

General Conditions of E-Tender for Purchase of office furniture

1. **Experience :** Single similar work order amount of Rs. 50 Lacs in Govt/Semi Govt department during last 3 years (Enclosed copy of work order) and also Copies of purchase order received from the Govt./Semi Govt. department in favour of required items.(For last Three years to evaluate experience).
2. **Mandatory Registration and Documentation:** The tenderer must provide the registration number of the establishment, a certificate under the Shop Establishment Act, and proof of payment of Income Tax and Goods and Services Tax (GST) for the past two years. The GST and PAN registration number must also be submitted. All the certificates must be up-to-date.
3. **Submission Process:**
 - a. **Technical Bid (Part I):** This part must include the Tender Form (Form-I), Technical Information Form (Form-II), Affidavit (Form-III(A) and III (B)), Undertaking Form (Form-IV), Tender Acceptance Form (Form-V), Check List and other relevant documents. These must be submitted online.
 - b. **Financial Bid (Part II):** This part must contain the Financial Bid Form (Form-VI), detailing all charges for the materials. Documents related to pricing must be submitted online.
4. **Earnest Money Deposit (E.M.D.):** The earnest money deposit mentioned in the e-tender must be submitted online through the mptenders.gov.in portal.
5. **Tender Fee:** The tender fee is non-refundable under any circumstances.
6. **Demo Requirement:** Technically qualified bidders may be required to provide a demo of the equipment to confirm compliance with bid requirements before the financial bid is opened.
7. **Seal and Signature:** The tenderer must submit a stamped and self-attested copy of the tender documents, including the name, address, and full details of the firm. These documents must be submitted online.
8. **Acceptance or Rejection:** The M.P. Private University Regulatory Commission, Bhopal, reserves the right to accept or reject any tender in whole or in part without providing reasons.
9. **Quantity Variations:** The number of items to be purchased may vary depending on the requirement and budget.
10. **Supply Period and Penalties:** (i) If the firm fails to supply the materials within the prescribed period without requesting an extension, the purchase order may be cancelled, and the security deposit will be forfeited.
(ii) In case of delay in supply of material, the commission shall have right to deduct the proper amount from bill.
(iii) In case of poor quality of material, the commission shall have the right to deduct an appropriate amount.
11. **Certification:** If the bidder's product is certified by recognized institutions, the certificate must be submitted online.
12. **Payment Terms:** Payment will be made only after complete delivery and acceptance of materials. Delays due to government processes will not attract additional payments and also submit the invoice of material supply in triplicate.
13. **Submission Guidelines:** Only the required forms should be submitted online. Unwanted forms must not be included.

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14. **Blacklisting Declaration:** The firm must declare that it is not blacklisted by any government or non-government organization. This affidavit must be in Form-III (A) on Rs. 100/- stamp paper and submitted online with seal and signature.
15. **ISO Certifications:** Bidders and OEMs must ensure furniture items supplied as per the BOQ meet the following ISO standards:
 - ISO 9001:2015 (Quality Management Systems)
 - ISO 14001:2015 (Environmental Management Systems)
 - ISO 45001:2018 (Occupational Health and Safety Management Systems)
16. **Tax Undertaking:** The firm must submit a tax undertaking letter in Form-IV, signed and sealed on the firm's letterhead, along with the technical bid documents.
17. **Additional Certifications:** Bidders must submit the following certifications:
 - BIFMA (Business and Institutional Furniture Manufacturers Association)
 - AIOTA (All India Occupational Therapists Association) for office furniture
 - Green Pro certification from the Indian Green Building Council (IGBC)
 - Green Guard/Green Co. Certification
18. **Complete Material Bidding:** Bidders must quote for the entire material list, excluding any single item. Failure to do so will render the e-tender invalid.
19. **Information Availability:** E-tender details are available on MP Tenders e-portal <https://mptenders.gov.in/> and also on the Aayog website of <https://www.mpnvva.in>. While submitting downloaded forms, ensure technical specifications match the requirements, and submit the tender fee online through mptenders.gov.in.
20. **Additional Terms and Conditions:** Any other terms not mentioned above will adhere to the financial rules of the Madhya Pradesh Government. The decision of the M.P. Private University Regulatory Commission, Bhopal, in case of disputes or rule determination, will be final.
21. **Document Verification:** Page numbers of submitted documents must be verified and filled in the prescribed form. All documents must be submitted online.
22. **Online Submission:** All e-tender-related documents must be submitted online with seal & signature.
23. **Jurisdiction:** In case of disputes, the jurisdiction will be Bhopal.
24. Also submit the Guarantee/Warranty of furniture to be supplied along with the tender.



TENDER FORM

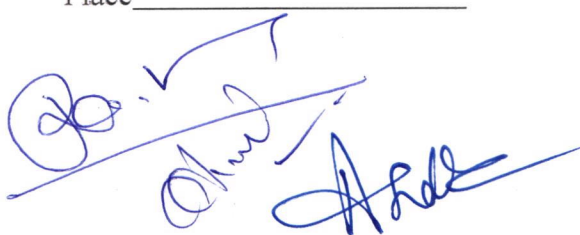
NIT No.....Bhopal,

Date.....

S.No.	Particular	Information
01	Tender applied for	
02	Name & full address of the Firm submitting the tender	
03	Name of contact personnel	
04	Phone Number/FaxNo	
05	E-Mail address	
06	Tender fee deposited vide online Receipt No & Date (Copy enclosed)	
07	GSTIN No (Copy enclosed)	
08	PAN No. (Copy enclosed)	
09	Earnest money deposited vide online Receipt No & Date (Copy enclosed)	
10	Agreed to a bid by terms and conditions laid down for NIT No & Date (Yes/No)	
11	Copies of purchase order received from the Govt./Semi Govt. department in favor of required items. (For last Three years to evaluate experience)	
12	Single similar work order amount of Rs. 50 Lacs in Govt/Semi Govt department during last 3 years (Enclosed copy of work order)	
13	Signed on each page as a token of acceptance of terms & condition laid down for NIT No & Date	
14	Bank details of the Firm	Name of Bank Branch A/c No. IFSC

Date _____

Place _____



Seal & Signature of Proprietor/
Manager/Representative of firm

Technical Information Form

(To be enclosed with technical bid)

S.No.	Particulars	Bidder Statement(s)	Supporting document enclosed	Page No.
1	Name of Tendering Firm			
2	Date of establishment of Firm			
3	Attested certificate of Registration with Registration number of Firm			
4	GST Registration Number of Firm			
5	Turnover of Company-- (For last 3 Years)			
6	Copies of purchase order received from the State Govt./Semi Govt. department in favor of required items. (For last Three years to evaluate experience)			
7	Single similar work order amount of Rs. 50 Lacs in Govt/Semi Govt department during last 3 years (Enclosed copy of work order)			
8	Declaration by Firm (Form-III)			
9	Under Taking Certificate (Form-IV)			
10	EMD UTR No./ Reference No. And Amount			
11	Whether attested Income Tax return 3 Years latest			
12	ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 (All ISO certification should be from NABCB Accredited agency).			
13	The OEM/manufacturer should have AIOTA certification for office furniture			

14	The OEM/manufacture should be IGBC certified manufacturer.			
15	The OEM/manufacture should having IGBC Green pro certificate.			
16	The OEM/manufacture should having IGBC Green guard and green co certificate.			
17	The OEM/manufacture should have MP PWD registration.			
18	The OEM/manufacture should have At least 1 registered company offices in Madhya Pradesh.			
19	Guarantee/Warranty of furniture			

Seal & Signature of Proprietor/
Manager/Representative of firm



Following affidavit on Rs. 100/- stamp paper duly filled in must be enclosed with the "Technical Bid" as given below:

