INVITATION FOR BID IN TWO-BID SYSTEM FOR PURCHASE OF: BRANDED COMPANY MAKE EXECUTIVE CHAIRS & VISITOR CHAIRS

Tender Number: 06/PUR/BNN/IASc/2019-20 Dated: 07-01-2020

The Indian Academy of Sciences, a professional institution under the Department of Science & Technology, Government of India was established in the year 1934. The Academy aims at promoting the progress and upholding the cause of science in pure and applied branches. Major activities include publication of scientific journals and special volumes, organizing meetings of the Fellowship and organizing discussion meetings on important scientific topics, recognizing scientific talent, improvement of science education, and taking up other issues of concern to the scientific community.

Tender Inviting Authority
ASSISTANT EXECUTIVE SECRETARY, IASc
Fax: +91-080-23616094, Tel: +91-080-22661207
E-Mail: office@ias.ac.in Visit us at www.ias.ac.in

Reference: Tender Notice published in Daily newspaper on 08/01/2020

Newspaper Name: THE NEW INDIAN EXPRESS & THE HINDU

CALANDER OF EVENTS

Date of issue of bid document: 08 January 2020 to 20 January 2020 up to 1:00PM (Except Saturday, Sunday & National Holidays)

Due date and Time for Receipt of Tender: Up to 20 January 2020 up to 3:00PM,

Date and Time of opening of bid: 21 January 2020 up to 3:00PM.

Cost of Bid Document: 1,000/- drawn in favour of 'Indian Academy of Sciences' payable at Bengaluru (Non-refundable)

Earnest Money Deposit (EMD): Rs. 25,000/-

C.S. Ravi Kumar
Assistant Executive Secretary
Indian Academy of Sciences
Sadashivanagar
Bangalore-560 080
Section 1: Notice Inviting Tender (NIT)

1. Sealed tenders are invited from eligible and qualified tenderers for supply of the following goods & services:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Brief Description of Goods/services</th>
<th>Quantity (with unit)</th>
<th>Earnest Money (in Rupee)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BRANDED COMPANY MAKE Executive Chairs High Back Model No. Optima HB</td>
<td>03 Nos</td>
<td>Rs. 25,000 /-</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BRANDED COMPANY MAKE Executive Chairs Mid Back Model No. Liberate MB</td>
<td>50 Nos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>BRANDED COMPANY MAKE Visitor Chairs Model No. Bodyline Visitor VA2 BRANDED COMPANY MAKE Visitor Chairs Model No. Tycoon Visitor Leatherette</td>
<td>37 Nos 01 Nos</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Interested tenderers may obtain further information about this requirement from the office selling the documents. They may also visit our website [https://www.ias.ac.in/About_IASc/Tender_Notices/](https://www.ias.ac.in/About_IASc/Tender_Notices/) above for further details.

3. The Tender shall be in Two Bid Systems i.e. 1) Technical Bid and 2) Commercial Bid. The amount of EMD (Bid Security) is Rs. 25,000.00 (Rupees Twenty-Five Thousand Only) and Rs. 1000.00 (Rupees one thousand only) towards cost of tender in the form of Demand Drafts or Bankers Cheques (separate ones) drawn in favour of [Indian Academy of Sciences payable at Bengaluru] shall be put in a separate envelope. The Demand Draft/Bankers' Cheque shall be valid for at least 6 months. The Technical and financial bids of successful tenderer shall be opened on 21 January 2020 at 15:00 hrs. at the above address by the Tender Committee authorized by this office and in the presence of such tenderers or their authorized representative who may wish to be present.

The Competent Authority reserves the rights to cancel any or all the tenders without assigning any reason.

4. Tenderer may also download the tender documents from the website [https://www.ias.ac.in/About_IASc/Tender_Notices/](https://www.ias.ac.in/About_IASc/Tender_Notices/) and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.

5. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are delivered at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.

6. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold/ received/ opened on the next working day at the appointed time.

7. The tender documents are not transferable.

8. The tenderer is to seal the original and each copy of the tender in separate envelopes, duly marking the same as "Original", "Duplicate" and so on and writing the address of [Indian Academy of Sciences Bengaluru] and the tender reference number on the envelopes. The sentence "NOT TO BE OPENED" before... (The tenderer is to put the date & time of tender opening) are to be written on these envelopes. The inner envelopes are then to be put in a bigger outer envelope, which will also be duly sealed, marked etc. as above. If the outer envelope is not sealed and marked properly as above, IASc, Bengaluru will not assume any responsibility for its misplacement, premature opening, late opening etc.
9. Section II: For details regarding General Instruction of Tenderers (GIT) please refer to our website: https://www.ias.ac.in/About_IASc/Tender_Notices/

10. Section IV: For details regarding General Conditions of Contract (GCC) please refer to our website: https://www.ias.ac.in/About_IASc/Tender_Notices/

11. The bidder have to submit the quotation strictly as per our tender enquiry specification and terms and conditions only.

