

Tender Notice

No. AEI/SVR/PC/TENDER/2021-22/03

Name of Work:

**TENDER FOR SUPPLY AND INSTALLATION OF NECESSARY
HOSTEL FURNITURE CONTRACT FOR THE NEW HOSTELS OF
ASSAM ENERGY INSTITUTE, SIVASAGAR**

Vill: Gohain Gaon, Akhoiphutia Road, Dist: Sivasagar,
Assam, Pin: 785697



Rajiv Gandhi Institute of Petroleum Technology

An Institute of National Importance established under an Act of Parliament

Mubarakpur, Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi Pin Code- 229 304

Website: www.rgipt.ac.in

**TENDER FOR SUPPLY AND INSTALLATION OF NECESSARY HOSTEL FURNITURE
CONTRACT FOR THE NEW HOSTELS OF ASSAM ENERGY INSTITUTE, SIVASAGAR**

S.N.	Particulars	Details
1	Type Mode	E-Tender
2	Tender Type	Two-Part Bid System: Tender should be submitted on the schedule to tender. (i) Techno-Commercial Bid and (ii) Financial Bid The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.
3	Mode of submission	Online Mode
4	Name of the job	Tender for supply and installation of necessary hostel furniture contract for the new hostels of Assam Energy Institute, Sivasagar
5	Place of shipping, supply, installation & operation	Assam Energy Institute, Sivasagar (Centre of RGIPT,Jais, Amethi) Vill: Gohain Gaon, Akhoiphutia Road, Dist: Sivasagar Assam Pin: 785697
6	E-Tender Date	16 th July, 2021
7	Date and time of Pre-Bid meeting	23 rd July, 2021 at 02.00 pm
8	Last Date and time for submission of E-Tender	12 th August, 2021 before 03.00 pm
9	Date and time for opening of Technical Bids	12 th August, 2021 at 04.00 pm
10	Date and time for opening of Price Bids	Date will be informed later in institute website www.rgipt.ac.in and https://rgipt.euniwizarde.com/ for the technically qualified bidders
11	Bid Address to	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304

Terms & conditions mentioned above are accepted

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S.N.	Particulars	Details
12	E-Tender processing Fee (ITI Limited)	Rs. 3000/- + (Applicable GST @18%) through e-payment Gateway available on https://rgipt.euniwizarde.com
14	Earnest Money Deposit (EMD)	INR 85,400/- Through online mode only.
15	Performance Security	3% of the contract value
16	Technical Clarification	<ol style="list-style-type: none"> 1. Mr. Chinmoy Jit Sarma 8638292565 2. Ms. Sukanya Hazarika 8638519645 3. Mr. Sekhar Gogoi 8761010275 4. Dr. Arun Kumar 9779367250 5. Dr. Sabyasachi Pramanik 7896677286

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INTRODUCTION

Rajiv Gandhi Institute of Petroleum Technology invites sealed tenders, as per Two Bid System, from reputed manufacturers or their authorized Indian Agents/representatives, on the terms and conditions as per tender document, for for Supply and Installation of Necessary Hostel Furniture Contract for The New Hostels of Assam Energy Institute, Sivasagar as per specifications of following item(s):

Note: The place of shipping is Assam Energy Institute, Sivasagar, (Centre of RGIPT, Jais, Amethi), Vill: Gohain Gaon, Akhoiphutia Road, Dist: Sivasagar, State: Assam, Pin: 785697

Sl. No.	Description (Detailed specification attach at Annexure-A)	Quantity	Place of Delivery	Installation required, if any
1	Single Bed	As mentioned in Annexure A	Assam Energy Institute, Sivasagar, (Centre of RGIPT, Jais, Amethi), Vill: Gohain Gaon, Akhoiphutia Road, Dist: Sivasagar, State: Assam, Pin: 785697	YES
2	Study Table with single drawer unit			
3	Mattress			
4	Study Chair			
5	Steel Almirah			

All offers should be made in English and should be written in both figures and words.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. The Director, RGIPT, reserves the right to select the item (in single or multiple units) or to reject any bid wholly or partly without assigning any reason thereof. Incomplete tenders, amendments, and additions to tender after opening or late tenders are liable to be ignored and rejected

Tenders can be downloaded from www.rgipt.ac.in and <https://rgipt.euniwizarde.com/>

E Tendering Helpdesk Number: 011-49606060/8448288988/9650970101/8210817180

E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com,
ewizardhelpdesk89@gmail.com

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INSTRUCTIONS FOR BIDDERS

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid class 3 Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at:
<https://rgipt.euniwizarde.com>.

