



Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.)

( A Central University established by the Central Universities Act, 2009 No. 25 of 2009)

Website: [www.ggu.ac.in](http://www.ggu.ac.in) Phone: 07752- 260381 FAX: 07752-260154, 260148

Expression of Interest For Rate Contract for furniture items

**Enquiry No: 1372/Store/2014**

**Date: 08/06/2014**

Department : Store Section

**Please send your sealed EOI only by  
Registered/Speed Post to:**

To  
All Firms/Manufacturer/Authorized  
dealer/supplier

The Deputy Registrar (Store)  
Department of Store  
Administrative Block  
Guru Ghasidas Vishwavidyalaya, Koni  
BILASPUR – 495009, Chhattisgarh, INDIA

Dear Sir,

Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) , invites sealed bids from principal manufacturers or their authorized distributors firms who have adequate credential for the Annual Rate Contract for supply of the furniture. If you are interested, kindly send your offer with prices and complete terms within the time mentioned below. Interested parties may submit their sealed bids under Two-cover system.

All tenderer are requested to read the EOI document carefully including its terms and conditions, procedures to fill the EOI form and EOI assessment criteria.

At any time prior to the deadline of submission of bid, the University for any Reason, whether at its own initiative or in response of a clarification requested by a prospective tenderer, modify the EOI by amendment and it will be published on the website.

Name of work	EOI form fee (Rs) (Non-refundable)	EMD (Rs)	Security Deposit (Rs)	Estimated Annual cost for a Year (Rs)	Last Date of submission of EOI	EOI Opening Technical bid	Quotation Opening Price bid
Rate contract for supply of furniture items	1000.00	20000.00	3 lacs	50 lacs aprx	30/06/2014 Till 3.00PM	30/06/2014 4.00 PM	Will be intimated later to eligible bidder if not opened on same date

Encl (s):

- Instruction to Tenderer at **Annexure I**
- General Terms & Conditions** given at **Annexure II.**
- Tenderer profile in the format given at **Annexure III.**
- Declaration by the Bidder at **Annexure IV**
- Tenderer are required to submit their Price/discount in the format given at **Annexure V.**

By order

Registrar(Acting)

Note: Kindly refer to the University website [www.ggu.ac.in](http://www.ggu.ac.in) for complete EOI details/corrigendum /updates.

**INSTRUCTIONS TO TENDERER**

EOI should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). Envelop of Part – I should be super scribed as “Expression of Interest For Rate Contract for furniture items Part – I Technical Bid” and Envelop of Part – II should be superscripted as “Expression of Interest For Rate Contract for furniture items , Part – II Financial Bid”.

**1. Pre – Qualification Criteria:**

The manufacturer /Dealer/Distributor who will be able to meet the following criteria (self certified document is to be attached in support of the proof) are only eligible to apply.

S.N	Evaluation criteria	Yes/No
1	Registration of company with a copy of product license,	
2	Income tax PAN number with latest copy of return filed with IT department	
3	Recent authorization certificate of Manufacturer in case of authorized dealer	
4	The firm will agree on the undertake to comprehensive warranty for a period of one year for all the items supplied of fixed by it and it shall also agree for three years post warranty services and maintenance under AMC	
5	Financial background of the firm (based on the financial statements for last three years).	
6	Capability to design and manufacturing variety of furniture products as per need of University i.e. office furniture, modular furniture, laboratory furniture, hostel furniture, seating products, furnishing & fixtures, classroom furniture & health care furniture etc.	
7	Availability of authorized dealer/distributor/service center of the firm near to Bilaspur/Raipur (C.G.) and capability of after sale service i.e. available manpower at Dealer/ Distributor/ Service Centre.	
8	Percentage discount offered by the firm on listed price to other Government / Co-operative Institutes.	
9	Availability of similar rate contract with Govt. Agencies/Institutions.	
10	Available range of environment friendly green products.	
11	Manufacturing capability, technical manpower and quality control system of the firm including quality and safety related/certification of the firm.	
12	Availability of quality and safety certification such as ISO-9001, ISO 14001, ISO-18001, BIFMA (Certificates to be attached).	
13	The Furniture manufacturing companies should not have been black listed by any Government / Semi Government / Board / Corporations / Autonomous Body. An affidavit on Non-Judicial Stamp paper has to be submitted by the firm to this effect	

