



Rajiv Gandhi Institute of Petroleum Technology, Assam Centre
Vill: Gohain Gaon, Akhoiphutia Road, Dist: Sivasagar,
State: Assam, Pin: 785697

Notice Inviting Tender

RGIPT/SVR/OT/2020-01

**Name of Work: Supply and Installation of Necessary Classroom furniture for the new building at
RGIPT, Assam Centre**

Sl. No.	Description	Details
1.	Date of Issue of Tender Document	11 th May, 2020, 10.00hrs. Onwards
2.	Last Date and Time for Submission of Tender	8 th June, 2020; 12:00 hrs
3.	Opening of Technical Bid	8 th June, 2020; 14:00 hrs.
4.	Pre Bid meeting	1 st June, 2020, 11:00 hrs
5.	Address for submission of Bid Documents	The Chairman, Purchase Committee, RGIPT, Assam Centre, Vill. Gohain Gaon, Sivasagar – 785697. Assam.
6.	Venue for opening of Technical Bid	Conference Hall, RGIPT, Assam Centre, Vill. Gohain Gaon, Sivasagar – 785697. Assam.
5.	Estimate cost put to the Tender	Rs.38,40,000/-
6.	Time of completion of Work	30 days
7.	Cost of Tender	Rs. 500/-
8.	EMD	Rs. 1,15,200/-
9.	Bank Performance Security	10% of Tender value
10.	Tender documents can be downloaded from Institute's website	https://rgipt.ac.in/oldsite/tender_media_release.htm



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Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Assam Centre (hereinafter referred to as the “Institute”) Sivasagar, an Educational Institute of National Importance under the Ministry of Petroleum & Natural Gas, Govt. of India, invites sealed tenders in two bids (1. Technical Bid 2. Price Bid) format from well-established reputed Original Equipment Manufacturer (OEM) or authorized dealer for supply & installation of the Institute’s Furniture at the campus at: Gohain Gaon, Sivasagar, as per the specification given in the schedule attached with tender as Annexure – I. Tender document can be obtained from RGIPT, Assam Center, Sivasagar, Vill: Gohain Gaon, Sivasagar-785697, Dist: Sivasagar, Assam.

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 1,51,200/- (Rupees One lakh fifty one thousand and two hundred only.) which is refundable and a non-refundable tender fee for an amount of Rs. 500/- (Rupees Five Hundred only) by way of demand drafts only. The demand drafts shall be drawn in favour of “Rajiv Gandhi Institute of Petroleum Technology” (RGIPT) payable at Bank of Baroda, RGIPT Jais Campus Branch, UP. The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid.

Offer in the financial bid should be written in English and price should be written in both figures and words. The offer should be typed or written in ink pen or ball pen. Use of pencil should be ignored. The relevant supporting documents as required must be enclosed.

Envelopes of technical bid & financial bid should be individually sealed and then placed in a third envelope, to be sealed and superscribed with tender number, due date of submission and address to:

The Chairman
Purchase Committee
RGIPT, Assam Center, Sivasagar
Vill: Gohain Gaon
Sivasagar-785697
Dist: Sivasagar, Assam.



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In case the bidder requires any clarification regarding the tender documents, they are requested to contact our office (e-mail: purchasecommitteeassam@rgipt.ac.in)

Sealed tender should reach the Institute, latest by 8th June, 2020, 2020; 12:00 hrs. Tender(s) received beyond the last date and time of submission will be rejected. No tender will be entertained by E-mail or FAX.

Technical bid(s) will be opened on 8th June, 2020; 14:00 hrs in the Conference Hall of the Institute in the presence of the tenderer(s) or their authorized dealer(s), who are present at the scheduled date and time.

All tender documents **may be sent through courier, speed post or registered post only**. All tender documents received after the specified date and time shall not be considered.

Date and time of the opening of the financial bid(s) will be decided after the technical bid(s) have been evaluated by the Institute. The financial bid(s) of only those tenderer(s) will be opened, who qualifies the technical evaluation, on the specified date and time. The date, time & place of opening of the financial bid(s) will be intimated in due course of time.

In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.

The tenderers are requested to read the tender document carefully and ensure to compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise.

The Institute reserves the right to select certain items in single or multiple units and reject the others or all as mentioned in the schedule and to revise or alter the specifications before acceptance of any tender and accept or reject any or all tenders, wholly or partly or close the tender without assigning any reason whatsoever.



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INSTRUCTIONS TO TENDERER

Tender should be submitted in two parts (Envelopes A & B), Part – I (Technical Bid) & Part – II (Price Bid). Envelop A of Part – I should be superscribed as

“Tender for Supply and Installation of Necessary Classroom furniture for the new building at RGIPT, Assam Centre, Part – I Technical Bid”

and Envelop B of part – II should be superscribed as

“Tender for Supply and Installation of Necessary Classroom furniture for the new building at RGIPT, Assam Centre, Part – II Price Bid”.

