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**INSTITUTE FOR DEVELOPMENT AND RESEARCH IN BANKING TECHNOLOGY
(ESTABLISHED BY RBI)**

**TENDER DOCUMENT FOR
SUPPLY OF **CHAIRS** AT 3RD FLOOR OF EFC BUILDING, IDRBT
PREMISES, MASABTANK, HYDERABAD,**

TELANGANA-500057

IDRBT Ref. No: IDRBT/EST/SMB/261/2025-26

Date:09.12.2025

TENDER SCHEDULE

THROUGH TWO BID TENDERING PROCESS

Name of Bidder: _____

Address: _____

Date of Release of Tender : 15:00 Hours on 09.12.2025

Last date of Submission of tender : Before 15:00 Hours on 23.12.2025



**Institute of Development and Research in Banking Technology (IDRBT),
Castle Hills, Road No-1, MasabTank, Hyderabad-500057.**

Ph No: 040-3294182

Email: allestate@idrbt.ac.in



Important Instructions to Bidders

This tender is for the “Supply of **Chairs** at 3rd Floor of EFC Building, IDRBT Premises, **Masab Tank, Hyderabad, Telangana-500057**”.

1. It is a Two Bid containing Technical Bid and Price Bid.
2. In their own interest the contractors are advised to use their own specific seals and desist from using currency coins for the purpose. Tenders with incomplete or broken seals are liable to be rejected, the matter solely resting at the discretion of the Employer. If a contractor does not quote for one or more items, the Tender will be considered as incomplete and will be rejected.
3. Clients reserve to itself the right to accept or reject any tender without assigning any reason for doing so and does not bind itself to accept the lowest or any other tender.
4. Employer or Client shall mean Institute of Development and Research in Banking Technology (IDRBT), Castle Hills, Road No-1, MasabTank, Hyderabad-500057.

1. Notice Inviting Tender (NIT)

The bidders desirous of taking up the work of are requested to submit their offer (Technical & Commercial) in the prescribed format in response to this tender notice. The criteria and the actual process of evaluation and subsequent selection of the successful bidder will be entirely at the Institute's discretion.

This Tender document is not an offer by IDRBT, but only an invitation to receive responses from the bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized official(s) of IDRBT with the successful bidder.

S.No.	Details	Description
1	Name of work	Supply Chairs at 3 rd Floor of EFC Building, IDRBT Premises, Masab Tank, Hyderabad, Telangana-500057.
2	Nature of work.	Supply of Chairs
3	Earnest Money Deposit	Rs. 16,000.00 (To be submitted along with the tender. To be submitted in the shape of DD in favour of "IDRBT, Hyderabad" and should have validity of minimum 90 days. Tender documents without EMD will be rejected. Also <u>"Please note that incomplete tenders / tenders with conditions will be rejected and the EMD will be forfeited"</u> . EMD of Unsuccessful bidders shall be returned on completion of tendering process. The original DD must be submitted at IDRBT before closing of Tender i.e. on or before 15:00 hours on 23.12.2025.
4	Total Security Deposit Amount.	5% of the total value of work done will be deducted from the bill. The same will be refunded after completion of defects liability period of 12 months. No interest will be paid on the Security Deposit amount.
5	Eligibility of the Bidder.	(i)The Bidder / OEM should be NABCB (National Accreditation Board for Certification Bodies) certified. ISO-9001:2015 – Quality Management System, ISO-14001:2015 – Environment Management System OHSAS-18001:2007- Occupational Health and Safety Management System ISO-45001:2018 -Occupational Health and Safety Management System ISO-50001:2018: Energy Management System Other certifications UL-GREENGUARD GOLD- Chemical Emission Limits for low levels of Volatile Organic Compounds AIOTA – All India Occupational Therapists Association FSC & SEDEX CERTIFIED- Forest Steward Ship