REGISTRATION

1. Bidders are required enrol on the e-Procurement Portal (URL: <https://rgipt.euniwizarde.com>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs.2360/- Per vendor/per year.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. **The scanned copies of all original documents should be uploaded on portal <https://rgipt.euniwizarde.com>**

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the form fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective ‘requested’ Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colored option which helps in reducing size of the scanned document.

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4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Documents” available to them to upload such documents.
5. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

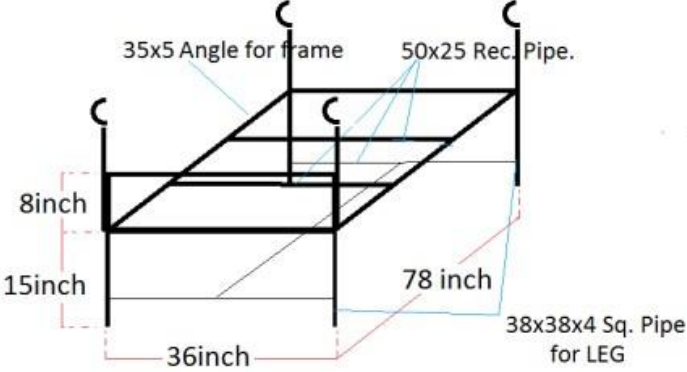
SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by RGIPT, Jais.
3. Bidder has to select the payment option as “e-payment” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bid click “Complete” (i.e. after Clicking “Submit” in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
10. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS


1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to tender Portal in general may be directed to the 24x7 Helpdesk Support. **The contact number for the helpdesk is “011-49606060/8448288988/ 9650970101” and E Tendering Helpdesk email ID: ewizardhelpdesk@gmail.com**


SPECIFICATIONS

Sl. No	General Technical Description	Quantity
1	<p>Single Bed</p> <p>Dimension: 78 Inch (L) X 36 Inch (W) X 18 Inch (H) with Head Side 8 Inch.</p> <p>Materials Details: Bed Leg should be made of 38x38x4 Sq. Pipe; The Under Structure Should is to be made of 50x25 Rec. Pipe. Mosquito stand should be provided with hooks. All the metal pipes must have a thickness of minimum 18 gauge.</p> <p>PLY Board: 19mm high-density ply to be given along with the bed. (Size will be the same as the bed Size).</p> <p>Colour: All metal parts be Powder coated in Olive green or prince grey.</p> <p>Finish: All the metal joint must be smoothly welded and without any sharp corner or edges</p> 	70