1) PRE-QUALIFICATION CRITERIA

(A) OBJECTIVE:

Supply and Installation of Necessary Classroom furniture for the new building at RGIPT, Assam Centre.

(B) INTENT OF THE TENDER DOCUMENT:

This tender specification is intended to furnish the material specification as well as to inform other technical and commercial requirements to be furnished by the bidders along with their bid documents.

(C) ELIGIBILITY OF BIDDER:

The bidder must be a Original Equipment Manufacturer (OEM) or authorized dealer of furniture of reputed brand and having requisite experience as per criteria given in the following Clause - **1. (D)**.

(D) EXPERIENCE OF BIDDER:

i) The bidder must have sufficient experience in supplying and installation of furniture for classroom in reputed organisations. Documentary evidence of such past supplies of furniture under PSU/Govt. (for instance-purchase order copy/work order/ completion certificate) must be furnished along with the technical bid. The minimum 05 (five) nos. of such documents to be furnished along with the technical bid carried out during the last 05 (five) years. In addition, at least one such order must be of Rs. 5.00 lakhs or above. At least one order must contain supplying and installation of 20 lot. These documents must be submitted in original or attested by Gazetted Officer or notarized. In absence of any documentary evidence as stated, experience of the bidder will not be taken into consideration at this end.

ii) In addition to the above, the bidder must have the Financial Capability of executing order/work & hence required to submit last 3(three) financial years (2016-17, 2017-18, 2018-19) audited balance sheet and profit & loss statements. The determination of the financial capability of the bidder shall be at sole discretion of RGIPT, Assam Centre, Sivasagar.



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(E) LAYOUT & SPECIFICATIONS DETAILS

LAYOUT

Total no. of classrooms = 04

96 capacity classroom = 02 (Figure 1)

48 capacity classroom = 02 (Figure 2)

Capacity: 96 seats, No of steps : 8, Step Height : 89 mm

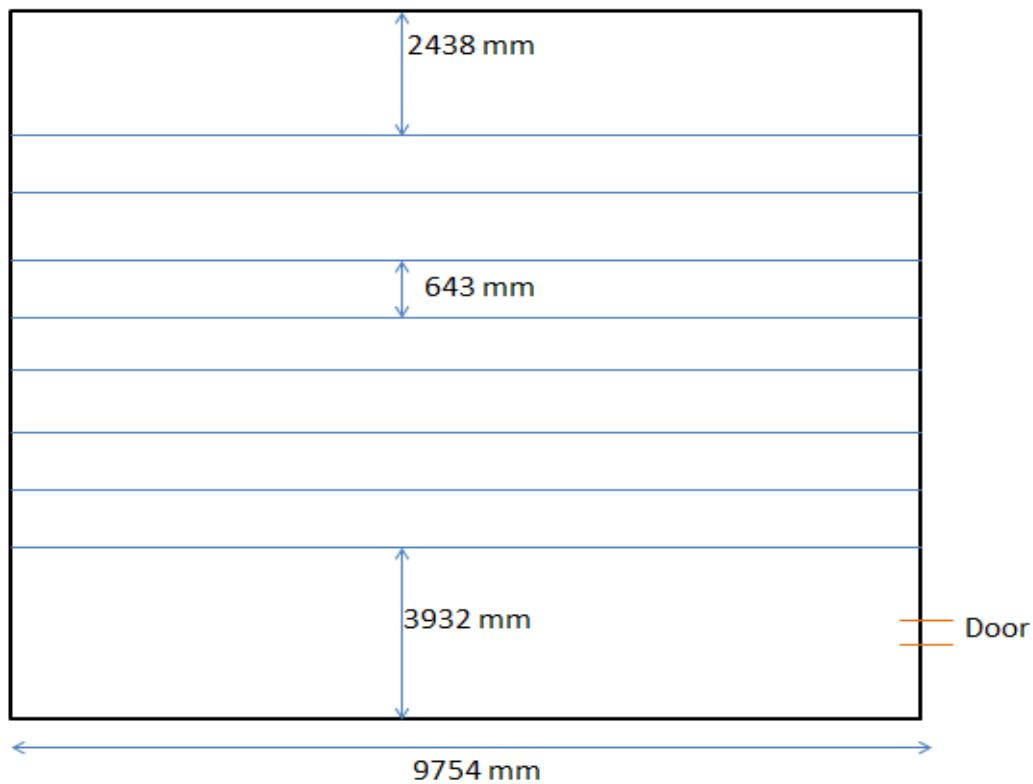


Figure 1: Layout of 96 capacity room

Seal:

Signature:



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Capacity: 48 seats, No of steps : 4, Step Height : 89 mm