		<p>Council Supplier Ethical Exchange. All product should have BIFMA (Business and International Furniture Manufactures Association) level 1 certification. Relevant proof in support shall be submitted.</p> <p>(ii) Legal Entity: The Bidder shall necessarily be a legal entity. Only Authorized Distributors of following companies are eligible to participate:</p> <ul style="list-style-type: none"> (i) M/s Godrej Interio (ii) M/s Durian (iii) M/s Featherlite <p>A proof supporting the legal validity of the Bidder (Manufacture Authorization Form (MAF) shall be submitted. Attested copy of certificates is to be submitted along with Bid.</p> <p>(iii) Financial Capacity: The bidders should be a profit-making firm for the last four financial years (2021-22, 2022-23, 2023-24, 2024-25). Relevant proof for supporting the above shall be submitted. Attested copy of the audited balance sheets along with Income Tax Return for the completed four financial years i.e. for (2021-22, 2022-23, 2023-24, 2024-25) shall only be acceptable.</p> <p>(iv) Registration: The Bidder shall be registered with the Income Tax and GST departments. Relevant proof in support shall be submitted. In proof of having fully valid attested copy of PAN, GST Registration Copy shall only be acceptable.</p> <p>(v) Experience: The Bidder should have executed the work orders of minimum of Rs.8 lakh for providing of furniture items in the Government Departments in the last four financial years (2021-22, 2022-23, 2023-24, 2024-25). Relevant proof in support shall be submitted. In proof, attested copy of work orders along with work completion certificate/ experience certificates issued by the Government Departments shall only be acceptable.</p>
6	Validity of the Offer.	90 days from the date of opening of Price Bid.
7	Time allowed for completion.	45 days from the date of placing work order.
8	Payment terms	After 100% completion of work. No RA bills.

9	Defects liability period.	12 months from the date of handing over the site by the Bidder after completion of the work.
10	Clarifications if any.	Any clarification in this regard may be sought from the Estate Department, IDRBT through email ID allestate@idrbt.ac.in / Phone no. 040-23294182.
11	Last Date of submission of bids along with EMD.	On or before 15:00 hours of 23.12.2025
12	Submission of Bids	<p>Offers should be submitted in two parts viz., Technical bid along with Annexure –V and Price Bid and separate envelopes.</p> <p>The envelope containing the Technical Bid (EMD should be in a sealed cover bearing the following information on the right hand top corner:</p> <ul style="list-style-type: none"> - Envelope No.1 Technical Bid - Tender No: - Name of the work - Bidder's Name <p>The cover containing the Price should be in a separate sealed cover bearing the following information on the right hand top corner:</p> <ul style="list-style-type: none"> - Envelope No.2 Price Bid - Tender No: - Name of the work - Bidder's Name <p>The Envelope No1 (Technical Bid) and Envelope No.2 (Price Bid) should then be put together in another envelop bearing the following details:</p> <ul style="list-style-type: none"> - Tender No. - Name of the work - Bidder's Name
13	Pre Bid Meeting	<p>Pre Bid Meeting will be Conducted on 15.12.2025 @ 11.00AM at Institute of Development and Research in Banking Technology (IDRBT), Castle Hills, Road No-1, Masab Tank, Hyderabad-500057.</p> <p>No technical Clarifications shall be entertained after the Pre bid Meeting.</p> <p>No Conditional Tenders shall be allowed, if any shall be summarily rejected.</p>
14	(Penalty clause) Liquidated Damages	@ 1.0% of the value of work per week of delay. Maximum of 15 %.
15	Eligible Taxes	<ol style="list-style-type: none"> 1. A) Income Tax & GST IT will be deducted at source as per Govt. Guidelines. 2. B) Reimbursement of GST will be made only on submission of proper GST invoice as per applicable GST provision. The contractor should comply with the following;

		<p>3. Contractor should have GST Registration Number</p> <p>4. Invoice should specifically/separately disclose the amount of GST levied at applicable rate as per GST provision</p> <p>5. In case of Correction in the bills after scrutiny, contractor should submit fresh bills for payment</p> <p>6. Contractor should timely file his GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the contractor</p> <p>7. The GST Number of IDRBT 36AAAAI0204K1Z4</p>
16	Evaluation of Price Bids and Finalization	<p>1. Only those Bidders who qualify in Technical evaluation would be shortlisted and price bid submitted by the bidder will be opened.</p> <p>2. The L1 Bidder will be selected on the basis of net total of the price evaluation as quoted in the bidding.</p> <p>In case, the L1 amount quoted by two or more contractors is the same, such lowest contractors will again be asked to submit sealed “Revised % Percentage Offers” on the original Estimated Cost of tender but the revised percentage shall, in no case, be higher than the percentage quoted during their initial offer for the project. The L1 shall be decided on the basis of revised offers.</p> <p>4. The process of rebidding amongst the two or more contractors offering same rates shall continue till L1 bidder is discovered.</p> <p>5. In case, any of such contractors or all contractors (who have quoted same tender amount in the initial bidding or subsequent bidding) refuse to submit revised offer, it shall be treated as “Withdrawal of tender” by the Contractor before acceptance by PL and the EMD of such contractors shall be forfeited and they shall not be allowed to participate in the re-tendering process for the work.</p>
17	Working Hours	<p>From 7.00 AM to 8.00 PM on all days (working days and Holidays) The Contractor has to work in the Premises of an office which is functional and no in convenience to be created for effective functioning of office during office hours and the office staff. The Contractor should make necessary arrangements for this.</p>
18	Any additional Information	<p>The quoted rate should be inclusive of materials, labour, wages, fixtures, transportation, installation, all taxes (excluding GST), wastages, Octroi, machinery,</p>

