



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
[Institute of National Importance established under the Act of Parliament]
Mubarakpur, Mukhetia, Bahadurpur Post: Harbanshganj, Jais,
Amethi- 229 304 (Uttar Pradesh)

Website: www.rgpt.ac.in

Tender No. RGIPT/JAIS/DOSA-MESS FURNITURE/2021-22/01

**TENDER FOR
“PROCUREMENT OF CUSTOMIZED MESS FURNITURE”
(PUBLISH MODE: ONLINE)
SUBMISSION MODE: OFFLINE)**

TECHNICAL BID

OPEN TENDER FOR SUPPLY OF CUSTOMIZED MESS FURNITURE

Type of Tender	E-TENDER (OPEN) – OFFLINE MODE
E-Tender No.	RGIPT/JAIS/DOSA-MESS FURNITURE/2021-22/01
Item Description	PROCUREMENT OF CUSTOMIZED MESS FURNITURE
Tender Type	Two 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.
Earnest Money Deposit (EMD)	Rs. 17500/- (Rupees Seventeen Thousand Five Hundred only) – in the form demand draft in favour of “Rajiv Gandhi Institute of Petroleum Technology”, payable at Bank of Baroda, RGIPT Campus Branch, Jais, Amethi (Uttar Pradesh)
Mode of Submission	Offline Mode only
E-Tender Date	12.10.2021 (Tuesday)
Date & Time of Pre- Bid Meeting	Online meeting 19.10.2021 (Tuesday) at 3:00 PM, Link of meeting will be uploaded on Institute Website & Ewizard on the same day of meeting i.e. 19.10.2021
Last date of submission of E-Tender	02.11.2021 (Tuesday) before 3.00 PM
Date & Time of Opening of Technical bid	02.11.2021 (Tuesday) at 4.00 PM
Date & Time of Opening of Financial Bid	Will be announced later
Place of Opening of E-Tender	Office of The Dean Students’ Affairs, Ground Floor, E Block Hostel, Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi, UP, INDIA - 229304
Bid Address to the	The Director Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia More, Bahadurpur POST: Harbanshganj, Jais, Amethi – 229304
Chairman Purchase Committee	Name: Dr. Saurabh Mishra Dean – Student Affairs Email: smishra@rgipt.ac.in Contact Nos. +91 535 270 4604
Technical Clarification	In consultation with Purchase Committee

The RGIPT, Jais, Amethi reserves the right to reject any or all the tenders without assigning any reason thereof and it is not binding on RGIPT, Jais, Amethi to accept the lowest bid or any other bid.

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

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LIST OF DOCUMENTS TO BE SUBMITTED
ENVELOPE – 1 (TECHNICAL BID)

1. Bidder should take into account notifications, corrigendum published, if any on the tender document before submitting their bids.
2. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
3. The two-bid system will be followed for this tender. In this system, OFFLINE offer should be submitted under **TWO-BID System** in two separate packets i.e. **“Technical Bid”** and **“Financial Bid”**.

Offline Envelope No. 1: "Technical Bid" shall contain

Sl. No.	Details of Documents	Documents to be submitted in Technical Bid Envelope - 1
	Rs 17500/- (Rupees Seventeen Thousand Five Hundred only) – in the form demand draft in favour of “Rajiv Gandhi Institute of Petroleum Technology”, payable at Bank of Baroda, RGIPT Campus Branch, Jais, Amethi (Uttar Pradesh) If the EMD is not paid, then the bid will be automatically rejected.	Original Demand Draft
1	Technical Specification Compliance Statement	Technical Specification Compliance Statement on the letter head of the Company in prescribed format as given in Annexure - I
2	Manufacturer’s Authorization Form	Manufacturer’s Authorization Certificate in prescribed format as given in Annexure - 2 or Self Declaration of Manufacturing Unit
3	Price Reasonability Certificate	Price Reasonability Certificate on the letter head of the Company in prescribed format as given in Annexure - 3
4	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 .	Declaration Certificate (Acceptance of terms & conditions of the tender) & Declaration Sheet on the letter head of the Company in prescribed format as given in Annexure – 4 & 4A
5	Non-Blacklisting Declaration - 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	Non-Blacklisting Declaration on Rs. 100.00 non-Judicial Stamp Paper in prescribed format as given in Annexure – 5

