



Tender No: CDACP/LB/Secure cluster-Furniture/2021/336, date: 03rd June 2021

C-DAC, Pune invites On-Line bids for Supply and installation of Modular Office Workstation, Office Chairs, Personal lockers at C-DAC, Pune.

Prospective Bidders may download the Tender Document from www.cdac.in / <https://eprocure.gov.in/eprocure/app>. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission' before uploading the bids through <https://eprocure.gov.in/eprocure/app> as per terms and conditions given in the Tender Document. The Tender document fee of Rs. 500/- (non-refundable) and EMD undertaking needs to be submitted.

Centre for Development of Advanced Computing
A Scientific Society of Ministry of Electronics & Information Technology,
Government of India
Innovation Park, Panchavati, Pashan Road, PUNE- 411008.
Tel: +91-20-25503673
mmg@cdac.in



TENDER SCHEDULE

Tender No **CDACP/LB/Secure cluster-Furniture/2021/336**

Name of the Institute	Centre for Development of Advanced Computing, Innovation Park, Panchavati, Pashan Road, PUNE 411008.
Place of Supply, Installation & Commissioning, Support etc.	Centre For Development of Advanced Computing, Innovation Park, Panchavati, Pashan Road, PUNE 411008
Date of Release of Tender	03 rd June 2021
Date of pre-bid meeting	On-line – 11 th June 2021, 1200 Hrs
Last date of submission of bids	22 nd June 2021, 1500 Hrs
Date of opening of Technical bids	22 nd June21, 1530 Hrs

Place of opening of technical bids	C-DAC, Pune 411008.
Bank Details for submitting Tender Fee online	BANK NAME : IDBI Bank BRANCH ADDRESS: Gokhale Road, Pune – 411016 Account No: 60010010004258 IFSC / NEFT Code: IBKL0000600

Instruction for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPPPortal, using valid Digital Signature Certificates.

REGISTRATION:

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (url: <https://eprocure.gov.in/eprocure/app>).
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPPPortal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others, which may lead to misuse.
- Bidder then logs into the site through the secured login by entering their user ID / password and the password of the DSC / eToken.

PREPARATION OF BIDS:

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.



- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100dpi with black and white option.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use 'My Space' area available to them to upload such documents. These documents may be directly submitted from the 'My Space' area while submitting a bid, and need not be uploaded repeatedly. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

- Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission,
- The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

ASSISTANCE TO BIDDERS:

Any query relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24*7 CPP Portal Helpdesk on :- 0120-4200 462, 0120-4001 002, 0120-4001 005, 0120-6277 787,
e-mail for Technical - support-eproc@nic.in.



SECTION I: INVITATION FOR BIDS (IFB)

1. Introduction:

Centre for Development of Advanced Computing (C-DAC) - is a scientific society under the administrative control of Ministry of Electronics & Information Technology, Government of India.

To enhance the infrastructure, C-DAC invites the bids from eligible bidders for **Supply and installation of Modular Office Workstation, Office Chairs & Personal lockers** at C-DAC, Pune, as per terms and conditions specified in this document. The details technical specifications are given in "Section – IV: Schedule of Requirements" of this document.

2. Contact information:

Mr. Satyabrata Mishra, PTO
Centre for Development of Advanced Computing (C-DAC)
Innovation Park, P Panchavati, Pashan Road, PUNE 411008
Tel No.: +91-20-25503673 / 694 / 676
E-mail: mmg@cdac.in,

3. Two e-bids System:

The two e-bids system will be followed for this tender. In this system, bidder must submit their offer - online in separate packets as explained below:

Online e-Packet No. 1: "Technical e-Bid" shall contain following documents in .pdf format only:

- a. Covering letter, as per **Annexure – A**.
- b. Authority letter, as per **Annexure – B**.
- c. Scanned copy of Demand Draft / e-payment (preferable mode) receipt towards tender fee of Rs. 500/- (Rupees Five Hundred Only) drawn in favour of C-DAC payable at Pune. The original DD must be submitted physically at the place of Opening of the Tender on or before the Due Date & Time of the Tender.
- d. Undertaking as per **Annexure - C** towards Earnest Money Deposit.
- e. A copy of Certificate of Incorporation, Partnership Deed / Memorandum and Articles of Association / any other equivalent document showing date and place of incorporation, as applicable to the bidder.
- f. Copies of PAN and GST registration certificates.
- g. Authorization letter from OEM of furniture items offered, as per format given in Annexure – F.
- h. Duly filled Technical Bid (**as per Section – IV**) with proper seal and signature of the authorised person (with name, designation, email id & contact no.).
- i. The copies of supply/works orders in support of eligibility criteria stipulated at para No 5(7), Section –II.
- j. The copy of relevant document(like Shop Act License, PMC property bill etc) showing that bidder has office/ support centre in Pune/Mumbai area for proactive after sale supports
- k.
- l. Copy of BIFMA certificate pertaining to OEM of offered furniture items.
- m. A photo copy of the commercial bid without prices (**prices blocked**) with line item break-up of items as you will use for raising the final invoice and the GST % of each