12. Right of Acceptance: The Executive Secretary, Bengaluru, reserves the right to accept in part or in full any tender or reject any tender without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of Contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

13. Replacement: If the Material is rejected for any reason the supplier has to replace the material at firms own cost and risk from our Mint and again supply the material as per our requirement.

14. Performance Security: Performance Security @ 10% of the total cost of the contract as fixed by the Executive Secretary, IASc, Bengaluru, by D.D./P.O./Bank Guarantee from Nationalized Bank only will have to be paid by the successful bidder within 21 days of issue of Purchase Order. The Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contractor, including warranty obligations. Performance Security will be refunded to the contractor without any interest, whatsoever, after it duly performs and completes the contract in all respect but not later than 60 days of completion of all such obligations under the contract. In the event of nonpayment of S.D. by the successful bidder, amount of E.M.D. will be forfeited.

15. Bidder or his duly authorized representative (with authorization letter) can attend the tender opening if they wish to do so.

16. Vendor has to adhere to rules, regulations, and timings of IASc, Bengaluru which is being a security sensitive organization.

17. IASc, Bengaluru, is not responsible for any injury / accident caused to contractor or any person appointed by him to carry out the job / project.

21. For the purpose of e-payment kindly ensure to submit the following information in table format on your letter head with seal and signature along with Tax Invoice:
   Bank Mandate form for RTGS/NEFT
   1. Vendor’s Name
   2. Vendor’s Account Number
   3. Vendor’s Address
   4. Vendor’s Bank Name
   5. Vendor’s Bank Address
   6. PAN card No.
   7. Vendor’s Bank IFSC Code
   8. Vendor’s Bank MICR Code
   9. Vendor’s Bank Branch Code
   10. Account type
   Note: Kindly attach a cancelled cross cheque.

..............................................................
(Name Designation, Address telephone number etc. of the officer signing the document)

For and on behalf of

[Signature]
Section III: Specific Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

(Clauses of GIT listed below include a possibility for variation in their provisions through SIT. There could be other clauses in SIT as deemed fit.)

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Topic</th>
<th>SIT Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Tender Currency</td>
<td>Supplier is requested to quote price within 2 Decimal place. Quotation with price quote beyond 2 decimal place is ignored.</td>
</tr>
<tr>
<td>02</td>
<td>Applicability of Octroi and Local taxes</td>
<td>IF APPLICABLE, PL. MENTION THE % AND FORM WHERE THE MATERIAL WILL BE SUPPLIED OR EX-PRICE BASIS</td>
</tr>
<tr>
<td>03</td>
<td>Tender Validity</td>
<td>90 DAYS</td>
</tr>
</tbody>
</table>
Section IV: General Conditions of Contract (GCC)

1. Bids submission particulars (in two cover system)

A. Technical and Commercial bid (in envelope-A)

The Technical and Commercial Bid as prescribed should be filled up, and sealed in a separate cover along with all the enclosures specified. The cover shall be called “Envelope-A” The Technical Bid and Commercial Bid Envelope should contain the following:

a) Demand Drafts for Tender Fee and Earnest Money Deposit
b) TENDER ACCEPTANCE LETTER: As in Annexure – 3
c) Technical bid Declaration duly signed by the tenderer: As in Annexure – 10
d) Registration details and Documentary proof for the constitution of the tenderer firm with details of the name, address, telephone number, cell phone number, fax number and e-mail address of the tenderer should be furnished: As in Annexure – 11
e) The Tenderer should provide warranty/guarantee and Free Service for a period of minimum one year from the date of installation and acceptance by the Academy. Undertaking to this effect shall be furnished: As in Annexure-12
f) Documentary proof for the capacity to supply the required quantity. For this purpose, Annual turnover statement, Annual Report and Balance Sheet for the last three years viz., 2016-17, 2017-18, 2018-19 duly attested by a qualified Chartered Accountant, should be submitted.
g) Credentials of the tenderer with his experience in Supply and Installation of Furniture & Fixture in the last 03 years.
h) Supply made by the tenderer alone will be considered towards the eligible criteria.
i) Duly attested Copy of PAN and copy of Income Tax return filed up to 2018-19.
j) Illustrated pamphlets containing all the Technical Details, Specification of the tendered items should be sent along with the tender. Failure to send detailed pamphlet, brochure, and drawing may result in the rejection of tender.
k) The Signed Tender Document and Technical Bid which contains above details in original should be enclosed in full without omitting any paper / pages. This cover should be super scribed as “Technical and Commercial Bid Envelope A”.