		<p>temporary works such as scaffolding, cleaning, over heads, profit, statutory expenses, incidental charges, lead and lift charges and all related expenses to complete the work.</p> <p>Important Notes for Execution of Work:</p> <ul style="list-style-type: none"> • Works are to be executed in 3rd floor. • Lifting of all the work materials shall be done through the staircase only. • Use of lift in any circumstances shall be avoided / prohibited. • All materials shall be stored at one place as shown to the contractors. • Accommodation for Labour shall be done outside the Office Premises. • Every contractor is expected before quoting rates to inspect the site of proposed works and discuss with Project Architect Consultant and /or IDRBT. The material must strictly comply with the relevant specifications. Sample of materials as specified shall be submitted for the approval of the IDRBT before supplying the site.
19	Place of submission of tender documents	To be dropped in the tender box available at the Security office, Main Gate entrance of IDRBT, Door No: 10-3-311, Road No: 1, Castle Hills, Masab Tank, Hyderabad – 500 057.
20	Bidder's Contact Details	As per Annexure-II.
21	<p>The Institute reserve its rights to accept or reject any or all the tenders, either in whole or in part without assigning any reason(s) for doing so and no claim / correspondence shall be entertained in this regard.</p> <p>The Institute may use its discretion as it deems fit to award the work to any of the bidder without assigning any reason whatsoever.</p>	
22	<p>If they quote price in Annexure –V along with the technical bid, the tender document will be disqualified.</p>	

IMPORTANT:

It is mandatory that the bidder shall sign and certify with seal on each page of the tender documents as well as all the supporting documents as a token of having read and understood the terms & conditions contained therein. The bidder should fill up the information in clear and legible terms. Wherever, the prices are to be quoted, they shall be written in figures and in words as well. No additions/modifications/ deletions in the tender documents and other related supporting documents shall be entertained.

The Bidders submit the following information / documents for examination by Institute to satisfy about the Bidder's eligibility:

(a)	Work experience & Completion of similar works of specified value during the specified period.	As per Eligibility criteria.
(b)	Financial capacity	As per Eligibility criteria.

- In the event of intending Bidder's failure to satisfy the Institute with documentary evidence in support of their possessing required eligibility; the Institute reserves the right to refuse their participation in the tendering process.
- **The bidders may visit the site from 09.12.2025 to 23.12.2025 between 10.00 AM to 4.00 PM (on working days only) after making a prior intimation on our e mail allestate@idrbt.ac.in to understand the scope of the work.**
- A pre-bid meeting of the intending Bidders will be held **11.00 AM on 15.12.2025** at Estate Department, Academic Building, IDRBT, Hyderabad.
- **All prospective bidders / Bidders or their authorized representatives are required to attend the pre- bid meeting to seek clarification, if any, regarding this tender.** No deviation in Institute's terms and conditions mentioned in the tender shall be accepted.
- The duly filled in tender documents shall be submitted on or before 15:00 hours **on 23.12.2025.**
- Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the IDRBT website.

Hyderabad
Date: 09.12..2025

Director

DETAILS OF THE TENDER

1 INSTRUCTIONS TO BIDDER

1.1 General Terms and Conditions

- 1) All efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 2) The bidder shall attach the copy of the authorization letter / power of Attorney as proof of authorization for signing on behalf of the Bidder.
- 3) All Bidders are hereby informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.
- 4) For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Office of the IDRBT, Hyderabad. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
- 5) The requirements of procurement of furniture as mentioned in the tender document is tentative and may increase or decrease at the sole discretion of the competent authority of the Client.