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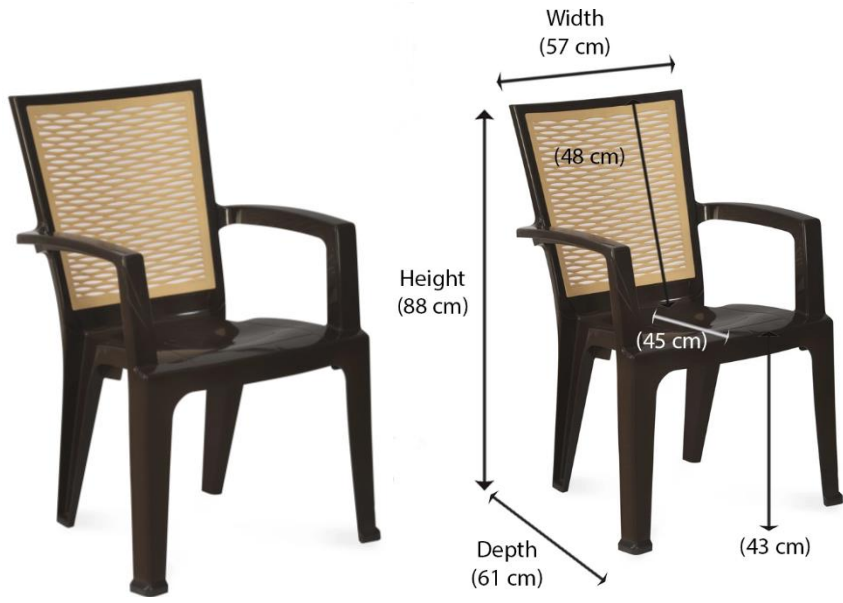
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2	<p><u>Study Table with a single drawer unit</u></p> <p>Overall Size: Length 36inch x Width 24-inch x Height 30 inch</p> <p>Material Details: ERW square pipe with a single drawer (including lock) with detachable wooden top. All the metal pipes must have a thickness of minimum 18 gauge. The wooden top must have thickness of minimum 1 inch and must be made of high-density material have top side mica laminated. All the legs must bear scratch-resistant capping. All the metal parts must have Corrosion resistant coating.</p> <p>Colour: Powder coated.</p> <p>Finish: All the metal joints must be smoothly welded and without any sharp corners or edges. The wooden top must not bear any sharp edges or corners.</p> <div style="text-align: center;">  </div>	100
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3	<p><u>Mattress:</u></p> <p>Dimension: 78-inch x 36-inch x 100 mm thickness.</p> <p>Material Description: Mattress must be ISO certified company. Rubberized Coir Mattress, both side quilted.</p> <div style="text-align: center;">  </div>	70
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<p>4</p>	<p>Study chair</p> <p>Overall Size: 88 x 57 x 61 Centimetres. The measurements must comply with the measurements as shown in the picture with a little variation.</p> <p>Material Details: Must be made of high-quality plastic and must be stable, must have armrest and mesh back for air ventilation, must be sturdy and smooth finishing</p> <p>Colour & Finish: Smooth finishing and Preferably in dark brown colour</p>  <p>The image shows a dark brown plastic study chair with a mesh backrest. To the right of the chair, a series of dimension lines indicate the following measurements: Width (57 cm) across the top of the backrest, Height (88 cm) from the floor to the top of the backrest, Depth (61 cm) from the front of the seat to the backrest, Backrest height (48 cm) from the seat to the top of the backrest, Seat depth (45 cm) from the front edge of the seat to the backrest, and Seat height (43 cm) from the floor to the top of the seat.</p>	<p>120</p>
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5	<p>Steel Almirah:</p> <p>Size: Length 20-inch x width 20-inch x Height 48-inch</p> <p>Material Description: Containing three shelves, single door, and a standard lock. Sheet metal gauge: 18 gauge, Shelf bottom support. The door should have one handle and locking system. Must have corrosion-resistant coatings.</p> <p>Colour: Silver Grey powder coated or Olive green or prince grey.</p> <div style="text-align: center;"> </div> <p>Description STEEL ALMIRAH Height 48-inch x Length 20-inch x Breadth 20-inch Thickness 20 gages. Two doors with two locks separately.</p>	80
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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 with same dimension or minimum deviation.

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TERMS & CONDITIONS

1. Tender filling up and submission

- a. Tender offer must refer to the letter/Notice inviting the Tender.
- b. The bid should mention “Tender for supply and installation of necessary hostel furniture contract for the new hostels of Assam Energy Institute, Sivasagar” to Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.
- c. Bids must be submitted only against above mentioned tender.
- d. The prices can be quoted in Indian Rupees, both in figures and in words and the same will be considered for price comparison. Where there is a difference between the two, the rates given in words will be taken as authentic. Should there be any discrepancy between unit rate and amount, the unit rate will be considered as the correct one.
- e. The rates quoted should include freight charges up to Assam Energy Institute, Sivasagar clearly mentioning the percentage/rate of GST and the rates quoted should be valid for at- least 180 days from the date of opening of the quotation. The rates must be quoted both in figures and words and overwriting should be avoided. However, all cuttings/corrections must be duly authenticated.
- f. The bid submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
- g. The tender document is not transferable.
- h. No amendment to the bid in any form by the bidder will be permitted after opening of the tender. No conditional offers shall be accepted.
- i. Submission of bid will bind the bidder to the acceptance of all conditions specified in the tender document.
- j. Canvassing in any form is forbidden and will be a criterion for disqualification.
- k. All interested eligible tenderers/bidders are invited to submit their best competitive bids as per the criteria given in this tender document. Kindly submit your bids in two parts as under:
 - a) Technical bid (Part-1) consisting of all technical details along with commercial terms and conditions and
 - b) Price bid (Part-2) indicating item-wise price for the items mentioned in the technical bid.

The bidder should also submit an undertaking to abide by all the terms and conditions laid down in the tender document along with the technical bid.

2. Tender Cost

- a. The bidder should pay the tender processing fee online.

- b. In addition, for MSME firms, the tenderers who are currently registered and, also, will continue to remain registered during the tender validity period body specified by Ministry of Micro, Small & Medium Industry under MSME are exempted from payment of earnest money & Tender fees. In case the tenderer falls in these categories, it should furnish details.