B. Price bid (in envelope – B)

The Price Bid as prescribed in Annexure 4 & 5 should be filled up and sealed in a separate cover super scribed as “PRICE BID – Envelope B” along with Price Bid certification as prescribed in Annexure -VI. Both the Technical & Financial Bid and Price Bid should then be placed in a single outer cover, duly sealed and super scribed as “Tender for the Supply PURCHASE OF: EXECUTIVE TABLE, CHAIRS & VISITOR CHAIRS for Indian Academy of Sciences”. The Tenders not submitted as specified above will summarily be rejected:

a) In case, the day of bid submission is declared to be a holiday by Govt. of India, the next working day will be treated as day for submission of bids. There will be no change in the timings.
b) Tender bid must contain the name, office and after office hour addresses including telephone number(s) of the person(s) who are authorized to submit the bid with their signatures.
c) Un-signed & un-stamped bid shall not be accepted.
d) All pages of the bid being submitted must be signed and sequentially numbered by the vendor irrespective of the nature of content of the documents.
e) Ambiguous bids will be outrightly rejected.
f) The Academy will NOT be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the tender notice or submission of the tender bids.
g) Tender process will be over after the issue of work order/ letter(s) to the selected vendor.
h) Bids not quoted as per the format given by the Academy will be rejected straightway.
i) No deviation from the tender specifications & terms and conditions will be accepted.
j) The offers submitted by fax/Email or any manner other than specified above will not be considered.

No correspondence will be entertained on this matter. At any time prior to the last date for receipt of
bids, the Academy, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective vendor, modify the Tender Document by an amendment. The amendment will be notified on Academy’s website https://www.ias.ac.in/About_IASc/Tender_Notices/ and should be taken into consideration by the prospective agencies while preparing their bids. In order to give prospective agencies reasonable time to take the amendment into account in preparing their bids, Academy may, at its discretion, extend the last date for the receipt of bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified. Withdrawal of a bid during this interval may result in forfeiture of Vendor’s EMD. The agencies will bear all costs associated with the preparation and submission of their bids. The Academy will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

k. No Bank Guarantee towards EMD will be acceptable.

l. The Earnest Money Deposit (EMD), without any interest accrued will be refunded in any of following eventual situations:

(a) In the case of those service providers who fail to qualify the eligibility criteria, or whose technical and commercial bids do not qualify, the Earnest Money Deposit will be refunded without any interest accrued.

(b) In the case of those service providers who are not selected, the Earnest Money Deposit will be refunded without any interest. Within a month of placing the order for the executive chairs.

(c) In the case, tender is cancelled for any valid reason by the Academy, EMD will be refunded.

2. Forfeiture of Earnest Money Deposit: The Earnest Money Deposit can be forfeited if a service provider: (i) withdraw its bid during the period of bid validity. (ii) Successfully gets selected, but fails to sign the contract within the stipulated time. (iii) EMD of a successful bidder will be refunded on submission Performance Security @ 10% of the total cost of the contract as fixed by the Executive Secretary, IASc, Bengaluru, by D.D./P.O./Bank Guarantee from Nationalized Bank only will have to be paid by the successful bidder within 21 days of issue of Purchase Order. Certificates: Warranty / Guarantee Certificate: Tenderer should furnish with 1 year warranty / guarantee and free service from the date of installation and acceptance for all the furniture, fixture and other furnished items.

3. Sample: The tenderer may be asked to give a representative sample of the items listed in Annexure – I for technical evaluation.

4. Tender evaluation criteria

i) Tenderers who satisfy the conditions stipulated in the tender document and who have supplied all the documents/materials required will alone be considered as qualified Tenderers. The tenders of such qualified technical and commercial bids alone will be considered for “Opening the Price Bid in Envelope B”.

ii) For the items mentioned in Annexure 1 the lowest price quoted for all the items or for any of the item is the criterion for selection. However, the Academy reserves the right of placing the orders to any of the Tenderers in part or in full scope of the tender.

iii) In case the successful tenderer fails to execute necessary agreement within 7 days on a Rs. 100/- non-judicial stamp paper from the date of receipt of Letter of acceptance of the tender, his Earnest Money Deposit (EMD) shall be forfeited and the tender will be held as non-responsive.

iv) The expenses incidental to the execution of agreement shall be borne by the successful tenderer. The conditions stipulated in the agreement form should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the Academy to recover any consequential loss from the successful Tenderer.
v) The successful tenderer will be required to remit within **seven days** from the date of receipt of communication intimating them of the acceptance of the Tenders, the bid security equivalent to the 10% value of the total purchase orders placed with the firm by way of a Bank Guarantee from a Nationalized Bank and payable to the **Indian Academy of Sciences**, Bengaluru. If the accepted Tenderer fails to remit the Bid Security within the above said period, the Earnest Money Deposit remitted by him shall be forfeited by the Academy and his Tender will be held void.

5. **Forfeiture of earnest money deposit:** If the Successful Tenderer (referred as “Tenderer”) fails to act according to the Tender Conditions or withdraws after the Tender has been accepted, the Earnest Money will be forfeited by the Executive Secretary, Indian Academy of Sciences.