1.2 EARNEST MONEY DEPOSIT

- 1) Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid EMD shall be forfeited to the IDRBT.
- 2) The bids without Earnest Money Deposit shall be summarily rejected. No claim shall lie against the IDRBT in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.
- 3) The bid security (earnest money deposit) may be forfeited:
 - i. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form; or
 - ii. In case of successful bidder, if the bidder:
 - a) Fails to sign the contract in accordance with the terms of the tender document.
 - a) Fails to furnish required security deposit in accordance with the terms of tender document within the time frame specified by the Client.

- b) Fails or refuses to honor his own quoted prices for the services or part thereof.
- c) In such case, the bidder is also liable to be debarred from future tendering.
- 4) No interest shall be paid on the earnest money deposit.

1.3 FINANCIAL BID

- 1) The Bidder shall be required to quote their prices in a single consolidated statement "Bill of Quantity (BoQ)" template which is available in the tender document.
- 2) The Bidder should quote rates for each and every item in terms of per piece and only in Indian Rupees (in figures as well as words in English). In case of difference of rate in figures and words, rate written in words shall only be considered.
- 3) If rate is not quoted for all the items, the bid will not be valid and hence the same will be rejected. The consolidated price of all the items will be taken into consideration while awarding of contract to the successful bidder.
- 4) The rates quoted shall be firm and final. The price should be inclusive of all i.e., cost of article, inspection of item, transportation, delivery, shifting of items from ground floor to third floor, installation etc. and all other applicable taxes and duties except GST, if any.
- 5) At the time of payment of bills, the income tax and any other tax / duty etc. that is required to be deducted, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
- 6) evaluation shall be done only in respect of Valid Bid.

1.4 DETERMINATION OF THE SUCCESSFUL BIDDER

- 1) The technically qualified Bidder meeting the minimum eligibility criteria with the lowest bid price, subject to arithmetical correction, shall be deemed as the successful Bidder. The consolidated price of all the items will be taken into consideration for determination of the successful bidder.
- 2) In the event of more than one bidder with the lowest price bids (say equal), the bidder with the highest 'cumulative annual turnover of the last 3 financial years would be deemed as 'Successful Bidder' with respect to the submission of proof of documents as submitted by the bidder.

1.5 RIGHT OF ACCEPTANCE

- 1) IDRBT reserves all rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific bids. The decision of the Competent Authority of the IDRBT in this regard shall be final and binding.
- 2) Any failure on the part of the bidder to observe the prescribed procedure and any attempt

to canvass for the work shall render the bidder's bids liable for rejection.

- 3) The competent authority of the Office of the IDRBT reserves the right to award any or part or full contract to any successful agency (ies) at its discretion and this shall be binding on the bidders.
- 4) In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the competent authority of the IDRBT reserves the right to award the contract to the next lowest bidder or any other outside agency.
- 5) The IDRBT shall terminate the Contract if it is found that the Contractor was blacklisted on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc. In such case, the Contractor is also liable to be blacklisted by the Client.

1.6 RETURNING OF EARNEST MONEY DEPOSIT (BID SECURITY AMOUNT)

- 1) The Earnest Money Deposit of the unsuccessful bidders in the technical Bid evaluation stage shall be returned within 7 (seven) days after opening of the eligible financial Bids.
- 2) The Earnest Money Deposit of the unsuccessful bidders in the financial bid evaluation stage shall be returned within 7 (seven) days, on award of contract to the Successful bidder.
- 3) The Earnest money deposit of all the bidders shall be returned in case of cancellation of Tender after the opening of Bids and prior to opening of financial bids.
- 4) No interest shall be paid on Earnest Money Deposit.

2. GENERAL CONDITIONS OF CONTRACT (GCC)

2.1 DEFINITIONS

In this Contract including the Schedules the following words and expressions shall (unless the context requires otherwise) have the meaning assigned to them in this Schedule.

Agreement	The word “Agreement” and “Contract” has been used interchangeably.
Party	The word party means the Successful Bidder and the Client “IDRBT, Hyderabad “
Letter of Acceptance	Shall mean the intent of the Client to engage the successful bidder.
Termination Date	Shall mean the date specified in the notice of Termination given by either Party to the other Party, from which the Contract shall stand terminated.
Termination Notice	Shall mean the notice of Termination given by either Party to the other Party.
Contractor	Shall mean the successful bidder to whom the work order has been awarded.