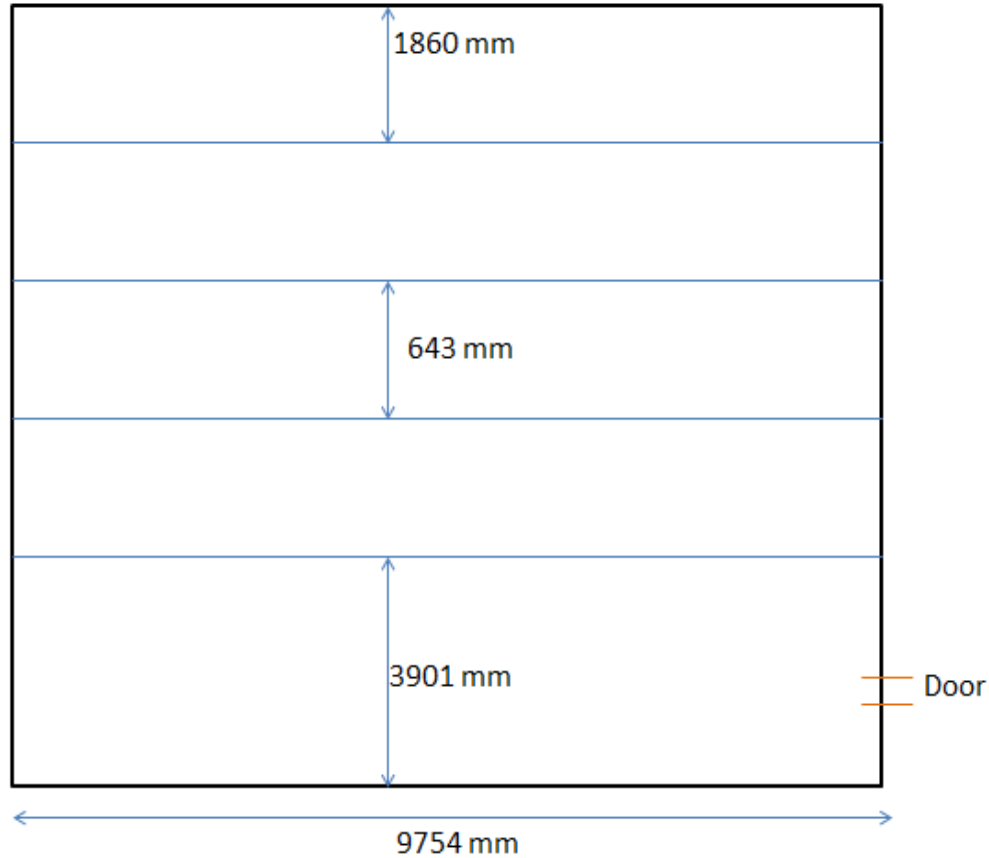


Figure 2: Layout of 48 capacity room

Two of the classroom is of 96 student capacity which is to be accommodated in 8 rows. Each row should have three 4-seater desks cum bench module arrangement (**Figure 3**) and two of the classroom is of 48 student capacity which is to be accommodated in 4 rows. The desk cum bench module system should comprise of three component viz. front module (first row), middle module (intermediate seven rows) and one rear module (last row) (**Figure 4**).

ITEM 01: 4-seater desk cum bench module

SIZE AND DIMENSION:

- i) Length : Bench (L_B) – 280-300 mm
Desk (L_D) – 420-450 mm
- ii) Height : Bench (H_B) – 420-450mm
Desk (H_D) -- 750-800 mm
- iii) Depth (D) : 800--1000 mm



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Figure 3: Sample 4- seater desks cum bench module