6	Copy of Firm Registration	Self-Attested Copy of Firm Registration Certificate
7	Copy of PAN Card & GST No.	Self-Attested Copy of PAN Card & GST No.
8	Experience: Bidder should have 3 years' experience in the selling and providing service (related item) to reputed Central Government Institutes/Petroleum Engineering Colleges/ Universities/ Oil Companies/ Research Institutes/ IITs/ NITs/ IISERs	List of clients & Purchase Orders of Supply of "Mess Furniture" to the mentioned institutions.
9	Annual Turnover: Last three years CA certified turnover certificate (Average Turnover of last three years should be Rs.7.00 lakhs (Rupees Seven Lakhs only))	Self-Attested Copy of CA certified Annual Turnover Certificate (FY 2020-21, FY 2019-20 & FY 2018-19)
10	EMD Exemption -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	Self-Attested Copy of MSME or any other valid certificate for EMD exemption
11	SAMPLE: The bidders have to present their sample product in front of Dean Students' Affairs purchase committee before the opening of the financial bid.	Confirmation on the letter head of the Company
12	MOST IMPORTANT: Document related to prior installation and service – At least 3 Academic and R&D National Organizations, Central and State Government Departments/ Institutions/PSU in the last 3 years.	Self Attested Copies of 3 installations in IISc/ IITs/ IISERs /CSIR Labs / Central Universities in the last 3 years. – Annexure - 6

RGIPT, Jais, Amethi reserves the right to reject the bid if any of the above listed document/s is not submitted.

Offline Envelope 2: "Financial Bid" shall contain

- 1. The Financial Bid should be filled properly in the prescribed format.**
2. Financial bids of the technically qualified bidders only will be opened.
3. In case of any mistake or error in calculations or any discrepancy in price quoted in word and figures, the LOWEST amount will be considered for comparison. If this lowest price is not acceptable to the bidder, their bid will be rejected. In this case, RGIPT, Jais, Amethi reserves the right to forfeit their EMD.

SECTION-II - INSTRUCTIONS TO THE BIDDERS (ITB)

Tenderers are advised to follow the instructions provided in the **Instructions to the Bidders** for the submission of the bids offline.

1. Location of Supply & Installation of Equipment & Warranty Services:

Ground Floor, Hostel Area, Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur, Mukhetia More, Bahadurpur, Post: Harbanshganj, Jais, Amethi – 229304, Uttar Pradesh.

2. Supply Period: The supply should be completed within 8 weeks from the date of the receipt of Purchase Order.

3. Amendment to Bidding Documents:

- a) At any time prior to the deadline for submission of bids, RGIPT, Jais, Amethi may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- b) The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice on institute website against this tender. The amendments/ modifications will be binding on the bidders.
- c) RGIPT, Jais, Amethi at its discretion may extend the deadline for the submission of bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

4. Preparation of Bids:

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case however, any corrections, overwriting, erasures or postscripts have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents. However, bidder shall not be entitled to amend/ add/ delete/ correct the clauses mentioned in the entire tender document.

5. Forfeiture of EMD:

- a) In case of the bidder whose offer is accepted, **the EMD will be returned on submission of Performance Security.**
- b) The successful bidder, on award of contract/ order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited and the order will be cancelled.
- c) If the bidder withdraws the bid during the period of bid validity specified in the tender.

6. Period of validity of bids:

- a) Bids shall be valid for minimum 180 days from the date of submission. A bid valid for a shorter period shall stand rejected.

- b) RGIPT, Jais, Amethi may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD. A bidder agreeing to the request for extension will not be permitted to modify his bid.

7. Deadline for Submission of Bids – online only:

- a) The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. ***The conditional bid will be summarily rejected.***
- b) Bids must be received by RGIPT, Jais, Amethi before the due date and time at the address specified in the tender document.
- c) RGIPT, Jais, Amethi may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified on its website.
- d) RGIPT, Jais, Amethi shall not be responsible and liable for **the delay in receiving the bid** for whatsoever reason.