2.2 CONFIDENTIALITY

The Contractor shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information on the Client’s business or security arrangements and/or business of the Client. The obligation is not limited to any scope and the Contractor shall be held responsible in case of breach of the confidentiality of Client’s information.

a. NOTIFICATION OF AWARD BY ISSUANCE OF ‘LETTER OF ACCEPTANCE’

After determining the successful bidder, Client shall issue a Letter of Acceptance (LoA) in duplicate, who will return one copy to Client duly acknowledged, accepted and signed by the authorized signatory, within Three (3) days of receipt of the same by him. The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be binding to the contract.

a. SIGNING OF CONTRACT AGREEMENT

- i. The successful Bidder shall enter into contract and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement.

b. WARRANTY OF QUALITY AND QUANTITY

- i. All the Chairs supplied by the Contractor in Client's premises shall carry a mandatory minimum warranty of one year from the date of installation and commissioning.
- ii. The Contractor, by way of signing the tender document, gives an undertaking that their products carry warranty of one year on Chairs items which are in conformity with the specifications and are conforming to the specified design and there are no defects in the process of manufacturing & installation.

- iii. In case of any defect found within one year from the date of supply, items should be repaired free of cost and if repair is not possible the same should be replaced with a new one.
- iv. Upon receipt of notice from department for defective material, the Contractor shall within 7 days of receipt of the notice, replace the defective material, free of cost at the destination. The Contractor shall take over the defective material at the time of replacement. No claim whatsoever shall lie on the Client for the replaced goods thereafter. If the Contractor fails to replace the defective goods within the period, the department may proceed to take such remedial actions as may be necessary, at the Contractor's risk and expense besides forfeiting the Security Deposit and taking action to blacklisting the Contractor.

c. CONTRACTOR'S LIABILITY

- i. The Contractor shall completely indemnify and hold harmless the Client and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor.
- ii. The Contractor shall not be liable in any way whatsoever and the Client hereby expressly waives any right to, any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly (i) caused by, resulting from or in connection with any Biological or Chemical Contamination or any Nuclear Risks; (ii) consisting of, caused by, resulting from or in connection with any loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data from any cause whatsoever (including but not limited to Computer Virus) unless such loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data was due to the negligence or default of the Contractor or any of its employees engaged in the provision of the Contract to the Client.
- iii. The Contractor shall not Sub-Contract, transfer or assign the contract or any other part thereof without prior written permission of the Client. In the event of the contractor contravening this condition, Client shall be entitled to place the contract elsewhere on the contractor's risk and cost and the contractor shall be liable for any loss or damage, which the Client may sustain in consequence or arising out of such replacing of the contract.

d. LIQUIDATED DAMAGES

The date of delivery and quality of Chairs items stipulated in the acceptance of tenders should be deemed to be essence of the contract and delivery must be completed not later than three weeks from the date of award of work/supply order. In the event of delayed delivery after expiry of the contracted delivery period, the Client shall levy a penalty @ 5% per week, on the total value of the late delivered quantity for the period by which it exceeds the stipulated time period, from the date of issue of the formal work/supply order, subject to a

maximum of 15 %. In the event of delay of more than two weeks, the Client will have the right of revoking purchase order and forfeiting the Security Deposit.

e. GOVERNING LAWS AND SETTLEMENT OF DISPUTE

- i. Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the parties in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments and future enactments thereto. The venue for the Arbitration will be Hyderabad and the decision of the arbitrator shall be final and binding on the parties.
- ii. Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Hyderabad.

f. TERMINATION

This Contract may be terminated by the Client in case the Contractor is found in material breach of its obligations under this Contract Agreement. In the event of breach of the terms and conditions of the contract, the contract shall be terminated, and nothing shall be payable by the Client. The Client shall also blacklist the Contractor and forfeit the security deposit for its breach of terms and conditions of the Contract.

ANNEXURE-I

BID SUBMISSION FORM

(to be printed on Bidder's letterhead, signed and submitted)

To,
The Deputy General Manager,
Institute of Development and Research
in Banking Technology (IDRBT),
Castle Hills, Road No-1, Masab Tank, Hyderabad-
500057.
Ph No: 040-3294182
Email: allestate@idrbt.ac.in

Date:

Sub: Supply of Chairs – Reg.