- The firm(s) who are registered with the National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI) are exempted to furnishing the EMD and EOI fee. Self-attested photocopy of the valid registration certificate must be enclosed with the technical bid.
- The demand drafts for earnest money deposit & EOI fee must be enclosed in the envelope containing the technical bid. Any technical bid is found without the demand drafts of earnest money deposit and EOI fee will be rejected. The University will not be liable to pay any interest on such an amount. The

earnest money deposit shall be forfeited, if the Tenderer withdraws its bid during the period of EOI validity.

4. The earnest money deposit of the tenderer, whose EOI has been accepted, will be returned on the submission of the performance security. Earnest money deposit of the successful Tenderer shall be forfeited, if it refuses or neglects to execute the order or fails to furnish the required performance security within the time frame as specified by the University.

After the award of the contract to the successful Tenderer, the earnest money deposit of the unsuccessful Tenderer(s) will be refunded within 30 days.

5. **Validity:** Price list/catalogue price must be valid for 2014-15 financial from the date of the closing of EOI. The overall offer for the assignment and Tenderer quoted price shall remain unchanged during the period of validity. No price(s) variation or enhancement will be accepted other than statutory levies; however any benefit of decrease in price during the currency of the Rate Contract will pass to the University.

In case the tenderer withdraws, modifies or changes his offer during the validity period, the EOI is liable to be rejected and the earnest money deposited shall be forfeited without assigning any reason thereof. The Tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original EOI.

6. **Delivery:** All the Furniture items ordered should be delivered within 30 days from the date of the issue of the purchase order or within such time as may be extended by the University on Door Delivery Basis. The Furniture items must be delivered during the working days and working hours between 9:30 AM to 5 PM, goods brought outside these hours may be returned back, on supplier risk.

The supplier must ensure that the supply must be made from the latest batch of production with the maximum life period and original packing. Part delivery will not be allowed.

The supplier shall be fully responsible in case of any discrepancy found in regards to quality / quantity / packages or any other defect found at the time of use. In all such cases supplier will provide free replacement within 15 (fifteen) days from the date of notification / complain.

All aspects of safe delivery shall be the exclusive responsibility of the supplier. Freight and insurance charges, if any, will be borne by the supplier. Similarly shortage, damage, and pilferage, etc. in transit will be made good by the supplier. The intact condition of the package and the seal / indicators for not being tampered with, as applicable, shall form the basis for certifying the receipt in good condition.

Hence, the supplier must in their own interest make sure consignments are securely and properly packed and every precaution is taken to avoid loss or damage during transit.

7. **Liquidated Damages:** If the supplier fails to supply the Furniture items within stipulated time, then penalty at the rate of 0.5% per week subject to maximum of 10% of the order value will be deducted.

8. In case the supplier has failed to complete the order within the stipulated time, University reserves the right to cancel the contract / order and performance security / EMD may be forfeited.

9. **EOI Preparation Expenses:** All costs incurred by the Tenderer in the preparation of the EOI, presentation and of negotiating the contract including the site visits etc. will be borne by the Tenderer themselves and in no case will be reimbursable by the University.
10. **Financial Bid:** The Tenderer should submit the offer of maximum discount in Indian Rupees on current published **price list (2014 -2015 )** as applicable to Government Research University on door delivery basis. Discount must be indicated in words as well as in figures. Although selection will be based on quality of the offered items and credentials of the vendor, due weightage will be given on discounts offered.
11. **It may be noted that the University is exempted from paying Excise Duty vide Government Notification No. 10/97 dated 01.03.1997 [Registration No.: TUV/RG-CDE(710)/2010, dated 19.01.2011]. The University is not authorized to issue C or D forms. CST and VAT may be charged at applicable rates.**

**The university is also exempted from payment of service tax vide notification no. 25/2012-Service Tax dated 20/06/2012 ministry of finance, Department of Revenue, Govt of India, New Delhi**

NB: If any of the conditions mentioned in the EOI enquiry document are alter / changed / modified / add any new condition, which are not compliance with EOI enquiry document, by tenderer in their proposal, which may be treated as unresponsive and it may be rejected.

