAL PURCHASE ORGANIZATION



Special Condition of the Contract

- ***The tenders may be required to place samples of the Furniture when required by the Purchase Committee and Concerned Department of BHU, for quality evaluation and all the expenses will be borne by the tenderer. Purchase will be done only after the approval of the quality of the product by the Competent Authority. If required failing which their bids/offer shall be rejected.***

The firms are intimated that they should get ready for demonstration and only one-week time will be provided for arrangement of demonstration and no request for extending time for demonstration will be entertained. Failure to demonstrate, their offer will be summarily rejected.

- The firm should have availability of a responsible person on call on all working days between 09.00 Hrs. to 18.00 Hrs.
- The selected tendering Firm/Agency/Company shall also provide the name and mobile number of a key persons, who can be contacted at any time, even beyond the office hours on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to BHU, Varanasi.
- The separate price list of all accessories and consumables, if any, must be attached / enclosed along with the Financial Bid.
- After sales service centre should be available on 24 (Hrs.) x 7 (days) x 365 (days) basis. Complaints should be attended properly, maximum within 24 hours to ensure an uptime of minimum 95%, wherever applicable, failing which the necessary penalty measures shall be enforced.
- ***An amount of Rs. 25,00,00,000/- (Rupees Twenty Five Crore only) is required as annual turnover from the Furniture & Misc. items. Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet of both the manufacturer and authorized dealer must be attached.***



Format for Financial Bid

Furniture						
S. No.	Product Catalogue / Name of the Product	Specification	Price / Unit (Excluding Tax in Rupees)	Discount	Tax%	Total Price

1. I /We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the University.

Place:.....

Name:

Address:

Dated:.....

Signature of Bidder:

Seal of the Bidder:

CENTRAL PURCHASE ORGANIZATION



BANARAS HINDU UNIVERSITY

Central Purchase Organization
Varanasi -221005
Tel: 0542-6701724, 2366865

PROFORMA FOR AUTHORITY FORM OEMs (Original Equipment Manufacturers)
(To be submitted by bidder if they are authorized representative of an OEM)

No..... dated.....

To,
The Registrar
Central Purchase Organization
R. O. (Finance)
Banaras Hindu University
Varanasi-221005

Dear Sir,
Sub: BHU, Varanasi Tender No.....

We an established and reputable manufacture of
..... do hereby authorize
M/s..... (Name and address of Agents) to represent us, to bid
negotiate and conclude the contract on our behalf with you against Tender No.....

No company/firm or individual other than M/s..... are authorized to
represent to this business against this specific tender. Further, certified that the price catalogue submitted alongwith the bid is
the only one in circulation and discount offered to BHU, Varanasi is not lesser than that of offered by any other Govt.
department (R&D agency)/ Academic institute.

Your faithfully,

(Name)

For & on behalf of M/s

(Name of Manufactures)

Note: This letter of authority should be on the Letter-Head of the manufacturing concern and should be signed by a
competent person and having the power of attorney to bind the manufacturer.



AFTER SALES SEVRICE CENTRES

The service centers listed below are fully functional and equipped with spares and skilled manpower for providing satisfactory after sales services within a radius of 100 Kilometers of the consignee locations for the equipment supplied by us under this contract.

Nearest service centre address	Service Contact person & Tel. No.

Date:

Signature:

Name:

Company:

Seal:

CENTRAL PURCHASE ORGANIZATION



INVITATION FOR BIDS
NOTICE INVITING TENDER (NIT)

BANARAS HINDU UNIVERSITY
CENTRAL PURCHASE ORGANIZATION
VARANASI-221005

e-Procurement Notice

Ref: BHU/CPO/Rate Contract/2017-18/03

Dated: 22-06-2017

Online tenders are hereby invited in **two cover system** from reputed **manufacturer/ authorized representative of a manufacture/whole sale dealer/importer** for supply of :-

- Rate Contract (Furniture & Misc. Items)

Bidders can download complete set of bidding documents from e- procurement Platform <https://eprocure.gov.in/eprocure/app> from 23.06.2017 onwards. Bidders need to submit the bids online for the interested items by uploading all the required documents through <https://eprocure.gov.in/eprocure/app>.

Last Date/ Time for receipt of bids through e-procurement is: 15-07-2017 upto 05:00PM.
(Server time). Late bids shall not be accepted.

For further details regarding Tender Notification & Specifications please visit website: <https://eprocure.gov.in/eprocure/app> and www.bhu.ac.in.

CRITICAL DATE SHEET

Published Date	23-06-2017 (06:00 PM)
Bid Document Download Start Date	23-06-2017 (06:00 PM)
Clarification Start Date	23-06-2017 (06:00 PM)
Clarification End Date	26-06-2017 (06:00 PM)
Pre bid meeting	NA
Bid Submission Start Date	27-06-2017 (10:00 AM)
Bid Document Download End Date	15-07-2017 (05:00 PM)
Bid Submission End Date	15-07-2017 (05:00 PM)
Bid Opening Date	17-07-2017 (03:00 PM)