3. **EMD (Earnest Money Deposit):**

The EMD should be paid online.

- a. The EMD of the unsuccessful bidders will be returned after final award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest.
- b. The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.
- c. The EMD of successful bidder will be returned after the submission of Performance Security.
- d. The firms registered with DGS&D, MSME & NSIC, if any, are exempted from payment of EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies. **(Latest Copy must be submitted for claiming exemption).**

4. **Performance Security:**

The successful bidder will provide “Performance Security” for an amount of 3% of the contract value in the form of valid Account payee Demand Draft/ FDR from a scheduled bank favouring “**Rajiv Gandhi Institute of Petroleum Technology**” payable at **Bank of Baroda, RGIPT Jais Campus Branch**. Performance security should remain valid at least for a period of 180 days beyond the date of completion of all contractual obligations of supplier **(Total Period of FDR/Demand Draft – Warranty Period plus 180 days)**. Thereafter the security will be returned, provided there is no defect in the equipment supplied.

5. **Evaluation Criteria:**

The order will be awarded to the vendor, who fulfils all the technical specifications, terms & conditions mentioned in the tender document for Technical Bid and whose rate is L1 in grand total for a particular laboratory in Price Bid. A vendor has to bid for all items in Annexure A. Evaluation of Lowest bid will be calculated on the total price of all items tendered for basic equipment along with accessories, packing & forwarding, transportation, installation & commissioning, GST and other charges etc. as mentioned in the tender (Bidder must submit the technical bid & price bid separately). The price bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids.

6. **Bid Validity:**

The bid must be valid for at least 180 days from the date of opening of Technical Bid.

7. **Payment terms:**

100% payment will be released against successful supply of equipment at site i.e. Assam Energy Institute, Sivasagar; erection, installation, commissioning, testing, demonstration of supplied equipment and training of designated personnel and subject to submission of original Bill/ Invoice as certified by the Indenter.

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8. **Part Shipment not allowed:**

Part Shipment will NOT be allowed.

9. **Insurance:**

For delivery of goods at the purchaser's premises, the insurance shall be obtained by the supplier in an amount equal to 110% of the value of the goods from "Warehouse to Institute" (final destination) on "All Risks" basis including War Risks and Strikes. The insurance shall be valid for a period of not less than 3 months after installation and commissioning. If orders placed on CIF/CIP basis, the insurance should be up to Assam Energy Institute, Sivasagar.

10. **Resolution of Disputes:**

The dispute resolution mechanism to be applied pursuant shall be as follows:

- a. In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration & Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.
- b. In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.

11. **Printed Conditions of the Company – Not Acceptable to the Institute:**

RGIPT does not accept the printed conditions of any Tenderer. It will be ignored without any reference; hence tenderers should withdraw such printed conditions if they have any. RGIPT shall accept only unconditional tender.

12. **Technical Deviations – Sole discretion of RGIPT for consideration:**

If technical deviations furnished by the Tenderer are not agreeable to RGIPT, the offers may be ignored. However, it will be solely at discretion of RGIPT to consider the technical deviations OR not for considering the Tenderer. No correspondences of the Tenderer will be entertained in this matter.

13. **Price Validity:**

The price quoted by the bidder shall remain valid till the supply is completed. During the tenure of the supply period, no price increase will be considered, except for change in statutory levies imposed by Central Govt. / state Govt. or Local authorities.

14. **Warranty:** All equipment should have 2 years of warranty period from the date of successful installation

15. **Delivery:**

The timely delivery of mention “Tender for supply and installation of necessary hostel furniture contract for the new hostels of Assam Energy Institute, Sivasagar” is the essence of contract. The supply should be completed with the specified delivery. Delivery shall be completed within maximum 45 days from the placement of purchase order.

16. **Bid Acceptance and Rejection:**

- a. RGIPT reserves the right to reject the bid without assigning any reason whatsoever.
- b. RGIPT does not bind itself to accept the lowest or any quotation and reserves the right to reject any or all without assigning any reason.

17. **Late Receipt of Bids:**

No bids will be accepted or considered after the due date and time.

18. **Liquidity Damage Clause:**

In case of any damages and delay in supply of material, liquidated damages at the rate of 0.5% of the order value per day of delay or part thereof, subject to a maximum of 5% of the order value shall be recovered from the vendor’s bill/invoice.

19. **Withdrawal of Tender:**

The Institute reserves the right to withdraw the tender at any stage of tendering process with the approval of the Competent Authority.