6. **Delivery**
   
a) Supply and Installation of Furniture and fixtures with corresponding accessories shall have to be completed and accepted by the Academy within **45 days from the date of issue of purchase order.**

b) The delivery schedule should be strictly adhered. If the tenderer fails to complete the supply within the time stipulated, the order for the Supply of Furniture will be liable to be cancelled. In such a case, the Bid Security will be forfeited.

c) In order to take care of situation arising out of the failure of the tenderer to supply as per the schedule and quality, norms, order for additional quantities will be placed with the other tenderer to make good the shortfall caused by such defaulter and an amount twice the amount of shortfall shall be recovered. Further, orders placed with such tenderer will be cancelled with sufficient cause.

d) In case the supplied goods do not match the given specifications, Indian Academy of Sciences reserves the rights to cancel the order.

e) The installation of all the material should be done within 7 days from the date of receipt of Furniture and fixtures at the Academy’s premises at Sadashivanagar.

7. **PAYMENT TERMS:** The payments shall be made after satisfactory installation and acceptance of the material and also on production of satisfactory completion and installation certificate issued by the Indian Academy of Sciences.

8. **SAVING CLAUSE**

   1. In case any doubt arises on interpretation or otherwise of any point in this tender document, **Indian Academy of Sciences** shall be referred for clarification.

   2. At any time after the issue of the tender documents and before the opening of the tender, the Tender Inviting Authority may make any changes, modifications or amendments to the tender documents and shall send intimation of such change to all those who have purchased the original tender documents and it will be notified in the Academy website.

9. **Award of Contract:** The Academy may award the contract to the Bidder whose Bid has been determined to be most responsive to the bidding documents. However, the Academy has full right to reject any bid in part or in full without assigning any reason. All bids in which any of the prescribed condition is not fulfilled or any condition is put forth by the bidder shall be summarily rejected.

   a. Selected vendor has to agree for honoring all tender conditions and adherence to all aspects of fair trade practices in executing the Work Orders placed by the Academy.

   b. The vendor should not assign or sublet any part of the work to any other vendor in any form without prior permission of the Academy. However, the main bidder is responsible for execution of the contract.

   c. The Academy may, at any time, terminate the selection by giving written notice to the vendor without any compensation, if the selectedvendor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Academy.
10. Conditions related to award of contract:
   a. Order will be placed on the selected vendor in hardcopy format or in soft copy mode either through e-mail containing the scanned copy of the Work Order in part or in full scope of the tender.
   b. On the receipt of the Work Order, Vendor(s) shall obtain all the necessary documents for timely delivery of the consignments.

11. Penalty
   a. The prospective vendor shall render the services strictly adhering to the time schedule of the Academy in the Work order. Any un-excused delay by the vendor, in the performance of its obligations, shall attract Penalty up to 0.5% for every week or part of the week subject to maximum of 5% of the total work order value. Beyond TWO weeks the Academy will have the option of getting the work done through alternate sources at the cost and risk of the defaulting vendor.
   b. The vendor shall not refuse to accept the Academy work order under any pretext. The vendor shall start the work within 7 days of the date of the work order.
   c. For three recurrences of default in the discharge of service obligations, the Academy would be free to forfeit the defaulting vendor’s security deposit, revocation of bank guarantee and/or termination of the Contract for default.
   d. If at any time during performance of the work, if the vendor encounters recondition impeding timely performance of the ordered services, the vendor shall promptly notify the Academy in writing of the fact of the delay, its likely duration and its cause(s).

12. Force Majure: If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 15 days, the Academy may at its option, extend the date or terminate the contract.

13. Default
   i) If the vendor fails to deliver any or all of the services within the time period(s) specified in the Purchase Order or any extension thereof granted by the Academy.
   ii) If the vendor fails to perform any other obligation(s) under the contract.
   iii) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 7 days after receipt of the default notice from the Academy (or takes longer period in spite of what the Academy may authorize in writing).

14. Arbitration: If a dispute arises out of or in connection with this contract or in respect of any defined legal relationship associated therewith or derived therefrom, the decision arbitration proceedings shall be held in Bengaluru and the decision of the Academy prevails.

15. Miscellaneous: Any other terms & conditions, mutually agreed to, prior to finalization of the contract shall be binding on the Vendor and Academy, during the period of the contract. Any default of any
terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD/Bid Security, accordingly.
Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Topic</th>
<th>SCC Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>Warrantee Clause</td>
<td>IF APPLICABLE, PL. MENTION.</td>
</tr>
<tr>
<td>09</td>
<td>Taxes and Duties</td>
<td>IF APPLICABLE, PL. MENTION.</td>
</tr>
<tr>
<td>10</td>
<td>Terms and Mode of payments</td>
<td>ON RECEIPT &amp; ACCEPTANCE OF GOODS BY STORES DEPT. &amp; PRODUCTION OF ALL REQD. DOCU. MODE: ECS/CHEQUE/RTGS</td>
</tr>
</tbody>
</table>