12. **EOI Evaluation:** The University will evaluate the entire EOIs, strictly on the basis of the terms & conditions incorporated in the EOI enquiry document and terms, conditions etc. as stipulated by the Tenderer(s) in their EOI to determine whether these are compliance in all respects, as specified in the EOI enquiry document.

During the evaluation / scrutiny of the EOIs, at any stage, if it is found that any of the Tenderer(s) terms and conditions are not compliance with EOI enquiry document, University may seek the clarification within the specified target time and if the Tenderer has fails to reply / or not agree / accept the terms and conditions, their EOI will be treated as unresponsive and it is liable for rejection.

13. **Award of Contract:** Rate contract will be offered to one or more suppliers after evaluation of submitted quotes by the committee. The evaluation of suppliers will be carried out comprehensively based on credentials, manufacturing capability, quality control system, financial background, dealer/distributor network, past performance, after sale service, range of furniture items manufactured by the firm, rate contracts of the firm with other government agencies.
14. **University reserves the right to keep number of firms in rate contract for the supply of furniture items& fixtures**
15. **Payment Term:** **90% payment after delivery in good condition verified by user department, 10% after successful installation.**
16. **Force Majeure:** Any delay due to Force Majeure will not be attributable to the bidder. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the Affected Party which could not reasonably have been expected to occur, exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the Supplier or its employees / representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7

(seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents rendering of supplies or specified services by the Supplier for a period exceeding a continuous period of 7 (seven) days.

17. **Arbitration and Laws:** In case of any dispute or difference arising out of or in connection with the EOI conditions / order and Contract, the University and the Supplier will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the University. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bilaspur only. The resolution of the Arbitrator shall be final and binding on both the parties.
18. **Jurisdiction:** The courts at Bilaspur alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this EOI / contract. It is specifically agreed that no court outside and other than Bilaspur court shall have jurisdiction in the matter.
19. Sales Tax (Trade Tax) and other Govt. levies will be paid extra as applicable.
20. The Rate Contract will be valid for the period of 12 months from date of award of Rate Contract. The period may be extended/Renewed upto three years , if found satisfactory.
21. Incomplete proposals and EOIs received after due date shall not be entertained.
22. A Certificate will be given by the tenderer that the price list supplied is the only one in circulation.
23. Printed & bounded price list for 2014 -2015 duly signed & certified by authorized signatory must accompany with the EOI in duplicate.
24. Trade discount along with certificate certifying that higher discount is not given to any other Department then offered.
25. In Case of discrepancy between unit price & total price, the unit price shall prevail.
26. Where contract (R/C) for supply of equipments, goods, etc. imported (Subject to custom duty and foreign exchange fluctuations) and /or locally manufactured (Subject to excise duty and other duties & taxes), the percentage of price should be specifically stated along with the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported items.
27. Printed price list (Hard Copy) 2014 -2015 may be furnished in bound form. An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract.
28. Terms & Conditions given in the University format duly signed /sealed may be submitted
29. Photocopy of the price list and price list in spiral binding will not be accepted.
30. Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up.
31. **The price list for the year 2014 - 2015 will be recorded for entire period of Rate Contract.**
32. The price list which is in CD may be downloaded and a copy may be supplied to this office duly signed and sealed by the authorized signatory.
33. Preference shall be given to those suppliers which are having complete range of furniture items with standard price list and supplier under DGS & D rate contract for our requirement such as: office furniture, modular furniture, laboratory furniture, hostel furniture, seating products, health care furniture for institute dispensary, furnishing & fixtures, and classroom furniture etc.
34. The competent authority reserves the right to accept or reject any or all EOIs without assignment

any reason.

35. Authorization Certificate from the Principal is mandatory of the Rate Contract proposal is submitted by authorized stockiest/dealers.