Ref: Invitation to Bid No:

We, the undersigned, declare that:

- 1) We have examined and have no reservations for the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
- 2) We offer to execute in conformity with the Bidding Documents for supply of Chairs as per the details given in the tender document for the IDRBT, Hyderabad.
- 3) Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 4) If our bid is accepted, we commit to submit security deposit in accordance with the Bidding Documents.
- 5) We also declare that Government of India or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.
- 6) We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

**Authorized Signatory
(Full Name and Designation)**

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

ANNEXURE - II
TECHNICAL BID
FORM

1. Name of the firm.....
2. Name of the authorized person submitting the Bid shri /
Smt.....
3. Designation of the authorized person submitting the
Bid.....
4. Address of the firm
.....
.....
Tel No. with STD code
(O).....(Fax).....(R).....
5. Mobile No. of the person submitting the
Bid.....
6. E-mail of the person submitting the Bid
7. Organization's email ID.....
8. Website Address.....
9. Registration & incorporation particulars of the firm:
 - i) Private Limited
 - ii) Public Limited
 - iii) Any other – Please specify.....
10. Bidder's bank, its address and current account number
.....
11. Permanent Income Tax number, Income Tax circle
.....

12. GST No.

i) Particulars of EMD

ii) Demand Draft No.....

iii) Date.....Name of Bank.....

iv) Address of

Bank.....

v) Validity of DD.....

13. Description of similar work of providing furniture items during the last three financial years in Government Departments.

Description of work/order executed	Actual Value of work / order executed	Name of Government Department / Organization	Start Date	Finish Date	Document evidence submitted (Yes/No)

14. Details of Documents to be submitted:

1	Earnest Money Deposit	Yes/No
2	Copy of PAN	Yes/No
3	Copy of GST	Yes/No
4	Copies of Last three years Balance Sheet	Yes/No
5	Copies of ITR for the last three years	Yes/No
6	Copies of orders of 8 lakh or more in last three financial years	Yes/No
7	Annexure – I	Yes/No
8	Annexure – II	Yes/No
9	Annexure – III	Yes/No
10	Annexure – IV	Yes/No
11	Annexure - V	Yes/ No

**Dated Signature of Bidder with Stamp
Name of the Bidder**

ANNEXURE-III

(UNDERTAKING)

Hard copy should be submitted along with Technical Bid.

1. I, the undersigned certify that I have gone through all the terms and conditions mentioned in the tender document Nodated..... and undertake to comply with them unconditionally.
2. That the rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. That I/We give the rights to the competent authority of the Office of the IDRTB, Hyderabad to forfeit the Earnest Money/Security money deposit submitted by me/us in case of breach of conditions of Contract and take action for blacklisting my/our agency.
4. That I/We also give rights to the competent authority of the Office of the IDRBT, Hyderabad to forfeit the Earnest Money Deposit and initiate action against our agency for blacklisting in case our agency fails to accept the work order and/or execute the contract agreement, or in cases of negligence in executing the contract, or in case of breach of contract.
5. That I/We also give rights to the competent authority of the Office of the IDRBT, Hyderabad to forfeit the Earnest Money Deposit and initiate action against our agency for blacklisting in case our agency fails to submit the Security Deposit in accordance with the terms and conditions of the tender document / contract agreement / Letter of Acceptance.
6. That I/We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of any nature.
7. That I hereby undertake to provide the items as per the directions given in the tender document/contract agreement.

Place:

Dated Signature of Bidder along with stamp

Date:

Name of the Bidder

Contact:

Cell No:

E-Mail:

ANNEXURE- IV

Hard copy should be submitted along with Technical Bid.

1. That I, the undersigned certify that my firm has not been convicted of an offence under the Prevention of Corruption Act, 1988.
2. That my firm has not been convicted under the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
3. That I hereby certify that none of my relative(s) as defined in the tender document is/are employed in Office of the IDRBT, Hyderabad as per details given in tender document.
4. In case at any stage, it is found that the information given by me is false/incorrect, the IDRBT, Hyderabad shall have the absolute right to take any action including termination of the Contract as deemed fit/without any prior intimation to me.