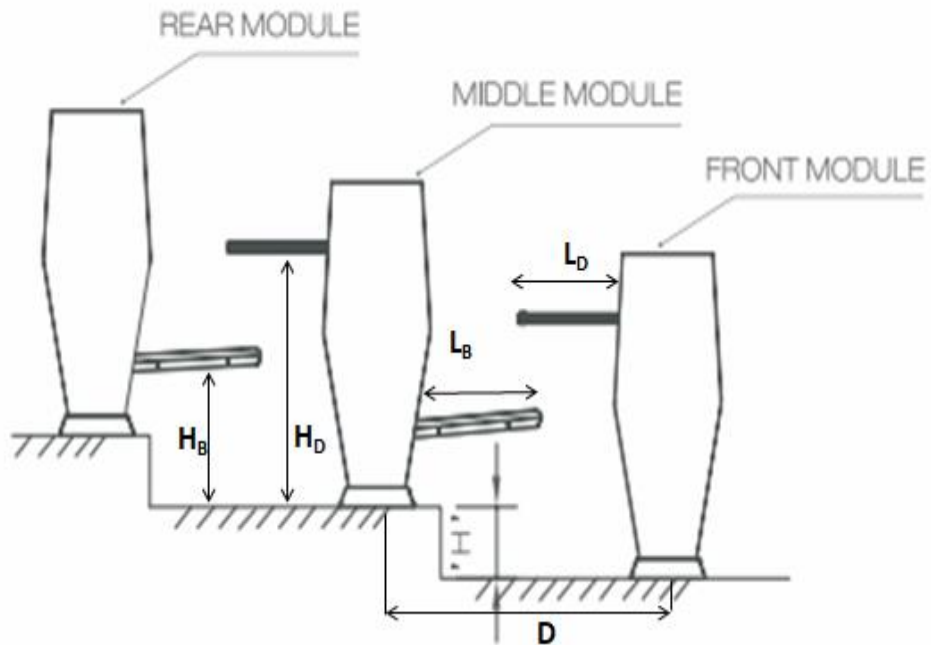


Figure 4: Stepped Floor Layout



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QUANTITY REQUIREMENTS:

No. of front module (first row) = 12 Nos.

No. middle module (intermediate rows) = 60 Nos.

No. rear module (last row) = 12 Nos.

FEAUTES:

- Foldable desks and seats that are easy to operate
- Foldable desks and seats that are designed for space saving by creating walking aisle space when folded in
- It should offered as a set of front, middle & rear units. Middle unit can be offered in multiples as per seating capacity requirements.
- The Front Unit should have a modesty panel for a uniform look. The Middle Unit is a combination of desk and seat with a common panel that helps optimize space. Also, the rear unit sports a back support for additional comfort.
- Grouted under structure for sturdiness and fixed position.
- Hooks on the side of the desk to allow bags to be hung.
- Cushioned seats for comfort during long hours of sitting
- All raw materials should be of ISI/DIN standards.

ITEM 02: Classroom faculty Table with Drawer Unit (Figure 5)

SIZE AND DIMENSION:

Width : 1675mm

Depth : 865mm

Height Thickness : 755mm

Top Thickness: 18mm



Figure 5: Classroom faculty Table with Drawer Unit



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QUANTITY REQUIREMENTS:

No of Classroom faculty Table with Drawer Unit = 04 Nos.

FEAUTURES:

- Steel full secretariat table made of 25 mm M.S. square pipe heavy and 0.8 mm C.R. sheet
- Top of the table made of 18 mm both side pre-laminated MDF board.
- Ply should be Quality standards like ISO 9001 & ISO 14001.

ITEM 03: Class room faculty Chair (Figure 6)

SIZE AND DIMENSION:

Overall Height: 830 ±10 mm

Overall width: 540-600mm

Overall depth: 580-600 mm



Figure 6: Class room faculty Chair

QUANTITY REQUIREMENTS:

Class room faculty Chair = 04 Nos.

FEAUTURES:

- Ergonomically structured with contoured seating
- Tilting mechanism with adjustable tilt tension.



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Note:

Part offer shall not be accepted. The offer shall have to complete & full of the entire supply scope. The above dimensions are indicative. The bidder is to furnish their offer preferably with same dimension or minimum deviation.

(F) TERMS & CONDITIONS:

The bidder must adhere to all the below mentioned clauses of this tender document and also, the tender must be submitted as per instructions given in clause **A. 3.** below, without which the submitted tender of the bidder may not be considered for evaluation at this end. However, in case of deviation of any tender document clause by the bidder, the same must be stated clearly as per the format given below:

EXCEPTION AND DEVIATION PROFORMA

Sl. No.	Ref. of Bid Document		Subject	Deviations
	Page No.	Clause No.		

In case the bidder fails to state the deviation(s) clearly as per the above format, it will be presumed that the bidder has accepted all terms and conditions of this tender document. Also, acceptance/rejection of bidder's deviation(s) shall be at sole discretion of the Undersigned/RGIPT.

The clauses under the head- 'Terms & Conditions' are given below:

- Bidding company should be registered company in India with firm and registrar department and must be profit making company from last 5 years
- The bidder must either be an Original Equipment Manufacturer (OEM) for the equipment quoted in this tender or their authorized dealer.
- Product must be warranted for 2 years from date of supply however bidder should be liable to give service support for minimum 5 years from date of supply.
- The OEM company should be preferably an ISO 9001:2015, ISO: 14001:2015, ISO: 18001:2007 or ISO 45001:2015, ISO: 50001:2011



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- The OEM company should be preferably having Green Business Policy (Green Guard/Assured Green Business Certification /IGBC Certification)
- Bidder should have experience in successfully executing "Orders of similar nature" during the last 05 years and executed at least 05 similar kind of work order in Government/Semi Government/PSU's/Govt. Institutes during last 05 financial years. (2018-19, 2017-18, 2016-17, 2015-16, 2014-15)
Orders of similar nature here means the Purchase Orders with same items as per the quotes with similar specifications, features and functions supplied to Govt./PSU/National Educational Institutes or national research laboratories within India
- Only Original Equipment Manufacturer (OEM) or authorized dealer are eligible to bid. Authorization letter from manufacturer in favor of authorized agent to bid / negotiate / conclude the order against this tender must be enclosed with technical bid.
- The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India. An affidavit to that effect on Non-Judicial stamp paper of Rs. 100/- duly notarized must be enclosed with the technical bid in prescribed format.
- **Firm Price:** The basic price(s) quoted by the bidder shall be firm without any variation in any way till completion of the work in full. The bidder must state all the HSN/SAC, GST %age, freight, etc., as applicable, clearly in the Price-Bid of the submitted tender.