ANNEXURE – 1: List of Requirements

<table>
<thead>
<tr>
<th>Schedule No.</th>
<th>Brief Description of goods and services (Related Specifications etc. Are in Section-VII)</th>
<th>Accounting Unit</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BRANDED COMPANY MAKE Executive Chairs High Back Model No. Optima HB</td>
<td>EA</td>
<td>03 Nos</td>
</tr>
<tr>
<td>2</td>
<td>BRANDED COMPANY MAKE Executive Chair Mid Back Model No. Liberate MB</td>
<td>EA</td>
<td>50 Nos</td>
</tr>
<tr>
<td>3</td>
<td>BRANDED COMPANY MAKE Visitor Charis Model No. Bodyline Visitor VA2</td>
<td>EA</td>
<td>37 Nos</td>
</tr>
<tr>
<td></td>
<td>BRANDED COMPANY MAKE Visitor Charis Model No. Tycoon Visitor Leatherette</td>
<td></td>
<td>01 No</td>
</tr>
</tbody>
</table>

1. Material to be delivered at IASc, Bengaluru on door delivery basis.

2. Delivery schedule: The rates quoted in this order are for free delivery. The material to be delivered within 45 days on receipt of purchase order.

If the supplier fails to deliver any or all the goods or fails to perform the services within the time frame incorporated in the contract, Academy shall, without prejudice to other rights and remedies available to Academy under the contract, deduct from the contract price, as LIQUIDATED DAMAGES, a sum equivalent to the 0.5% percent of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 5% of the delayed goods or Services contract price(s).

Part Supply is not acceptable and ensure full material supply at a time only.

In case of failure to supply within the delivery period the material will be procured from other firms at your risk and cost.
Annexure - 2: Technical Specifications

Executive Chairs High Back
Model No. Optima HB

Multilock Synchro Mechanism
Reclining is effortless. A superior multilock synchro tilt creates a smooth and balanced feel as you move from one position to the next. Push the left-side lever forward/backward to unlock/lock reclining at multiple positions.

Adjustable Lumbar Support
The lumbar support promotes a healthy back posture. Allows for optimal lumbar support position for good back support and blood circulation. Move the lumbar support up/down & forward/backward (by rotating the handles) to find your comfort position.

Weight:
High Back- 29.3 kg
Medium Back- 28 kg

Seat:
Depth- 20.2 inches (51.5 cm)
Width- 19.7 inches (50 cm)

Dimensions:
Width- 64.5 cm
Depth- 61.5 cm
Minimum Height- HB: 124 cm; MB: 100 cm
Maximum Height- HB: 114 cm; MB: 110 cm
Minimum Seat Height- 43.5 cm
Maximum Seat Height- 51.5 cm
Width (Arm to Arm)- 46 cm
Arm Rest Height- 53 cm

Replacement: If the Material is rejected for any reason the supplier has to replace the material at firm's own cost and risk from our Mint and again supply the material as per our requirement.
Executive Chairs Mid Back
Model No. Liberate MB

Multilock Synchro Mechanism
Reclining is effortless. A superior multilock synchro tilt creates a smooth and balanced feel as you move from one position to the next. Push the left-side lever forward/backward to unlock/lock reclining at multiple positions.

**Weight:** 16 kg
**Medium Back:**
**Seat:**
  - Depth: 51.5 cm
  - Width: 49.5 cm

**Dimensions:**
  - Width: 63.5 cm
  - Depth: 65.5 cm
  - Minimum Height: 105.5 cm
  - Maximum Height: 115.5 cm
  - Minimum Seat Height: 50.5 cm
  - Maximum Seat Height: 60.5 cm
  - Width (Arm to Arm): 62 cm
  - Arm Rest Height: 17.5-26.5 cm

Replacement: If the Material is rejected for any reason the supplier has to replace the material at firms own cost and risk from our Mint and again supply the material as per our requirement.
Visitor Chair
Model No. Bodyline Visitor VA2

Centre Tilt Mechanism
Reclining is effortless. Push/Pull the lever in/out to lock/unlock reclining at the upright position.

Weight:
High Back- 15 kg
Medium Back- 14.4 kg

Seat:
Depth- 20.2 inches (51.5 cm)
Width- 19.7 inches (50 cm)

Dimensions:
Width- 66.5 cm
Depth- 52.5 cm
Minimum Height- HB: 111.5 cm; MB: 99 cm
Maximum Height- HB: 121.5 cm; MB: 109 cm
Minimum Seat Height- 47.5 cm
Maximum Seat Height- 57.5 cm
Width (Arm to Arm)- 58.5 cm
Arm Rest Height- 17.5 cm

Replacement: If the Material is rejected for any reason the supplier has to replace the material at firms own cost and risk from our Mint and again supply the material as per our requirement.
Visitor Chair
Model No. Tycoon Visitor Leatherette

Replacement: if the Material is rejected for any reason the supplier has to replace the material at firms own cost and risk from our Mint and again supply the material as per our requirement.
Annexure - 3
TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

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

Dear Sir,

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 all pages (including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.