8. Bid Opening & Evaluation of Bids:

- a) The technical bids will be evaluated in two steps.
 - i. The bids of eligibility bidders only will be evaluable based on eligibility criteria mentioned in the tender document.
 - ii. The technical bids of only the shortlisted eligible bidders shall be evaluated based on technical specifications stipulated in the tender document.
- b) The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the financial bid.
- c) The duly constituted Purchase Committee shall evaluate the bids. The Purchase Committee shall be empowered to take appropriate decisions on minor deviations, if any.
- d) The bidder's name, bid prices, discounts and such other details considered as appropriate by RGIPT, Jais, Amethi, will be announced at the time of opening of the commercial bids.

9. Comparison of Bids:

- a) Only the short-listed bids from the technical evaluation shall be considered for financial comparison.
- b) The bids shall be evaluated on the basis of the total prices including all taxes and duties as per the details mentioned in the financial bid.

10. Purchase Order:

- a) RGIPT, Jais, Amethi shall issue purchase order to the eligible bidder whose technical bid has been accepted and determined as the **lowest evaluated commercial bid based on the Grand Total**. However, RGIPT, Jais, Amethi reserves the right and has sole discretion to reject the lowest evaluated bid.

11. Institute's Right to amend/cancel:

- a) RGIPT, Jais, Amethi reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, technical specifications etc.
- b) RGIPT reserves the right to amend or withdraw any of the terms and conditions contained in the bid document or to reject the tender without giving any notice or assigning any reason. The decision of The Dean Students' Affairs Purchase Committee in this regard shall be final and binding on all.

12. Termination:

- a) The Institute may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:-
 - i. If the contractor fails to arrange the supply of any or all of the items within the period(s) specified in the contract or any extension thereof granted by the Campus.
 - ii. If the contractor fails to perform any other obligation(s) under the contract.

In case the Contract has to be terminated, one-month advance notice in writing shall be given by either side.

13. Corrupt or Fraudulent Practices:

- a) It is expected that the bidders who wish to bid for this project have highest standards of ethics.
- b) RGIPT, Jais, Amethi will reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- c) RGIPT, Jais, Amethi may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the award / execution of contract.

14. Interpretation of the clauses in the Tender Document/ Contract Document

- a) In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clauses by Director, RGIPT, Jais, Amethi shall be final and binding on all parties.

**Chairman
Dean Students' Affairs Purchase Committee**

SECTION III- ELIGIBILITY AND QUALIFICATION CRITERIA

The following documents should be submitted for eligibility and qualification in technical bid-

Sl. No.	Description
	Rs. 17500/- (Rupees Seventeen Thousand Five Hundred only) – in the form demand draft in favour of “Rajiv Gandhi Institute of Petroleum Technology”, payable at Bank of Baroda, RGIPT Campus Branch, Jais, Amethi (Uttar Pradesh)
1	Technical Specification Compliance Statement – (On the letter head of the Company) – Annexure - 1
2	Manufacturer’s Authorization Form – In defined format OR Self Declaration of Manufacturing Unit – Annexure - 2
3	Price Reasonability Certificate – In defined format (On the letter head of the Company)- Annexure - 3
4	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.
5	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
6	Copy of Firm Registration
7	Copy of PAN Card & GST No.
8	Bidder should have 3 years’ experience in the selling and providing service (related Equipment) to reputed Central Government Institutes/Petroleum Engineering Colleges/ Universities/ Oil Companies/ Research Institutes/ IITs/ NITs/ IISERs (Self Declaration) – List of Clients & Purchase Orders of “Supply of Mess Furniture” to be submitted.
9	Last three years CA certified turnover certificate (Average Turnover of last three years should be Rs. 07.00 lakhs (Rupees Seven Lakhs only))
10	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
11	SAMPLE: The bidders have to present their sample product in front of Dean Students’ Affairs purchase committee before the opening of the financial bid.
12	MOST IMPORTANT: Document related to prior installation and service – At least 3 from the organizations such as - IISc/ IITs/ IISERs /CSIR Labs / Central Universities in the last 3 years. Annexure - 6

SECTION IV: GENERAL CONDITIONS OF CONTRACT

1. Tender filling up and submission

- a) Tender offer must refer to the letter/Notice inviting the Tender.
- b) The bid should be in sealed envelope and super scribed with **“Tender Reference No. RGIPT/JAIS/DOSA-Mess Furniture/Tender/2021-22/01 dated 12.10.2021,** Tender for Supply of Customized Mess Furniture.
- c) The rates quoted should include all the components mentioned in the tender and should be valid for at- least 180 days from the date of opening of the bids. The rates must be quoted both in figures and words and overwriting should be avoided. However all cuttings/corrections must be duly authenticated.
- d) The bid submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
- e) The tender document is not transferable.
- f) 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.
- g) Submission of bid will bind the bidder to the acceptance of all conditions specified in the tender document.
- h) Canvassing in any form is for bidden and will be a criterion for disqualification.