2) Earnest Money Deposit:

The tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 1,15,200/- (Rupees One lakh fifteen thousand and two hundred only.) which is refundable and a non-refundable tender fee for an amount of 500/- (Rupees Five Hundred only) by way of demand drafts only. The demand drafts shall be drawn in favour of "Rajiv Gandhi Institute of Petroleum Technology" (RGIPT) payable at Bank of Baroda, RGIPT Jais Campus Branch, UP. The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid.

The firms who are registered with MSME/ National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI) are exempted to furnishing the EMD and tender fee. Self-attested photocopy of valid registration certificate must be enclosed with the technical bid. EM Part-II document will not be eligible for the exemption.

The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid. If any technical bid is found without the demand drafts of earnest money deposit and tender fee will be rejected. The Institute 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 tender validity. The earnest money deposit of the tenderer, whose tender



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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 Institute.

After the award of the contract to the successful tenderer, the earnest money deposit of the unsuccessful tenderer(s) will be refunded within 30-45 days.

3) Validity:

The rates quoted should be valid for at least 120 days from the date of opening of the quotation and the institute shall not be responsible for any hike, if any.

4) Performance Bank Guarantee:

The successful bidder shall have to deposit a Bank Guarantee (Annexure VI) from a nationalized Bank of RBI for an amount equivalent to 10% (Ten Percentage) of the total value of the order (including all taxes & duties) as performance security, immediately on acceptance of letter of intent/detailed orders, duly pledged in favour “Rajiv Gandhi Institute of Petroleum Technology” (RGIPT) payable at Bank of Baroda, RGIPT Jais Campus Branch, UP and such security deposits shall be valid up to 30 (thirty) days beyond the guarantee period. No interest will be paid on Performance Bank Guarantee/ Earnest Money Deposit.

5) Guarantee:

The materials supplied shall be guaranteed for a period of 24 (twenty four) months from the date of receipt of the same. Free replacement of the materials shall have to be made for any defect in design, materials and workmanship that may develop under normal use during the guarantee period. The free replacement should be made within one month as determined and directed by the Undersigned/RGIPT.

6) Delivery Period:

The delivery period is 30 days from the date of issue of work order and 28 days from the date of approval of drawing & Design. The materials shall be delivered at the campus of RGIPT, Sivasagar. Liquidated damage due to delay in delivery shall be levied as per the Liquidated Damage Clause of this tender. The successful bidder is to furnish final drawing/ design within 02 (Two) days of issue of the order for approval from RGIPT, Sivasagar.

7) Liquidated Damage:

In case of delay in supply of ordered materials beyond the delivery period as mentioned in clause ‘G5’, a penalty @1% (one percent) of the total value of the undelivered materials or materials delivered late per week delay subjected to maximum of 10% (ten percent) of the total value of the undelivered material will be imposed upon the successful bidder.



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The payment of liquidated damage shall not in any way relieve the Contractor from any of its obligation to complete the supply work or from any other obligation and liabilities of the Contractor under the Contract.

8) Terms of Payment:

- a) 80% payment including all taxes and duties for the supply of the ordered materials shall be made after delivery of the materials at RGIPT site in full and good condition and subjected to fulfilment of Performance Bank Guarantee Clause of this tender. 20% payment shall be made after successful completion of setting & installation in respective location.
- b) The bidder shall submit the bill in triplicate for payment.

9) Packing:

The dispatched materials shall be packed suitably by the Contractor to withstand any rough handling during transit.

10) Product Catalogue:

The bidder shall furnish product catalogue conforming to experience criteria of their offered products along with the technical part of the submitted tender. The product catalogue must contain detailed technical description of the offered product(s) including dimensional details. The technical bid received without product catalogue or catalogue not containing technical or dimensional details is liable for rejection.

11) Arbitration and Laws:

In case of any dispute or difference arising out of or in connection with the tender conditions / order and Contract, the Institute 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 Institute. 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 Sivasagar only. The resolution of the Arbitrator shall be final and binding on both the parties.

12) Mandatory documents:

The bidder must furnish the following mentioned documents along with the technical part (comprises ANNEXURE I, II, IV) of the submitted tender without which the submitted tender may not be considered for evaluation at this end:

- a) Signed & sealed copy of RGIPT Tender Document (each page).
- b) Copy of PAN Card. (Notarized /Self attested)
- c) Copy of GSTIN Certificate of the bidder's Firm. (Notarized /Self attested)
- d) Documents related to bidder's eligibility and past experience as per clauses 1. (C) & 1. (D) of this document.