### **General Terms & Conditions of Rate Contract**

#### **Annexure II.**

1. The original copy of EOI form is to be placed in two separate envelop, the envelope containing **Annexure –III and Annexure –V completed** in all respect marked as “ Technical bid” and another envelope containing only financial details (price list & discount offered) marked as “Financial bid ”. The two envelop and EMD of prescribed amount should be put in one big envelop and addressed as mentioned in cover page.
2. The freight, insurance charges, if any will not be borne by the purchaser. Similarly shortage, pilferage in transit will be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without freight/transport charge.
3. The delivery of goods will be taken at the risk and cost of the supplier from railway/transport.
4. That the supply of material will have to be completed within 30 days from date of issue of purchase order. The liquidated charges @0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value.
5. The order will be placed as per requirement irrespective of value of the order.
6. The firm may supply the required items as per unit price mentioned in the price list/EOI.
7. Supply should be made in full against the order and shortage will be procured on the risk and cost of the supplier.
8. No payment will be made for unsatisfactory supply.
9. The articles should be securely packed to avoid damages etc. in transit.
10. Supply be made from the latest batch of production with the maximum life period & original packing.
11. Pre- receipted bills should be sent along with goods.
12. In case a proposal is accepted the firm shall sign an agreement with us while entering into rate contract.
13. While submitting the EOI document, the Tenderer should specifically sign on each page of the EOI document.
14. The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
15. The rate contract/empanelment may be terminated at any time by either side, by giving one month notice.
16. All rights are reserved with the university authority to accept or reject any or all the Proposal/EOI without assigning any reason thereof.

#### **Special Terms & condition**

1. Rate contract proposal will be accepted from the reputed furniture manufacturing firms only. The firm should be a **Registered Company** in India and should be in existence for minimum three years.
2. The rates of the products for F.O.R destination i.e GGV, Bilaspur (C.G.), offered at the time of entering into rate contract will be final.

3. The company should have the capability to execute the rate contract with respect to personnel, equipment and manufacturing facilities.
4. Furniture Manufacturer Company should submit the turnover proof since last three years which will not less than Rs. 30 crores. (thirty crores rupees) (Proof to be attached).
5. The Furniture Manufacturing Companies should have a **Standard Price List** of all the products applicable throughout the country. The same should be submitted along with the Rate Contract Proposal duly stamped & signed. Whether there is common price list all over India.
6. The company should have technically qualified manpower available and first Response time for service should be within **two working days** (excluding Sunday / holiday)
7. Preference shall be given to the company having complete range of furniture items for our requirement such as: office furniture, modular furniture, laboratory furniture, hostel furniture, seating products, health care furniture for University dispensary, furnishing & fixtures and classroom furniture.
8. The firm under the rate contract will have sole responsibility of providing furniture layout drawings/design of furniture to the University without any extra cost for the period of rate contract.
9. The selected Furniture manufacturing company will have to furnish a Bank Guarantee of Rs. 3 Lacs (Rupees three lacs only) for the period of rate contract from a public sector/nationalized bank before entering into rate contract. The same shall be released after the satisfactory execution of the Rate contract. The PBG should remain valid beyond 60 days after the completion of the contract.
10. The firm shall furnish an undertaking that it will not sell furniture items (under rate contract with the University) to any educational Institute/University in India, at rates lower than offered to GGV Bilaspur. In case the firm fails to do so, the rate contract will be cancelled with immediate effect and security money shall be forfeited.
11. The rate contract will be terminated, if the entire firm fails to abide by the terms and conditions of the contract or fail to supply the goods on time or supply substandard goods or make any false declaration or fails to provide satisfactory after sale service to the University. In such situation the penalty will be imposed on the firm by an University committee and penalty amount will be deducted from the Bank guarantee provided by the firm. The decision of the committee shall be final.
12. After preliminary scrutiny of the firms; the firms satisfying basic minimum criteria will be called for presentation to the University committee before final evaluation if needed.
13. Rate contract will be offered to single/more firm after evaluation of invited applications by University committee. The evaluation of firms will be carried out comprehensively, based on credentials, manufacturing capability, quality control system, financial background, dealer/distributor network, past performance, after sale service, range of furniture items manufactured by the firm, rate contracts of the firm with other government agencies. (**The evaluation criteria is given at Annexure-I**).
14. In case more than one firm meets, the minimum cost criteria among shortlisted one for different items, they will be empanelled and order will be placed based on rotation/L-1 basis or as decided by competent authority for a particular demand.
15. The firm will be evaluated based on the technical requirements being fulfilled and their price list will be evaluated and discount offered will be considered in deciding and finalizing the manufacturer/vendor/dealer for rate contract. If needed, authorized persons from the university may visit the set up of the firm for inspection.