Place:

Dated Signature of Bidder along with stamp


Date:



Name of the Bidder


ANNEXURE - V

(SCHEDULE OF WORKS / REQUIREMENTS/TECHNICAL SPECIFICATIONS)

Name of work : Supply of Chairs at 3rd Floor of EFC Building, IDRBT Premises, Masab Tank, Hyderabad, Telangana-500057.

Sr.No	SPECIFICATION OF THE ITEM	Ref. Image	Qty
1	<p>MD CHAIR: SUPPLYING AND PLACING IN POSITION OF HIGH BACK MESH CHAIR IN BLACK COLOUR WITH MATTE FINISH. *ALL OVER SIZE IS : (L)480MM X (D)510MM X (H) 1180 MM, * THE CHAIR MADE OF FULL MESH IN BLACK COLOUR, IT WILL COMES IN MATTE FINISH IN CONTEMPORARY STYLE . * ARMS : ARMREST IS HAVING THREE WAY ADJUSTMENT . * SEAT: SEAT IS MADE OF TWO PIECES INJECTION MOULDED FRAME COVER WITH MESH * BACK : FRAME OF DESIGN SHALL BE CURVED MADE OF TWO PIECES INJECTION MOULDED FRAME COVER WITH MESH .BACKREST SUPPORT ADJUSTABLE LUMBAR SUPPORT * MECHANISM : 3 WAY POSITIONING MECHANISM WITH SEAT SLIDING * ONLY SEAT SIZE IS (L) 480MM X (D)510MM & THE BACK SIZE IS (D) 530MM X (H)740MM , BACK HEIGHT FROM FLOOR MAXIMUM HEIGHT IS 1180MM & MINIMUM HEIGHT IS 1080MM . * GAS LIFT 100 MM TELESCOPIC HYDRAULIC *BACK ADJUSTABLE UPTO 5 CM & SEAT SLIDING UPTO 5CM * BASE : 650 MM CHROME BASE WITH SMOOTH CASTORS . MESH: BLACK SEAT FABRIC : BLACK</p>		1

2	<p>CHAIRS : MEDIUM BACK MESH CHAIR SUPPLYING AND PLACING IN POSITION OF MEDIUM BACK MESH CHAIR IN BLACK COLOUR WITH MATTE FINISH. * ALL OVER SIZE IS : (L)480MM X (D)510MM X (H) 1180MM , * THE CHAIR MADE OF FULL MESH IN BLACK COLOUR, IT WILL COMES IN MATTE FINISH IN CONTEMPORARY STYLE . * ARMS : ARMREST IS HAVING THREE 1D ADJUSTMENT . * SEAT: SEAT IS MADE OF TWO PIECES INJECTION MOULDED FRAME COVER WITH MESH * BACK : FRAME OF DESIGN SHALL BE CURVED MADE OF TWO PIECES INJECTION MOULDED FRAME COVER WITH MESH .BACKREST SUPPORT ADJUSTABLE LUMBAR SUPPORT * MECHANISM : SIMPLE SYNCHRO MECHANISM WITH SINGLE LOCK * ONLY SEAT SIZE IS (L) 480MM X (D)510MM & THE BACK SIZE IS (D) 530MM X (H)740MM , BACK HEIGHT FROM FLOOR MAXIMUM HEIGHT IS 1180MM & MINIMUM HEIGHT IS 1080MM . * GAS LIFT 100 MM TELESCOPIC HYDRAULIC * BASE : 650 MM NYLON BASE WITH SMOOTH CASTORS . THE SELLER / COMPANY SHOULD BE ISO 9001:2008, ISO 9001:2015, ISO 50001:2018, ISO 14001:2015, OHSAS 18001:2007, GREENGUARD, GREEN PRO, AIOA, INDIAN DESIGN MARK COMPLIANT. THE BIDDER SHOULD EITHER OFFER PRODUCTS HAVING GRIHA COMPLIANCE OR THE OEM SHOULD HAVE FSC CERTIFICATE. THE BIDDER SHOULD BE A MEMBER OF BIFMA AND AT LEAST TWO PRODUCTS OF THE OEM SHOULD BE CERTIFIED AS BIFMA COMPLIANT AND AN OFFICIAL PRODUCT OFFICIAL LINK/SCREENSHOT OF THE PRODUCT LISTING MUST BE PROVIDED FROM WWW.BIFMA.ORG".</p> <p>MESH: BLACK SEAT FABRIC : BLACK</p>		100
3	<p>CONFERENCE ROOM CHAIRS : MEDIUM BACK CUSHION CHAIR SUPPLYING AND PLACING IN POSITION OF LEATHERETTE MEDIUM BACK CHAIR IN BLACK COLOUR SIZE :- (W)650MM X (D)650MM X (H)1070 MM. SEATING HEIGHT 530MM. MASTERFULLY TAILORED IN BUTTERY-SOFT LEATHERETTE TO ACCENTUATE ITS CURVES, THE CHAIR COLLECTION FEATURES REFINED SILHOUETTES THAT ADD COMFORT TO MODERN WORKSPACES. FEATURING 3D ARMRESTS TAILORED TO YOUR COMFORT, IT LETS YOU MATCH YOUR DESK HEIGHT. AFFIXED</p>		10