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- e) Documents related to bidder's Firm: Certificate of registration of the Firm (in case of Solo Proprietor)/Partnership Deed (in case of LLP)/ Certificate of Incorporation' together with Memorandum / Articles of Association (in case of Company), whichever is applicable. (Notarized /Self attested)
- f) Trade License. (Notarized /Self attested)
- g) Audited report for last 3(three) years (2016-17, 2017-18, 2018-19)
- h) 5 nos of successfully completed furniture PO/WO during last 5 years in PSU/Central Government/State Government organization /Institute. (Notarized /Self attested)
- i) Income Tax return for last 3(Three) years (2016-17, 2017-18, 2018-19).

13) Clarification and Additional Information:

Bidder shall submit the sought clarifications and/or document(s) if asked by RGIPT within stipulated time period as determined by the undersigned. Seeking clarification and document(s) during post-bid evaluation shall be on sole discretion of RGIPT.

A. GENERAL INSTRUCTIONS TO BIDDER:

A.1. (a) Bidder shall submit a copy of the RGIPT Tender Documents duly signed and stamped on each page of the Document in token of his acceptance along with his submitted bid. The bidder must sign across the seal of each envelop before submitting the tender without which the tender will not be accepted.

(b) One sample of a Module item as per above mentioned specifications should be made available for inspection on 8th June at 10:00 AM. The technical bids will be opened 8th June; 14:00 hrs in the Conference Hall of the Institute. Quotations without samples will not be evaluated.

A.2. The bid shall be completed in two bid-system as directed below:

a. Technical & un-priced commercial part – Technical bid.

b. Priced commercial part – Price bid.

a. Technical and Un-priced Part – Technical Bid:

This part shall contain technical and commercial (Un-priced) bid and shall have to contain the following as mentioned below:

- Power of Attorney in favour of authorized signatory of the Bidding document.
- Duly filled format of Technical Bid as per **ANNEXURE I**.



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- Technical and Commercial part of bidder's Offer. Page no., bidder's sign & seal must be provided on each page of the bidder's offer.
- All requisite documents as per Clause of this tender document.
- Any other relevant document as required for this tender.

Technical bid disclosing price shall be summarily rejected.

b. Priced Commercial Part – Price Bid:

Priced commercial part shall contain "Offered Price" dully filled in two copies i.e. one ORIGINAL COPY and one DUPLICATE COPY, shall be submitted. All applicable taxes and duties etc. shall have to be mentioned separately. No stipulation, deviation, terms and conditions, presumption, etc shall be stipulated in Priced part of bid. RGIPT shall not take cognizance of any such statement and may at their discretion reject such price bids. Also, price quoted by the bidder must be in INR. Page no., bidder's sign & seal must be provided on each page of the bidder's offer.

A. 3. Submission of Bid:

Technical & Un-priced (comprises of all the pages of the tender documents duly signed by the Contractor, EMD DD of Rs. 1,15,200/- (Rupees One lakh fifteen thousand and two hundred only.) and ANNEXURE I, II, IV, V and Priced part (as per ANNEXURE III) must be submitted in two separate sealed envelopes (Envelop A for Technical bid and Envelop B for price bid). The envelopes A and B shall have to be put to an outer cover which is also to be sealed (Envelop C). The outer cover should duly bear the Tender Number, date and time of opening of the bid along with address of the office. The envelope shall have following information clearly written on the outside of the envelope, failing which RGIPT will assume no responsibility for the misplacement or premature opening of the bid.

A. 3. 1. Any or all quotations may be rejected without assigning any reason.

A. 4. TECHNICAL EVALUATION:

- Detailed technical evaluation shall be carried out by Purchase Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. The Institute's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The Institute shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.



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- ii. The Purchase Committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation.
- iii. Financial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.
- iv. A bid determined as substantially non-responsive will be rejected by the Institute and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.
- v. RGIPT, Assam Centre shall have right to accept or reject any or all tenders without assigning any reasons thereof.

A. 5. FINANCIAL EVALUATION:

- i. The financial bid shall be opened of only those bidders who have been found to be technically eligible as enumerated under clause **A.4**. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present. The Institute shall inform the date, place and time for opening of financial bid.
- ii. The Financial Bids of unsuccessful bidders would not be opened.
- iii. Agency shall include in its price all taxes and other costs while quoting for the tender, in “**Annexure III: Price Bid**” to be kept in Envelop B. Income Tax will be deducted at source from the bills as applicable. The Agency needs to furnish its PAN number.
- iv. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the Institute. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.
- v. The evaluation and comparison of responsive bids shall be done on the price offered inclusive of Levies & Taxes as indicated in the Price Schedule in **Annexure III** of the Bid Document.