16. The date and time of financial bid shall be intimated later. The financial bid of only those Tenderer will be opened who are qualified by the technical/expert committee.
17. Conditional or incomplete EOIs will not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
18. EOI with revised/modified rates/offer after opening of the EOIs will be summarily rejected and the entire EMD submitted with the EOI will be forfeited.



1.	Name of the Tenderer	Enclosure No.
2.	Status of the Tenderer (attach documents, if registered company/partnership/propriety ship)	
3	Whether OEM/representing foreign principle (attach copy of certificate/authorization)	
4	Item /materials for which Rate Contract desired /applied for	Furniture Items
5	If the Firm is under Rate Contract with other Govt. Deptt./Research instt. Give details along with certified copies of RC and service providing issued by university/Institute	
6	Income Tax PAN No. with latest copy return filed with IT Department	
7	Annual turnover of firm/company during financial year 2014- 2015	
8	Minimum two copies of recent Purchase orders of similar items executed in Govt/PSU/Central institutes/university	
9	Name of the vendor's three largest clients, whom similar Rate contract were extended & amount of transaction/annual bills to such clients	
10	Name and address of Vendor's bankers and attach a Solvency Certificate from the Bank for a minimum amount of Rs. 50.00 Lakh	
11	List of authorized/valid dealers along with certified certificate	
12	Attested copy of state sales tax Regn No.	
13	Attested copy of central sales tax Regn No.	
14	Certified Latest copies of sales tax return	
15	Latest printed manufacturers price list	
16	Trade discount alongwith certificate of not giving huge discount to any other university/institute	
17	Details of EOI fee Bank Draft No., issuing branch and date (non-refundable) Rs 1000/-	
18	Details of EMD/Bank Draft No., issuing branch and date Rs 20000/-	
19	Available range of environment friendly green products.	
20	Signed copy of the EOI document, with company seal, agreeing to the terms & conditions and declaration.	
21	Experience certificate of Govt. / Semi-Govt. / Autonomous bodies (enclosed evidence)	
22	An affidavit on Non-Judicial Stamp paper has to be submitted by the firm to this effect Annexure-IV	
23	Any other information vital for entering into rate contract	

Certified that all above information are correct to the best of my/our information, knowledge and belief.

Dated:

Signature & seal of the Authorized person of OEM/Vendor

NOTE: This is to be submitted in a separate sealed envelope super scribing "TECHNICAL BID",EOI No. ....date ..... and name of the bidder. All technical documents like literature, catalogues etc., are to be put in the same envelope. Financial bid of that company/firm only will be opened which do technically qualify, for further consideration. Attach all relevant documents in the same serial order as above, properly indexed, duly signed and sealed.

**DECLARATION**

1. I, ----- Son /Daughter of Shri -----  
----- Proprietor/ Partner/ Director/ Authorised Signatory of M/s. -----  
----- am competent to sign this declaration and execute EOI document.
2. I have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we/ am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
5. Our firm is neither blacklisted by any Government Department nor any Criminal Case is registered against the firm or its owner or partners or directors anywhere in India.
6. Each page of the EOI document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Signature of the Authorized Person

Date : -----

Full Name : -----

Place : -----

Company Seal : -----

Mobile No.- -----

Note : 1. The above declaration, duly signed and sealed by the authorized signatory of the firm/company, should be enclosed with the EOI.

**2. Certificate as per above must be submitted only on non-judicial stamp paper of Rs 100/-**

Price/Discount bid format

Annexure-V

(To be submitted on letter head of firm under signatures of the authorized agency)

To,  
The Registrar, GGV Bilaspur (C.G) – 495 009

Sir,

We have examined the EOI for supply of Furniture items with the terms and conditions. Our rates/ Discount for the items are as under:-

Furniture items

S.N	Name of item	Description of items	Discount in % of catalogue price

Signature of the Authorized Signatory

Place & Date

Name and seal of the bidder\_