20. **Replacements of Goods Broken, Damaged or Short:**

If whole or part of the goods/ equipment supplied against the order is found defective/ non-functional or without specification the supplier will have to replace the defective goods/equipment to make equipment operational within a reasonable time (not exceeding two months from the date of intimation to the supplier), failure to which the supplier will have to refund the full cost of the equipment including freight, Insurance etc.

21. A quotation submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.

22. Each bidder should have at least 4 years performance of supplying Furnitures mentioned in this tender in various Reputed Central and/or State Government Universities and Institutes or other reputed national level institute in India. PO copy should be attached.

Documents required for eligibility in the tender

S. N.	Description	Uploaded/ Not uploaded
1	The EMD of INR 85,400.00 (Rupees Eighty Five Thousand Four Hundred Only) is to be paid only through Online mode and proof has to be submitted. If the EMD is not paid, then the bid will be automatically rejected.	
2	Technical Specification Compliance Statement -(On the letter head of the Company) – Annexure -1	
3	Manufacturer’s Authorization Form – In defined format OR Self Declaration of Manufacturing Unit – Annexure – 2	
4	Price Reasonability Certificate – In defined format (On the letter head of the Company)- Annexure – 3	
5	Declaration Certificate (Acceptance of terms & conditions of the tender) – In defined format (On the letter head of the Company) - Annexure – 4 and Declaration Sheet as per Annexure - 4A .	
6	As on date of submission of the proposal, the Bidder is neither blacklisted by Central Government/ State Government or Instrumentalities thereof nor is any criminal case against the Bidder/ its Partners/ Directors/ Agents pending before any court of law. Non-Blacklisting Certificate on Rs. 100.00 non-Judicial Stamp Paper – In defined format - Annexure - 5	
7	Copy of Firm Registration	
8	Copy of PAN Card & GST No.	
9	MOST IMPORTANT: Bidder should have at least 4 years’ experience in providing hostel furniture in Reputed Central and/or State Government Universities and Institutes or other reputed national level institute in India . – List of Clients & Purchase Orders of “Hostel Furnitures” to be submitted – Annexure - 6	
11	The Bidder or their OEM should possess any valid standard certification of ISO 9001:2015/ 14001:2004.	
12	Bidder should enclose the copies of last 3 years (FY 2017-2018, FY 2018-2019, FY 2019-2020) Audited Annual Accounts (Balance Sheet and Profit & Loss A/c) duly authenticated by Chartered Accountant	
13	Last three years (FY 2017-2018, FY 2018-2019, FY 2019-2020) CA certified turnover certificate (Average Turnover of last three years should be Rs.15 lakhs (Rupees Fifteen lakhs only))	
14	Last 3-year (FY 2017-2018, FY 2018-2019, FY 2019-2020) Income Tax Return (ITR)	
15	In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission	
17	Separate Catalogue with make and model number for each furniture model quoted need to be enclosed	

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

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**MANUFACTURERS' AUTHORIZATION FORM (MAF)
(ON THE LETTER HEAD OF THE COMPANY)**

[NOTE: The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be **on the letterhead of the Manufacturer** and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. It should be included by the Bidder in its bid]

No. Dated

Date: **[insert date (as day, month and year) of Bid Submission]**

Tender No.: **[insert number from Invitation for Bids]**

To, Director
Rajiv Gandhi Institute of Petroleum Technology
Mubarakpur, Mukhtia, Bahadurpur
POST: Harbanshganj, Jais, Amethi - 229304

WHEREAS

We **[insert complete name of Manufacturer]**, who are official manufacturers of **[insert type of goods manufactured]**, having factories at **[insert full address of Manufacturers factories]**, do hereby authorize **[insert complete name of Bidder]** to submit a bid the purpose of which is to provide the following Goods, manufactured by us **[insert name and or brief description of the Goods]**, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: **[insert signature(s) of authorized representative(s) of the Manufacturer]**

Name: **[insert complete name(s) of authorized representative(s) of the Manufacturer]**

Title/Designation: **[insert title]**

Duly authorized to sign this Authorization on behalf of: **[insert complete name of Bidder]**

Dated on day of,,**[insert date of signing]** Yours faithfully,

(Name of manufacturers)

OR

SELF DECLARATION OF MANUFACTURING UNIT

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PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE COMPANY)

It is certified that the rates quoted against Tender No.

Dated.....for the items vide our bid No.
..... datedare exclusively for supply
to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt./PSU"s for
similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage
it has been found that the quoted rates are higher than the rates applicable to supply to Government then in
such condition RGIPT, Amethi, will have the right to cancel the approved rates and to take legal action
against the tenderer.