A. 6. INSPECTION AND TESTING

- i. RGIPT, through its assigned authority will inspect the work as the work progresses.
- ii. The purpose of the inspection activity is to determine on an on-going basis whether or not contractor’s work is adequate to provide the product as well as the quality of product for RGIPT.
- iii. Work will be compared to drawings and specifications and supplemental drawings and specifications to determine whether work or any part of work is defective. WORK will also be measured against the standard of quality implied by contractor’s warranty. Should the appearance and performance of any element of the work fail to conform to standards of the trade for such work, that work may be declared defective.



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- iv. All materials and equipment used in the construction of the PROJECT shall be subject to adequate inspection and testing in accordance with generally accepted standards, as required and defined in the contract documents.
- v. If the contract documents, laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction require any work specifically to be inspected, tested, or approved by someone other than contractor, contractor shall give RGIPT timely notice of readiness. Contractor shall then furnish RGIPT the required certificates of inspection, testing, or approval.
- vi. Inspections, tests, or approvals shall not relieve contractor from its obligation to perform the work in accordance with the requirements of the contract documents and to also inspect contractor's own work.
- vii. RGIPT Authority, and their representatives shall at all times have access to the work.
- viii. If any WORK is covered contrary to the written instructions of RGIPT, it shall, if requested by RGIPT, be uncovered for observation and replaced at contractor's expense.
- ix. Defects discovered by inspection process shall be repaired or removed by contractor as these are identified.
- x. All removal and replacement WORK shall be done at contractor's expense. If contractor does not take action to remove such rejected work within ten (10) days after receipt of written notice, RGIPT may remove such work and store the materials at the expense of contractor.

Warranty:

All items available to the Council, either through the core items listed or from additional stock, must be fully guaranteed for at least 24 months. The Supplier will be fully responsible for the products and will be expected to manage its supply chain, and/or subcontractors accordingly. All aspects of the products will be covered from structure of tables to gas within adjustable chairs.

A.7.1 Award of Contract:

The Institute shall consider those bidders whose offers have been found technically, commercially and financially acceptable. After due evaluation of the price bid, the institute will award the contract to the lowest evaluated responsive tenderer.

A.7.2 Owner's Right to accept or Reject a Bid:

RGIPT reserves the right to accept a bid other than the lowest and to accept or reject any bid in whole or part, or to reject all bids with or without notice or reasons. Such decisions by RGIPT shall bear no liability whatsoever consequence upon such decisions.



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A.7.3 Owner's Right to Change the Specification:

RG IPT reserves the right to change the specification of the module at any time with or without notice or reasons. Such decisions by RG IPT shall bear no liability whatsoever consequence upon such decisions.

A.7.4 Award of Supply:

- a) The bidder whose bid is accepted by RG IPT shall be issued Confirmed Order/Letter of Intent prior to expiry of bid validity. Bidder shall confirm acceptance by returning a signed copy of the Order within 3 (three) working days from the date of issue of Confirmed order.
- b) RG IPT shall not be obliged to furnish any information / clarification / explanation to the unsuccessful bidders as regards of non-acceptance of their bids. RG IPT shall correspond only with the successful bidder.



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(Part – I: Sealed Tender for Supply and Installation of Necessary Classroom furniture for the new building –
Technical Bid)

Tender Name:

Bid No:

Due date & time of opening:

From (Name & address of Bidder):

Seal:

Signature:



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ANNEXURE I

TECHNICAL BID FORMAT

1	Name of the firm/company/proprietary concern registered	
2	Address of registered office	
3	Address of the office at Assam	
4	a) Mobile No b) Email Id	
5	Specify your Firm/Company is a Original Equipment Manufacturer (OEM) or authorized dealer.	
6	Earnest Money Deposits (EMD) Yes/No	
7	EMD Details DD/Bank Guarantee No. Dated Drawn on Bank Amount (Rupees.....)	
8	Banker of Company/Firm/Agency with full address (Attach certified copy of statement of A/c for the last three years) Contact Number of Banker.	
9	PAN Registration Certificate under the Income TAX Act 1961 (Attach Notarized copy)	
10	GSTIN Registration Certificate (Attach Notarized copy)	
11	Have you previously supplied these items to any government/private organization? If yes, attach the relevant proof.	