	<p>WITH PREMIUM CASTERS FOR FLUID MOVEMENT ACROSS ANY SURFACE, THIS HIGH-BACK MULTIFUNCTIONAL CHAIR WORKS JUST AS WONDERFULLY IN A WORKSPACE AS IT DOES IN A STUDY. ERGONOMIC DESIGN HELPS MAINTAIN POSTURE FOR BETTER PRODUCTIVITY. HEIGHT ADJUSTABLE LUMBAR SUPPORT FOR PERSONALISED COMFORT. BREATHABLE LEATHERETTE UPHOLSTERY FEELS SOFT AND KEEPS YOU COOLER FOR LONGER. ADJUSTABLE 3D ARMRESTS LET YOU MATCH YOUR DESK HEIGHT. ADJUSTABLE HEADREST ENABLE TO ADAPT YOUR SEATING POSTURE BASED ON THE TASK. GENEROUSLY PADDED SEAT AND HIGH BACKREST OFFERS COMFORTABLE SEATING EXPERIENCE. PADDED ARMRESTS FURTHER ELEVATES COMFORT. PNEUMATIC HEIGHT ADJUSTMENT LETS YOU MATCH THE DESK HEIGHT. TILT TENSION CONTROL LETS YOU INCREASE OR DECREASE THE RESISTANCE WHILE YOU RECLINE. SYNCHRONISED MECHANISM WITH 4 RECLINING POSITION OFFERS PERSONALISED COMFORT. 136 KG LOAD-BEARING CAPACITY ENSURES STABILITY AND SECURITY FOR THE USER. PREMIUM NYLON BASE ENSURES LONGEVITY. HIGH-QUALITY CASTORS ENSURE SMOOTH NOISE-FREE MOVEMENT.</p>		
4	<p><u>NOC & SOC HIGH CHAIRS:</u> MARVEL MEDIUM BACK MESH CHAIR SUPPLYING AND PLACING IN POSITION OF MEDIUM BACK MESH CHAIR IN BLACK COLOUR WITH MATTE FINISH. * ALL OVER SIZE IS : (L)480MM X (D)510MM X (H) 1480MM , * THE CHAIR MADE OF FULL MESH IN BLACK COLOUR, IT WILL COMES IN MATTE FINISH IN CONTEMPORARY STYLE . * ARMS : ARMREST IS HAVING THREE 1D ADJUSTMENT . * SEAT: SEAT IS MADE OF TWO PIECES INJECTION MOULDED FRAME COVER WITH MESH * BACK : FRAME OF DESIGN SHALL BE CURVED MADE OF TWO PIECES INJECTION MOULDED FRAME COVER WITH MESH .BACKREST SUPPORT ADJUSTABLE LUMBAR SUPPORT * MECHANISM : SIMPLE SYNCHRO MECHANISM WITH SINGLE LOCK * ONLY SEAT SIZE IS (L) 480MM X (D)510MM & THE BACK SIZE IS (D) 530MM X (H)740MM , BACK HEIGHT FROM FLOOR MAXIMUM HEIGHT IS 1180MM & MINIMUM HEIGHT IS 1080MM . * GAS LIFT 100 MM TELESCOPIC HYDRAULIC * BASE : 650 MM NYLON BASE WITH SMOOTH</p>		4

	CASTORS . MESH: BLACK SEAT FABRIC : BLACK		
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