2. EMD (Earnest Money Deposit):

Rs.17500/- (Rupees Seventeen Thousand and Five Hundred only) – in the form demand draft in favour of “Rajiv Gandhi Institute of Petroleum Technology”, payable at Bank of Baroda, RGIPT Campus Branch, Jais, Amethi (Uttar Pradesh).

The earnest money deposit (EMD) shall be submitted in Indian currency only. The bid security should remain valid for a period of 45 days beyond the final bid validity period.

- 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 online for claiming exemption).**

- ### 3. 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 any of the scheduled bank favoring “Rajiv Gandhi Institute of Petroleum Technology” payable at RGIPT, Jais, Amethi Campus Branch. Performance security should remain valid at least for a period of 60 days beyond the date of completion of all contractual obligations of supplier **(Total Period of FDR/Demand Draft – Warranty Period plus 60 days)**. Thereafter the security will be returned, provided there is no defect in the equipment supplied. (As per notification no. RGIPT/Jais/Admin/46/2021)

4. **Bid Validity**: The bid must be valid for 120 days from the date of opening of Technical Bid.
5. **Price bid submission**: In the prescribed format defined in the tender document.
6. **Technical Bid Evaluation Criteria**:
 - a) Quotation submitted by the bidders shall be valid for 120 days from the date of opening of tender.
 - b) The tender job will be awarded on overall L1 basis, not on individual item basis.
 - c) L1 will be decided on the basis on total of quoted rates of the all items and applicable taxes etc.
 - d) In case of tie between the bidders, the decision of the Dean Students' Affairs Purchase Committee will be final and binding on all the bidders.
 - e) Bidders are requested to quote their prices in given format only and no other terms and conditions should be mentioned in financial bid.
 - f) The bidders have to present their sample product in front of Dean Students' Affairs purchase committee before the opening of the financial bid.

Financial Bid Evaluation Criteria:

The order will be awarded to the vendor, who fulfills all the technical specifications & conditions mentioned in the tender document for Technical Bid and **whose rate is L1 in grand total in Financial Bid**. Evaluation of Lowest bid will be calculated on the total price of all items tendered along with accessories, packing & forwarding, Installation & Commissioning, GST and other charges etc. as mentioned in the tender (**Bidder must submit the technical bid & financial bid separately**).

7. **Special Instructions**:

- a) RGIPT shall provide GST exemption certificate on request by the bidder.
- b) RGIPT, Jais, Amethi avails GST concession under notification No. 47/2017 Integrated tax (rate) dated 14 November 2017, as amended time to time.

8. **Payment terms**:

80% payment will be released after successful supply of items at site and balance 20% will be released after successful installation of items at site and submission of Original GST bill certified by the Chairman, Purchase Committee.

9. **Part Shipment not allowed**: Part Shipment will NOT be allowed.

10. **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.

11. **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.

12. **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 Centre Govt. / state Govt. or Local authorities.

13. **Warranty:** As specified in the Technical Specification.

14. **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.

15. **Late Receipt of Bids:** No bids will be accepted or considered after the due date and time.

16. **Liquidity Damage Clause:** RGIPT, Jais reserves the right to levy penalty @ of 0.5 % of order value per week of delay in supply and /or installation, beyond the schedule as mentioned in this tender document subject to maximum of 5% of the order value. RGIPT, Jais reserves the right to cancel the order in case the delay is more than 04 weeks. The conditions arising out of Force Majeure will not be considered for the purpose of calculating penalties.

17. **Ship to**

Office of Dean-Students' Affairs
Ground Floor, Hostel Area
Rajiv Gandhi Institute of Petroleum Technology
Ground Floor, Administrative Building
Mubarakpur, Mukhetia More, Bahdupur
POST: Harbanshganj, Jais, Amethi – 229304 Uttar Pradesh

18. **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.