3. The corundum(s) issued from time to time by your department/ Organization too has 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)/corundum(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.

Date: 

Place: 

Yours Faithfully,

(Signature of Bidder with Name)
Annexure - 4: Price Schedule

The Price bid should clearly indicate the break-up of the price as under:

Adhering to the format given below is a Pre-requisite for considering your quotations; quotation, which contains prices, should be in this Proforma only (in tabular format) on your letterhead. Price should be quoted in Indian rupees and on door delivery basis:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Price Break up RATE FOR SCHEDULE/ITEM NO. (1-3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Basic Price per unit</td>
</tr>
<tr>
<td>2.</td>
<td>Total Amount</td>
</tr>
<tr>
<td>3.</td>
<td>Packing and Forwarding charges</td>
</tr>
<tr>
<td>4.</td>
<td>GSTIN in percentage (%) only</td>
</tr>
<tr>
<td>6.</td>
<td>Octroi/ if any other charges (if any) (Please specify)</td>
</tr>
<tr>
<td>7.</td>
<td>Total cost for whole quantity with all taxes and duties (F.O.R, IASC, Bengaluru)</td>
</tr>
<tr>
<td></td>
<td>(a) In figures Rs. ———</td>
</tr>
<tr>
<td></td>
<td>(b) In words Rupees ———</td>
</tr>
</tbody>
</table>

SPECIAL CONDITION

NOTE:
1. Supplier is requested to quote price within 2 decimal place. Quotation with price quote beyond 2 decimal place is ignored.
2. Bidder should mention separately regarding Duties/Taxes etc., whether they are chargeable extra or inclusive in the price.
3. Please Quote the Percentage (%) of Taxes applicable
4. Applicability of Octroi and Local taxes: If any please mention the Percentage (%) and also from where material will be supplied or Ex-Price Basis.
5. Please mention your GSTIN Registered No. in your Qtn. Invariably GSTIN Registration Certificate to be attached along with Quotation, failing which your quotation will not be considered.
6. Validity of the rates quoted in the Tender will be up to 90 days from the date of bid submission

SIGNATURE OF BIDDER WITH DATE
(WITH NAME, DESIGNATION AND SEAL)
Annexure -5
Price Bid Certification

To
The Executive Secretary,
Indian Academy of Sciences

I/We ___________________________ hereby agree on the acceptance of this tender
by The Executive Secretary, Indian Academy of Sciences, to Supply and installation of Furniture, Fixture and other
Furnishings in Academy's Premises at Sadashivanagar office in accordance with the terms and conditions of contract
in the tender document, the Furniture and Fixture items hereunder named of the quality and sort and at the rates or
price specified in Annexure-VII (Price Bid).

Signature: _______________________
Name: __________________________
Designation: ____________________
Name of the Agency: _______________
Address of the Agency: ____________

Office Seal
Date: ____________________________
Place: ____________________________

[Stamp and Seal]
To: (Name and address of purchaser)

Dear Sir,

Having examined the Bidding Documents including Addenda Nos ............(insert numbers), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver .....................(Description of goods and services) in conformity with the said bidding documents for the sum of .....................(Total bid amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to TEN percent of the contract price for the due performance of the contract, in the form prescribed by the Purchaser.

We agree to abide by this bid for a period of 90 (Ninety) days from the date of bid submission and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Supply Order/Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award in made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We understand that you are not bound to accept the lowest or any bid you may receive.
Dated this ................ Day of ..................... 20

(Signature, in the capacity of)
Duly authorized to sign Bid for and on behalf of
Annexure 7

(On Non-Judicial Stamp Paper appropriate value)

BID SECURITY FORM

Whereas ...................... (hereinafter called "the bidder") has submitted its bid dated ...........(date of submission of bid) for the supply of ...................... (name and/or description of the goods) (hereinafter called "the Bid")

KNOWN ALL PEOPLE by these presents that WE ...................(name of bank) of ...........(name of country), having our registered office at ...................(address of bank) (hereinafter called "the Bank"), are bound unto ...................... (name of purchaser) (hereinafter called "the Purchaser") in the sum of ............... for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the common seal of the said bank this ........... day of ...........20

THE CONDITIONS of this obligation are:
1. If the Bidder withdraws its Bid during the period of bid validity specified by the bidder on the bid form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
   (a) fails or refuses to execute the contract form if required; or
   (a) fails or refuses to furnish the performance security, in accordance with the Instruction to Bidders;

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including ninety (90) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name of Bidder

(Signature of the Authorized Officer of the Bank)
Annexure - 6: Bank Guarantee Form for Performance Security

To
Executive Secretary,
Indian Academy of Sciences, Bengaluru

Dear Sir,

In consideration of the Indian Academy of Sciences (hereinafter called "the Academy" which expression shall include its successors and assigns) having awarded to:

M/s. _______________________

(Address)

(hereinafter referred to as "the Contractor" which expression shall include its successors) a works/purchase contract in terms, inter-alia, of the Institute(s) Letter of Acceptance No./Purchase Order No. ____________________ dated ____________________ and the Tender Documents (hereinafter called the "said contract" which expression shall include any and all formal contracts entered into in addition to in supersession of the said Letter of Acceptance and all amendments and modifications in the said contract upon the condition of contractor furnishing an undertaking from a Bank as performance guarantee for a sum of (currency) ____________________ only) amounting to 10% (TEN percent) of the total contract value for the payment of the Owner's claims under the said contract.