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12	Details of client along with Address, Contact No and Fax Numbers	
13	Proof of financial status in form of audited balance sheet for the last three financial years (2016-17, 2017-18, 2018-19). Average annual turnover must be at least Rs. 20 Lakhs.	
14	Enclose an affidavit duly certified by (enclosed/not enclosed) the notary at the location of the Agencies/Headquarters Assam that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.	
15	Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
16	Income Tax return for the last 3(three) financial years (2016-17, 2017-18, 2018-19)	

Signature of Authorised Person)

(Name

(Designation)

Name of Firm/Company/Agency)

(Contact Details



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ANNEXURE II
Check list of Document to be enclosed

Following check list confirming the enclosures provided in the tender shall be provided along with technical bid

Sl. No	Description	Enclosed (Yes/No)
1	Registration certificate of the company issued under the company act or by any competent authority in case of proprietary concern and partnership firm	
2	Proof of ownership of the manufacturing facility or authorized dealership	
3	Trade License	
4	GSTN (Notarized /Self attested) Registration Certificate	
5	PAN Registration Certificate under the Income TAX Act 1961	
6	Bank Details	
7	Proof of Annual turnover for the last three financial year (2016-17, 2017-18, 2018-19) (Standard format)	
8	List clients to whom the bidder has supplied similar furniture in the previous three year.	
9	An affidavit that the bidder has never been black listed by any Government Department/ Government under taking/ any other agency	
10	Demand Drafts of cost of tender and earnest money deposit	
11	Audited balance sheet & profit & loss account of the company/firm duly audited by Chartered Accountant for financial years (2016-17, 2017-18, 2018-19)	
12	Technical data sheet compiled	
13	Income Tax return acknowledgement for the financial years (2016-17, 2017-18, 2018-19)	
14	Statement of submission of audited report (Standard Format)	
15	Experience Details (As mentioned in the ANNEXURE IV)	

Note: The Tender of the Bidders which do not comply with the enclosures in above mentioned annexure, will summarily be rejected.

Signature & Seal of the Tenderer

Seal:

Signature:



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ANNXURE III
PRICE BID FORMAT

To,
The Chairman
Purchase Committee
RGIPT, Assam Centre, Sivasagar
Dear Sir,

In response to your tender notice published indated/...../202.. and tender form along with terms and conditions of tender published on, we hereby submit our best possible rates for following items.

Tender No		Due on	
Bidders Name & Address		Station of Dispatch	
Location Bidders works		Validity of Bid	
State		Delivery & installation and commissioning period	
GSTIN		Place of Inspection of material	
PAN No		State Code	

Sr. No	Item	Qty	HSN Code	Unit Basic price incl. P&F	Unit freight charge	GST	Total Unit Price (3+4+5)	Total FOR destination price (6 x 1)
		1	2	3	4	5	6	7
1.	4- Seater front module (first row)	12						
2.	4- Seater middle module (intermediate rows)	60						
3.	4- Seater rear module (last row) = 12 Nos.	12						
4.	Classroom faculty Table with Drawer Unit	04						
5.	Class room faculty Chair	04						

The rates are to be quoted in the proforma (as prescribed in Annexure III) both in words and figures. No figures or words should be overwritten. Overwritten figures or words should be scored out and re-written under full signature of the authorized signatory.

Seal:

Signature:



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Signature & Seal of the Tender

ANNEXURE IV

Format of Experience Certificate

Project Name	Name of the Employer*	Description of work	Contract No.	Value of Contract (Rs. In Lakhs)	Date of issue of work order**	Stipulated period of completion	Actual date of completion	Remarks explaining reasons for work delay & work completed

* Attach certificate(s) of payment.

** Immediately preceding the financial year in which bids are received.



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ANNEXURE V
DECLARATION

From:-

M/s

.....

.....

To,
Chairman
 (Purchase Committee)
 RGIPT, Assam Centre
 Sivasagar

1. I, Son/Daughter/Wife of Shri.....
 Proprietor/Director authorized signatory of the agency/firm, mentioned above, is competent to Sign the declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency was or is Proprietor or Partner or Director of any Agency with whom the Government have banned/suspended business dealings. I/We further undertake to report **Chairman, Purchase Committee, RGIPT, Assam Centre, Sivasagar** immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such an Agency which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Bidder)

Date:

Name:

Place:

Designation:

Seal:

Signature:



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Seal of the Agency

Address:

ANNEXURE VI

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

The Director,
 Rajiv Gandhi Institute of Petroleum Technology
 Sivasagar 785697, Assam. India.

WHEREAS..... (Name and address of the Original Equipment Manufacturer (OEM) or authorized dealer) (hereinafter called “the Supplier”) has undertaken, in pursuance of contract no..... dated (hereinafter called “the contract”) to supply

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 nationalized bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with and due performance of the contract;

AND WHEREAS we have agreed to give the Original Equipment Manufacturer (OEM) or authorized dealer 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 hereby irrevocably and absolutely undertake to pay you immediately, 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 hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

Seal:

Signature:



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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.

The Bank guarantee shall be interpreted in accordance with the laws of India. The Guarantor Bank represents that this Bank Guarantee has been established in such form and with such content that is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

The Bank Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank or the Supplier. The Bank further undertakes not to revoke this Guarantee during its currency except with the previous express consent of the Buyer in writing.

The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for an on behalf of the Bank.

This guarantee shall be valid up to and including the day of, 20.....

.....

(Signature with date of the authorised officer of the Bank)

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch