**TENDER DOCUMENT**

**FOR**

**SUPPLY OF UPHOLSTERY ITEMS**

**Time schedule for tender process:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of publication of tender notification on official website and newspapers</td>
<td>05/09/2022</td>
</tr>
<tr>
<td>Date of issue of bid document</td>
<td></td>
</tr>
<tr>
<td><strong>Reference:</strong> Tender Notice published in Daily newspaper on Newspapers Name: *THE NEW INDIAN EXPRESS &amp; THE HINDU*</td>
<td></td>
</tr>
<tr>
<td>To be downloaded from Website <a href="http://www.iast.in">www.iast.in</a> tender link at below reference</td>
<td></td>
</tr>
<tr>
<td>Due date and Time for Receipt of Tender</td>
<td>15/09/2022 (12:00 Noon)</td>
</tr>
<tr>
<td>Date and Time of the opening Technical Bids</td>
<td>16/09/2022 up to 3:00PM</td>
</tr>
<tr>
<td>Date and Time of the opening Financial Bids</td>
<td>will be notified to the technically qualified tenderers</td>
</tr>
<tr>
<td>Earnest Money Deposit (EMD):</td>
<td>Rs. 50,000/-</td>
</tr>
</tbody>
</table>

*Note: This tender document contains .......... pages (total no. of pages including Annexures) and tenderers are requested to sign on all the pages.*
# INDEX

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<th>Page No.</th>
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<td>Terms &amp; Conditions</td>
<td>5</td>
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<td>Performa of Technical Bid</td>
<td>7</td>
</tr>
<tr>
<td>6.</td>
<td>Performa of Financial Bid</td>
<td>10</td>
</tr>
</tbody>
</table>
1. **INTRODUCTION:**

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.

2. **NOTICE INVITING TENDER**

The IASc, Bengaluru invites sealed tenders under "**TWO BID SYSTEM**" are invited from reputed suppliers of good standards for selection of a supplier for the purpose of supplying upholstery items.

The details of the tender are given below:

a. Description of Services: selection of a supplier for the purpose of supplying furniture items at IASc ....name of the Academy.... Closing date & time for submission of bids:

.................

b. Date & time of opening of Bid:
   i. Technical bid: **16/09/2022** (in presence of the tenderers or their authorized representatives.
   ii. Financial bid: After evaluation of Technical Bid
   iii. Bid validity upto: 30 days from the date of opening of financial bid
   iv. Correspondence Address: M/s. ......................Executive Secretary, Indian Academy of Sciences, P.B. No. 8005, C.V. Raman Avenue, Sadashivanagar, Bengaluru -560 080

"**TWO BIDS SYSTEM**" shall be followed for this tender. Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document. IASc will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

The tender document is not transferable to any other person. The tender document can also be downloaded from the IASc official website [https://www.ias.ac.in/About_IASc/Tender_Notices/](https://www.ias.ac.in/About_IASc/Tender_Notices/).

The EMD draft should be kept in the Technical Bid Cover. The Technical bid and the financial bid should be sealed by the tenderer in separate covers duly super scribed as
“Technical Bid” and “Financial Bid” respectively. Both these sealed covers should then be kept in a bigger cover which should also be sealed & duly super scribed as, Tender for Supplying Upholstery Items at…IASc”.

3. INSTRUCTIONS TO TENDERERS:

The tenderers are requested to follow the below mentioned instructions:

1. Offers on original tender document will only be considered. Offers submitted by fax or in any manner other than specified above shall not be considered. The bids shall exactly be according to the prescribed formats. Modifications/Rewarding of formats shall not be acceptable.
2. All documentation are required to be in Hindi/English.
3. Tender should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender.
4. Failure to comply with these conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and counter sign.
5. Incomplete tenders, amendments and additions to tender after opening and tenders submitted after due date shall liable to be ignored.
6. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration /presentation etc. shall be borne by the bidder.
7. Tender shall be accompanied by the relevant documents including the following:-
   a) A client list for the Upholstery quoted for & supplied by them for the last 2 to 5 years
   b) Total turnover of the company for last 2 years must be Rs.………………
      (supported audited document should be submitted)
   c) Copy of PAN of the company/firm.
   d) Authorization letter of the company if one wishes to authorize some other company.
   e) The catalogue/Brochure for the Furniture quoted by the vendors should be enclosed along with technical bid.
   f) They should be registered for GSTIN and Income Tax and should enclose copies of relevant certificates. Tenderer will have to produce all these original documents at any time demanded by the Academy.
   g) Model quoted & details specification.

8. No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
9. No interest shall be paid on the EMD and the EMD shall be forfeited in case the selected/successful bidder does not accept the W.O. or unable to supply goods.
10. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
11. Upholstery will be supplied with at least 1 year warranty/guarantee from the date of verification & acceptance by IASc.

12. The defective Upholstery's shall be replaced by the agency without any additional charge during guarantee period of supplied Upholstery's. The replacement shall have to be carried out within 7 days of the intimation being received from the Institute.

13. Tenderer shall have to quote item wise rates, consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.

14. IASc reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/ extension of delivery date at any time before placing the purchase order.

4. TERMS AND CONDITIONS:

a) **Validity of the Offer**: The offer should be valid for three months from the date of opening of Financial Bid; it can be further extended for the period of three months.

b) **Right of Acceptance**: IASc does not bind itself to accept the lowest tender. Even after qualifying in technical bid, the financial bid may not be accepted if found not in order at the sole discretion of IASc.

c) **Delivery**: The Upholstery items should be delivered, placed, installed and commissioned at IASc Building, (Complete address of the Academy.) within a period of four weeks from date of issue of letter of award.

   If the tenderer fails to supply the ordered quantity within the stipulated time period/supplies sub-standard item, liquidated damages equivalent to 1% (one percent) of contract/bill value shall be charged per week and deducted from the bills of the contractor subject to maximum of 10% of contract/bill value.

d) **Responsibilities**: The Upholstery items supplied should be brand new and should be installed/commissioned at the locations specified by IASc at no extra cost to IASc. IASc is not bound to provide any mode of transport in respect of men or material required for the contract.

e) **Prices**: The vendors are required to quote as per “Annexure B” (Financial Bid) in page no. _. The Bidder shall quote the rates in figures as well as words. The figures should be clearly written and there should be no overwriting. The rates quoted shall include the cost of material, labour, T&P etc., as required for the completion of work. The quoted rates shall be inclusive of all taxes, duties, Goods and Service Tax (GST) etc. as applicable and no extra shall be payable on this account.

f) **Payment Terms**: No payment shall be made in advance. Payment will be made as per details below:

   On Delivery, installation and commissioning. : ___%
On satisfactory certification by concerned dept : ___% 

TDS as per rule shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the company. 

g) **Signing of Tender:** The individual signing the tender (or the documents in connection with it) must specify whether he/she is signing as:  
1. A sole proprietor of the firm, or constituted attorney of such a proprietor.  
2. A partner of the firm, if it be a partnership, in which case he/she must have the authority to refer to arbitration, disputes if any, concerning the business of the partnership. Either by virtue of the partnership agreement or power of attorney.  
3. Authorized signatory of the firm, if it is a company (a letter of the authority in this respect must be enclosed along with the bid).  
4. A person signing the tender form or any part thereof, on behalf of another, shall be deemed to warrant that he/she has the authority to bind the other and if on inquiry it appears that the person so signing has no authority do to so, IASC may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender form, agreement for purchase and agreement for Supply, Installation and Commissioning should be signed and stamped for the purpose of the tender offer.  

h) **General:** IASc reserves the right for any reduction/increase in the scope of work and the same shall be awarded to the vendor at the same Unit Rate mentioned in their bid. 

i) **Jurisdiction:** All disputes shall be subject to Academy NAME — .............. Jurisdiction only. In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the Executive Secretary, IASc will be binding on the supplier.
5. PERFORMA OF TECHNICAL BID:

TECHNICAL BID

UNDERTAKING FROM THE BIDDER

To
Executive Secretary
Indian Academy of Sciences

P.B No. 8005, C.V. Raman Avenue,
Sadasivanagar, Bengaluru -560 080

Dear Sir/ Madam,

We hereby unconditionally accept all terms and conditions mentioned in Tender enquiry for “Supply of Upholstery Items at IASc Building”.

Regards,

(Authorized Signatory)

(Company Seal)
Date:

**TECHNICAL BID**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Mention „Yes“ or „No“</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Whether „Technical“ &amp; „Price“ bids submitted separately and the respective envelopes superscribed properly.</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Whether Demand Draft of________/- (Rupees __________ only) in favour of IASc ___________ is enclosed as EMD with the tender submitted.</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Whether certificate/document in support of having 2 to 5 years experience in supply of similar items along with a list of organizations (Govt., PSU, reputed MNCs/organizations) where the Contractor is currently providing/provided this kind of items.</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Whether Trade License for this kind of jobs enclosed</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Whether copy of Pan Card enclosed</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Whether copy of other statutory registration certificates GSTIN etc. enclosed [As applicable]</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Date of Establishment of organization/company/agency</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Whether agreed to abide by all the terms &amp; conditions of this tender</td>
<td></td>
</tr>
</tbody>
</table>

*All above enclosures must be valid (wherever applicable)*

Date:

Place:  

(Name & Signature of the tenderer with seal)
## Annexure - I

### Upholstery Items.

<table>
<thead>
<tr>
<th>SL no</th>
<th>Particulars</th>
<th>Quantity</th>
<th>Size (in CM)</th>
<th>Brand</th>
<th>Model</th>
<th>Material composition</th>
<th>Colour</th>
<th>Thread count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Single bedsheet</td>
<td>36</td>
<td>150cm X 285 cm</td>
<td>Bombay dyeing</td>
<td>Satin - Stripe</td>
<td>100% COTTON</td>
<td>White</td>
<td>300TC</td>
</tr>
<tr>
<td>2</td>
<td>Double bedsheet (Stripe)</td>
<td>2</td>
<td>274cm X 274cm</td>
<td>Bombay dyeing</td>
<td>Satin - Stripe</td>
<td>100% COTTON</td>
<td>White</td>
<td>300TC</td>
</tr>
<tr>
<td>3</td>
<td>Pillow cover</td>
<td>30</td>
<td>46cm X 69cm</td>
<td>Bombay dyeing</td>
<td>Satin - Stripe</td>
<td>100% COTTON</td>
<td>White</td>
<td>300TC</td>
</tr>
<tr>
<td>4</td>
<td>Blanket (Single) CAMEL</td>
<td>28</td>
<td>150cm X 285 cm</td>
<td>Bombay dyeing</td>
<td>All season</td>
<td>100% POLYESTER</td>
<td>Camel</td>
<td>220GSM</td>
</tr>
<tr>
<td>5</td>
<td>Blanket (Double) CAMEL</td>
<td>2</td>
<td>120cm X 240cm</td>
<td>Bombay dyeing</td>
<td>All season</td>
<td>100% POLYESTER</td>
<td>Camel</td>
<td>220GSM</td>
</tr>
<tr>
<td>6</td>
<td>Bath Towel - Tulip</td>
<td>36</td>
<td>150cm X 75cm</td>
<td>Bombay dyeing</td>
<td>Tulip</td>
<td>100% COTTON</td>
<td>White</td>
<td>450GSM</td>
</tr>
<tr>
<td>7</td>
<td>Hand Towel - Tulip</td>
<td>36</td>
<td>90cm X 40cm</td>
<td>Bombay dyeing</td>
<td>Tulip</td>
<td>100% COTTON</td>
<td>White</td>
<td>450GSM</td>
</tr>
<tr>
<td>8</td>
<td>Door mat</td>
<td>28</td>
<td>60cm X 40cm</td>
<td>Bombay dyeing</td>
<td></td>
<td>COTTON</td>
<td>Navy blue</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Bed spreads Double</td>
<td>2</td>
<td>220cm X 240cm</td>
<td>Bombay dyeing</td>
<td></td>
<td>COTTON</td>
<td>Multicolour</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Bed spreads Single</td>
<td>28</td>
<td>140cm X 120cm</td>
<td>Bombay dyeing</td>
<td></td>
<td>COTTON</td>
<td>Multicolour</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Pillows</td>
<td>30</td>
<td>60 cm X 40 cm</td>
<td>Sleepwell, Godrej,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Curlon Century</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SL no</th>
<th>Particulars</th>
<th>Quantity in No's</th>
<th>Size</th>
<th>Brand</th>
<th>Specifications</th>
</tr>
</thead>
</table>
| 12    | Mattress - Single Bed     | 14                | 75 X 36 X 7 inches | Sleepwell, Godrej, Curlon, Century | • Extra plushness with Euro Top  
• 3 Zone copper infused NRG layer  
• 3 Zone pocket Spring layer  
• Zero motion transfer  
• Anti-stress Technology  
• Fabric comprises 40% recycled yarns  
• 10 years warranty | OR Equivalent make |
### 6. **PERFORMA OF FINANCIAL BID:**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Qty.</th>
<th>Price</th>
<th>Total Price in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Unit Price in Rs.</td>
<td>Taxes as applicable such as GST, etc.</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>Rs.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Total Rupees in words ........................................................................................................)