We (Name) _______________________

(Name of the firm)

(hereinafter called "the Bank" which expression shall include its successors and assigns) hereby undertake to pay the Academy in (currency) forthwith on first demand in writing and without protest or demur or proof or condition any and all moneys anywise claimed by the Academy from the Contractor under, in respect of or in connection with the said contract as specified in any notice of demand made by the Academy on the bank with reference to this undertaking up to an aggregate limit of (currency) ____________________ (currency-in-words) ____________________ only).

AND the Bank hereby agrees with the Academy that:

i) This undertaking shall be a continuing undertaking and shall remain valid and irrevocable for all claims of the Academy and liabilities of the Contractor arising up to and until the midnight

ii) This undertaking shall be in addition to any other undertaking or guarantee or security whatsoever that the Academy may now or at any time have in relation to its claims or the Contractor's obligations/liabilities under and/or in connection with the said Contract, and the Academy shall have full authority to take recourse to or enforce this undertaking in preference to the other undertaking or security (ies) at its sole discretion, and no failure on the part of the Academy in enforcing or requiring enforcement of any other undertaking or security shall have the effect of releasing the Bank from its full liability hereunder.

iii) The Academy shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking or security in respect of the contract's obligations and/or liabilities under and/or in connection with the said contract or to vary the terms vis-a-vis the Contractor or the said contract or to grant time and/or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices or the total contract value or to release or to forebear from enforcement of all or any of the obligations of the contractor under the said contract and/or the remedies of the Institute under any security(ies), now, or hereafter held by the Academy and no such dealing(s), variation(s), reduction(s), increase(s), or other indulgence(s) or arrangements with the supplier or release or forbearance whatsoever shall have the effect of releasing the bank from the full liability to the Academy hereunder or of prejudicing rights of the Academy against the bank.

iv) This undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution of insolvent of the contractor but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to the Academy in terms hereof.

v) The Bank hereby waives all rights at any time inconsistent with the terms of this undertaking and the obligations of the bank in terms hereof shall not be any wise affected or suspended by reason of any dispute or disputes having been raised by the Contractor (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the
Contractor or any other order or communication whatsoever by the Contractor stopping or preventing or purporting to stop or prevent payment by the Bank to the Corporation hereunder.

vi) The amount stated in any notice of demand addressed by the Academy to the bank as claimed by the Academy from the Contractor or as liable to be paid to the Corporation by the Contractor or as suffered or incurred by the Corporation on account of any losses or damages or costs, charges and/or expenses shall be between the bank and the Academy be conclusive of the amount so claimed or liable to be paid to the Corporation or suffered or incurred by the Academy, as the case may be, and payable by the bank to Academy in terms hereof.

vii) The bank doth hereby declare that Shri ______________________________ (his designation) is authorized to sign this undertaking on behalf of the Bank and to bind the Bank thereby.

This ___________ day of __________ 20

Yours faithfully

For ______________________________

(Signature)

Name ______________________________

Designation __________________________

Name of Bank __________________________

Dated: ______________________________

Note:
1. This Guarantee/Undertaking is not to be witnessed.

2. This guarantee/undertaking is required to be stamped as an agreement according to the stamp duty prescribed in India.

3. This guarantee/undertaking is required to be sent by the Vendor's banker directly to the purchaser (the Academy).

4. The Bank Guarantee should be (Nationalized) from any Indian bank having branch in India, on non-judicial stamp paper of value commensurate with amount as per norms. The Bank Guarantee issuing branch should be situated in Bengaluru.
Annexure - 7: Contract Form

THIS AGREEMENT made the ........day of .....................-23......Between ........... (Name of purchaser) of ............ (Country of Purchaser) (hereinafter "the Purchaser") of the one part and ........... (Name of supplier) of ............. (hereinafter called "the supplier") of the other part:

WHEREAS the Purchaser is desirous that certain goods and ancillary services viz., .......................(Brief Description of goods and services) and has accepted a bid by the supplier for the supply of those goods and services in the sum of ......................... (contract price in words and figures) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of contract referred to:

2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.:
   (a) the Bid Form and the Price Schedule submitted by the bidder;
   (b) the schedule of requirements;
   (c) the Technical Specifications;
   (d) the General conditions of contract;

3. In consideration of the payments to be made by the purchaser to the supplier as hereinafter mentioned, the supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.