19. **Force Majeure:** RGIPT, Jais may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.

20. **Arbitration:** All disputes/clams of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc. under this Contract, shall be referred by either party (RGIPT, Jais or the bidder) after issuance of 30 days' notice in writing to the other

party clearly mentioning the nature of dispute to the Sole Arbitrator appointed by RGIPT, Jais. The arbitration proceedings shall be conducting in English and as per the provisions of Indian Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.

21. **Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to Raebareli/ Amethi jurisdiction only.
22. A bid submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.
23. Authorized representative may choose to be present at the time of opening of tender at their own cost.
24. **Only one PRICE BID should be submitted for the above equipment. A bidder who submits more than one PRICE BID, shall be disqualified and considered non-responsive.**

Chairman

Dean Students' Affairs Purchase Committee

TECHNICAL SPECIFICATIONS COMPLIANCE STATEMENT**Technical Specifications of Mess Dining Table**

Sl.No.	Technical Specifications		Bidders Specification	Compliance	Deviation
1	Length of the Table \pm 10mm	2400 mm			
2	Height of the Table \pm 10mm	750 mm			
3	Width of the Table \pm 10mm	750 mm			
4	Table Top material and thickness \pm 3mm	19mm thickness commercial ply board pasted with mica			
5	Warranty period in number of years	Min 01 year			
6	Frame Type	Stainless Steel grade 304 galvanized with 18 gauge			
7	Wall thickness of leg material (for table)	1.0 mm			
8	Support material for table	Stainless Steel grade 304 galvanized with 18 gauge			
9	Product configuration	Provision for 8 persons			
10	Design of Table	Rectangular			
11	Mode of supply	Assembled ready to use			
12	Table foot rest	All four sides along the depth and width			

Technical Specifications of Mess Dining Sitting Bench

Sl.No.	Technical Specifications		Bidders Specification	Compliance	Deviation
1	Length of the Bench ± 10mm	1200 mm			
2	Height of the Bench ± 10mm	450 mm			
3	Width of the Bench± 10mm	450 mm			
4	Bench material and thickness ±3mm	Wooden bench with 30 mm thickness			
5	Warranty period in number of years	Min 01 year			
6	Frame Type	Wooden bench			
7	Support material for table	Wooden			
8	Product configuration	Provision for 2 persons			
9	Design of Bench	Rectangular			
10	Mode of supply	Assembled ready to use			
11	Number of legs	04 legs supported with leg support along the length and width of bench			

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

Technical Specifications Compliance Statement of “MESS DINING TABLE & MESS DINNING SITTING BENCH” should be submitted as per format given in Annexure – I (On the Company’s Letter Head)

**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,
The 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

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

It is certified that the rates quoted against Tender No. Datedfor 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

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: -----

Signature of the Authorized Person

Full Name: -----

Company 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 financial 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	
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

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 blacklisted or banned by any 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 Rs.100/- Non Judicial Stamp Paper.

List of Govt. Organization/Department/Institutes

List of Government Organization/Department/Institutes for whom the Bidder has undertaken such work during last three 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



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY

FINANCIAL BID

For Exemption:-

1. For GST Exemption Notification No. 47/2017- Integrated tax (Rate).

FINANCIAL BID – MESS FURNITURE

**I. Name of the Bidder/Tenderer:
Name & Model No of offered goods:**

Tender No.:

Sr. No.	Description	Qty.	Rate (Rs.)/ per unit	Amount (Rs.)
1	Dining Table (as per prescribed specification in tender document)	12		
2	Dining Bench (as per prescribed specification in tender document) – 04 Dining Benches per Dining Table	48		
Sub-total -1				
GST @ _____%				
Freight Charges				
Grand Total				
Amount in words:				

The tender job will be awarded on overall L1 basis, not on individual item basis.

Note: The Institute will provide the GST Exemption Certificate:- The quoted rate shall be inclusive of all taxes & freight etc. and shall remain firm till the finalization of the tender. The L1 bidder has to submit original invoice after successful supply of said items at RGIPT Jais campus to the satisfaction of the Dean Students' Affairs. Billing of L1 bidder will be done as per GSTIN Act by mentioning HSN Code of each item in the Invoice/Bill. The payment will be made either by Account Payee Cheque or through RTGS/NEFT after making the statutory deduction like TDS etc.