Yours faithfully,

(Name of manufacturers)

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

Terms & conditions mentioned above are accepted

Signature of Contractor
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DECLARATION (ACCEPTANCE OF TERMS & CONDITIONS)
(ON THE LETTER HEAD OF THE COMPANY)

1. I,.....Son/Daughter of Shri
.....Proprietor/ Partner/CEO/MD/Director/Authorized
Signatory of M/s am competent to sign this tender document.
2. I have carefully read and understood all the terms and conditions of the tender 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 tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

Date:

.....

Place:
Person

Signature of the Authorized

Full Name:

Company Seal:

Terms & conditions mentioned above are accepted

Signature of Contractor
Official Seal

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the price bids are subsidized due to academic discount given to RGIPT, Jais, Amethi.

We, further specifically certify that our organization has not been Black-Listed/ De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	

Terms & conditions mentioned above are accepted

Signature of Contractor
Official Seal

8.. Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

(Signature of the Tenderer)

Name:

Seal of the Company

Terms & conditions mentioned above are accepted

Page **21** of **24**

Signature of Contractor
Official Seal

NON-BLACKLISTING DECLARATION

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that RGIPT, Amethi is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD and or any penal action and other damages including withdrawal of all work/purchase orders being executed by us. **Further RGIPT, Amethi is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.**

I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us.

Neither I/We nor anybody on my/our behalf will indulge in any corrupt activities/practices in my/our dealing with the Institute.

Our Firm/Company/Agency is not been blacklisted or banned by any Central Government/State Government/ Central Government Department/State Government Department, PSU, University, Autonomous Institute or Any other Govt. Organization.

Date

Signature of the Tenderer

Place

Stamp

Note: This certificate should be executed on duly notarized INR 100/- Non-Judicial Stamp Paper.

Terms & conditions mentioned above are accepted

Signature of Contractor
Official Seal

List of Central and/or State Govt. Universities/Institutes/Organization/Department

List of Central and/or State Government Universities/Institutes/Organization/Department for whom the Bidder has undertaken such work during last four years (must be supported with work orders)		
Name of the Organization	Name of Contact Person	Contact No.

(Signature of the Tenderer)

Name:

Seal of the Company

Terms & conditions mentioned above are accepted

Signature of Contractor
Official Seal

Price Bid Format

Tender No. AEI/SVR/PC/TENDER/2021-22/03

Name of Work: TENDER FOR SUPPLY AND INSTALLATION OF NECESSARY HOSTEL FURNITURE CONTRACT FOR THE NEW HOSTELS OF ASSAM ENERGY INSTITUTE, SIVASAGAR

Name and address of the Bidder:

S.N.	Description	Rate (INR)	Quantity	Amount (INR)
1	Single Bed		70	
2	Study Table with single drawer unit		100	
3	Mattress		70	
4	Study Chair		120	
5	Steel Almirah		80	
9	Add: Cost of Warranty (2 Year)			
10	Add: Packing & Forwarding Charges, If any			
11	Add: Installation & Commissioning Charges, if any			
12	Add: Transportation Charges up to AEI, Sivasagar, if any			
13	Add: GST (Taxes)			
14	Total Price in numbers (Sum of Sl. No 1 to 13) F.O.R AEI, SIVASAGAR			
15	Total Price in words (Sum of Sl. No 1 to 13) F.O.R AEI, SIVASAGAR			

Each furniture must include all of their accessories and their quantities as mentioned in detailed tender document specifications.

The Institute will provide DSIR & GST Exemption Certificate.

Date

Signature of the Tenderer

Place

Stamp

Note:

1. The Company can bid only in Indian Currency in the given format
2. The Institute will provide DSIR & GST Exemption Certificate.
3. **For Exemptions: -**
 - a) For Customs duty exemption in terms of Govt. Notification No. 51/96- Customs dated 23.07.1996& 28/03 Customs dated 01.03.2003 and Central Excise duty Exemption in terms of govt. Notification No. 10/97- Central Excise dated 01.03.1997 & 28/13- Central Excise dated 01.10.2013. Institute DSIR Notification No. TU/V/RG-CDE (1083)/2016 dated:03.02.2017 Valid up to 31.08.2021
 - b) For GST Exemption Notification No. 47/2017- Integrated tax (Rate).

Terms & conditions mentioned above are accepted

Signature of Contractor
Official Seal