4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and the remediying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Brief Description of Goods and Services</th>
<th>Quantity to be supplied</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Delivery Terms</th>
</tr>
</thead>
</table>

IN WITNESS whereof the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Said ...........................................(for the purchaser)

In the presence of ......................................

Signed, Sealed and Delivered by the

Said ...........................................(for the supplier)

In the presence of ......................................
Annexure -9

Letter of authority for attending a Bid opening

The Executive Secretary,
Indian Academy of Sciences, Bengaluru.

Subject: Authorization for attending bid opening on 10.03.2017 in the Tender of EXECUTIVE TABLE, CHAIR & VISITING CHAIR.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of __________ (Bidder) in order of preference given below.

<table>
<thead>
<tr>
<th>Order of Preference</th>
<th>Name</th>
<th>Specimen Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signatures of bidder or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer authorized to sign the bid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documents on behalf of the bidder.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.
Technical Bid Declaration

I/We having our office at declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature:

Name:

Designation:

Name of the Agency:

Address of the tenderer:

Seal of tenderer:

Date:

Place
# Details of the Tenderer

Registration Details (Should attach copies as applicable)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Tenderer:</td>
</tr>
<tr>
<td>2</td>
<td>Name of the Company:</td>
</tr>
<tr>
<td>3</td>
<td>Status of the Company: Proprietor/Partnership/Company (Pl. tick appropriately)</td>
</tr>
<tr>
<td>4</td>
<td>Name of the Contact Person and Designation:</td>
</tr>
<tr>
<td>5</td>
<td>Full Postal Address:</td>
</tr>
<tr>
<td>6</td>
<td>Contact Details: Telephone (O):</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
<tr>
<td></td>
<td>Email ID:</td>
</tr>
<tr>
<td></td>
<td>Mobile No of the Contact Person:</td>
</tr>
</tbody>
</table>

### 7 Statutory Details:

<table>
<thead>
<tr>
<th>#</th>
<th>Particulars</th>
<th>Registration Under</th>
<th>Validity period (up to)</th>
<th>Remarks (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i</td>
<td>Company/ Firm Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii</td>
<td>GSTIN Tax No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii</td>
<td>Service Tax No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv</td>
<td>Annual Turnover</td>
<td>2016-17 Rs.</td>
<td>2017-18 Rs.</td>
<td>2018-19 Rs.</td>
</tr>
<tr>
<td>v</td>
<td>PAN Card Number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Details of Bank Account of the company / Firm:

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Bank Branch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Bank Branch with Pin Code</td>
<td></td>
</tr>
<tr>
<td>Title of Account in the Bank</td>
<td></td>
</tr>
<tr>
<td>Bank A/C No</td>
<td></td>
</tr>
<tr>
<td>Type of Account</td>
<td></td>
</tr>
<tr>
<td>9 Digit MICR Code of the Bank</td>
<td></td>
</tr>
<tr>
<td>11 Character IFSC Code of Bank Branch for RTGS / NEFT</td>
<td></td>
</tr>
<tr>
<td>Bank Branch Code</td>
<td></td>
</tr>
<tr>
<td>Cancelled Cheque</td>
<td></td>
</tr>
</tbody>
</table>
Undertaking for Warranty / Guarantee and Free Service

I / We ___________________________________________ hereby accept to provide warranty/guarantee and Free Service for a period of minimum one year from the date of installation and acceptance of the materials by the Academy.

Signature:
Name:
Designation:
Name of the Agency:
Address of the Agency:

Office Seal
Date:
Place:
PERFORMANCE STATEMENT

Proforma for Performance Statement (for a period of last three years)

Bid No .................. Date of opening .................. Time .................. Hours ..................

Name of the Firm:

<table>
<thead>
<tr>
<th>Order placed by (Full address of Purchaser)</th>
<th>Order No. and Date</th>
<th>Description and quantity of ordered material/similar work</th>
<th>Value of order</th>
<th>Date of completion of delivery</th>
<th>Remarks indicating reasons for late delivery, if any</th>
<th>Has the furniture performance satisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

Bidder has to furnish an affidavit that there is no dispute/litigation going on with the client for supply of such materials and they have also not been black listed by any Govt. Organization during last three years.

Signature and Seal of the Bidder ________________________________
MANUFACTURERS AUTHORIZATION FORM

No.__________ dated __________

To,
________________________
________________________

Dear Sir,

We _______________ who are established and reputable manufacturers of _______________ (name and description of goods offered) having factories at _______________ (address of factory) do hereby authorize M/s _______________ (Name and address of Agency) to submit a bid, and sign the contract with you for the goods manufactured by us.

We hereby extend our full guarantee and warranty as per clause 14 of the General Conditions of contract for the goods and services offered for supply by the above firm.

Yours faithfully,
(Name)
(Name of manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its bid.