**Price**: - Total price should be inclusive of all taxes.

Items quoted must be as per the specifications given in enclosed Annexures

**Note**: Annexures should be the 3D Photographs and the technical specifications of the items for which quotations are being called for.

Signature of the Supplier. Date:
Date:__________-

INDIAN ACADEMY OF SCIENCES, BENGALURU
Tender enquiry for Supply of Upholstery Items at IASc

Part 1.

1. Indian Academy of Sciences (IASc), is pleased to invite bids against this tender enquiry for 'Supply of Upholstery Items at IASc as per Compliance and Commercial details mentioned in Annexure – I & II.

2. Bidders are requested to submit commercial offer in the enclosed formats ONLY.

Telegraphic or conditional tender may not be accepted or the condition(s) may not be considered.

3. The Bidders are expected to accept all Technical / Commercial terms & Conditions mentioned in the Bid documents.

4. "The tenders shall be submitted in two separate sealed envelopes one for the Technical Bid and the other for Financial bid which should be clearly superscribed on the envelopes. The 2 covers duly sealed (i.e. Technical Bid & Financial bid) should thereafter be kept in third cover & sealed. Envelope of Technical Bid shall also contain the EMD of Rs50,000/- (in the form of Demand Draft/Pay Order payable in favour of "IASc, _______ "). This cover should also be super-scribed with

"Tender for Upholstery Items"

Tender No. ..............

Tender Opening date: ..............

5. Tenders duly filled in and complete in all respect should be addressed and dropped latest by __________ hrs on __________ in the sealed box placed in the office of:

Executive Secretary,

Indian Academy of Sciences

P.B No. 8005, C.V. Raman Avenue, Sadashivanagar,

Bengaluru -560 080
6. **EARNEST MONEY DEPOSIT**

   The Bidders are required to furnish Earnest Money Deposit (EMD) (other than those specifically exempted by NSIC certificate) along with their offer in the form of Demand Draft drawn in favour of Indian Academy of Sciences payable at Bengaluru for Rs.________ Only.

   The EMD of the bidder will be forfeited if the bidder misleads IASc during the course of evaluation of the tender by providing false and misleading information. If party becomes L1 and not willing to accept the offer/supplies Sub-standard material, EMD will be forfeited.

   **PLEASE NOTE THAT OFFERS NOT ACCOMPANIED BY THE REQUIRED EMD ARE LIABLE TO BE REJECTED.**

   The EMD of the unsuccessful Bidders shall be released by IASc after receiving the “letter of acceptance” of the Order from the Successful bidder.

7. It is the responsibility of Bidders to read all terms & conditions of this tender carefully before filling the tender. Incomplete tender documents / or bids not responsive enough to the tender terms shall be rejected. IASc reserves the right to split or reject any or all the tenders without assigning any reason thereof. IASc shall not be responsible for any postal delays.

8. Any vagueness/incomplete details in the offer shall make it liable to be rejected as such shortcomings in the offer shall be interpreted as incompetence and disinterest on the part of the bidder to meet tender requirements.

9. IASc reserves the right to place order for a part of the quantity offered. The rates quoted by the bidder shall be valid for any such part order.

Executive Secretary,
Indian Academy of Sciences
P.B No. 8005, C.V. Raman Avenue,
Sadashivanagar, Bengaluru -560 080