:: Affidavit::

I, (Name of M.D./ Proprietor of firm) _____ son of Mr. _____ of M/s _____

(Name of firm and full Address) have read all the Terms and Conditions of the tender given above. These are acceptable to me. Earnest Money Paid Online of Rs _____

(In words) _____ (Name of M.D./ Proprietor of firm)

_____ Son of Mr.
of M/s.....

(Name of firm and full Address) certify that we are registered and experienced firm for this work and manufacturing/trading since _____ (date). We also certify that we are not black listed by any state or central Govt./ University/ Bank/ Corporation/ Autonomous institute etc. Each page of tender documents is duly signed with seal by us. We undertake to adhere the ethical commitment as required in this tender mandated by the law.

Place :

Signature _____

Date:

Name _____

Sign & Seal of the Tenderer (Supplier)



The image shows a handwritten signature in blue ink, which appears to be 'A. K. Choudhary', written over a horizontal line. Below this line, the name 'A. K. Choudhary' is written in a larger, stylized blue cursive script.

DECLARATION

I / We agree to keep this offer valid for 120 (One Hundred and twenty) days from the date of submission of the bid.

I/We agree that Unit Price mentioned above is valid for 1Year after signing of the agreement.

I/We agree and undertake to abide by all the terms and conditions of the bid document. In witness thereof, I/We submit this Bid under and in accordance with the terms of the bid document. I/We agree to make deductions of TDS and payment of GST as per rules from the payments.

Yours faithfully,

Date:

(Signature of the Authorized Signatory)

Place:

Name and seal of Bidder/Firm

A handwritten signature in blue ink, consisting of a stylized name and a long horizontal stroke extending to the right.

(On the Letter head of the Participant bidder firm/ Company)

UNDERTAKING

I _____ S/o Mr. _____ Resident of _____

Being Director/ Proprietor/ Partner of _____

M/S _____

_____ whose Income Tax PAN No. is
_____ and GST no. is
_____ Hereby

give consent to "M.P. Private University Regulatory Commission, Bhopal" to deduct from our Bills whatever amount is payable by us on account of the necessary Tax dues.

Place:

Date:

Signature

Name

Post

Seal



TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,

Date: _____


Sub: Acceptance of Terms & Conditions of Tender.**Tender Reference No:** _____

Name of Tender/Work:-

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender/ Work' from the web site(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).
2. I/ We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,


 (Signature of the Bidder with Official Seal)

Check List

To be submitted with first page in Technical Bid Compulsory

Name of firm:

Name of Item:

S.No.	Description	Details	Page No.	Documents attached (Yes/No)
1	e-mail address			
2	Firm's Registration & Certificate with date			
3	EMD			
4	Tender Fee			
5	Acceptance of all term & Condition of the tender			
6	Tender Form			
7	Technical Bid			
8	PAN Certificate			
9	G.S.T. Certificate			
10	Turnover 3 Years			
11	P.O. of supplies to Government/Semi Govt. department, U/T in last three financial years (mention the name of office and quantity of the item)			
12	Single similar work order amount of Rs. 50 Lacs in Govt/Semi Govt department during last 3 years (Enclosed copy of work order)			
13	Income Tax return 3Year			
14	ISO 9001 certification			
15	Data Sheets of the Products			
16	ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 (All ISO certification should be from NABCB Accredited agency).			
17	The OEM/manufacture should have AIOTA certification for office furniture			
18	The OEM/manufacture should be IGBC certified manufacturer.			
19	The OEM/manufacture should having IGBC Green pro certificate.			
20	The OEM/manufacture should having IGBC Green guard and green co certificate.			
21	The OEM/manufacture should have MP PWD registration.			
22	The OEM/manufacture should have At least 1 registered company offices in Madhya Pradesh.			
23	Guarantee/Warranty of furniture			

Seal & Signature of Bidder