item. C-DAC reserves the right to reject the bid if these details are not submitted along with the technical bid document.

- n. Other documents necessary in support of eligibility criteria, product catalogues, brochures etc. whichever applicable.

1. **Note:** C-DAC reserves the right to reject the bid if any of the above listed document/s is not submitted. **Vendor is strictly advised/required to visit site prior to bid submission and understand site conditions.**

On-line ePacket 2: “Commercial eBid “ shall contain: (.xls format only)

The Commercial e-Bid completed in all respects as per format given in Section – V of this document.

4. Pre-bid Meeting:

The pre-bid meeting will be held **on-line** as given in schedule to sort out/resolve queries raised by the prospective bidders regarding the scope, technical specifications, terms & conditions etc. The prospective bidders requiring any clarification of the bidding document may send their queries in writing through e-mail at mmg@cdac.in. C-DAC will respond to these queries during the pre-bid meeting. The queries/doubt/clarifications etc. must be sent at least two days prior to the date of pre-bid meeting. **The link for meeting will be sent on e-mail.**

5. Last Date of uploading of ebids and opening of the Technical ebids – Online.

- Last date (DUE DATE) for uploading of e-bids through: www.eprocure.gov.in/eprocure/app - against the tender id, as per the '**TENDER SCHEDULE**' above.
- Technical e-bids will be opened 'Online' through www.eprocure.gov.in/eprocure/app against the tender id, as per '**TENDER SCHEDULE**'
- The e-bids must be submitted on-line. The Tender Fees must be submitted/deposited in person or through post/ courier (C-DAC shall not be responsible for any postal delays or any other reason for not submitting the tender fees in the specified time and resulting in disqualification / rejection of any bid) **so as to reach on or before the due date and time of the uploading of the tender.**
- In case bidder requires any clarifications / information, they may contact C-DAC address given in '**TENDER SCHEDULE**'.

Note: Please do not put "Commercial e-Bid" (prices quoted) in the technical bid packet. If the price quoted is submitted / leaked with technical e-bid the tender will be rejected at the sole discretion of C-DAC.

6. Opening of commercial ebids

- Commercial e-bids of the qualified bidders only will be opened on-line, at the time, place and date to be informed later.
- The bidder's name, bid prices summary and other appropriate details will be displayed at the time of the opening of the commercial e-bids.

(END OF SECTION I)



SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

2. Locations for Supply, Installation & Warranty Support etc.:

Centre for Development of Advanced Computing (C-DAC)
Innovation Park, Panchavati, Pashan Road,
Pune - 411008. INDIA.

3. Delivery Period:

The Supply & installation at site of all the items in the BOQ should be completed within 45 days from placing the work order, positively.

4. Order Placement & Release of Payment:

The Work Order(s) and payments shall be released by:

Centre for Development of Advanced Computing (C-DAC)

Innovation Park, Panchavati, Pashan Road,
Pune - 411008. INDIA

5. Eligibility Criteria:

The bidders must comply with the eligibility criteria stipulated below.

1. The Bidder shall be a registered company of India as per relevant laws/rule (Submit Copy of ROC)
2. The bidder must be an OEM in Office furniture or their authorised distributor or channel partner. In case of bidding by authorised distributor or channel partner, bidder has to submit authorisation letter from OEM.
3. The OEM should be in office furniture manufacturing for last at least 5 years.
4. The bidder should have office presence in Pune/Mumbai area for proactive after sale supports. (Attach Proof-Shop Act License copy or equivalent document)
5. The OEM should be ISO-9001, ISO-14001, OHSAS-18001 certified.

(Submit Copies)

6. The OEM should be BIFMA Certified. (Submit Copy)

7. The bidder must have successfully completed at least:-

- i. One similar works, costing not less than the amount equal to 27 lakhs each in last 5 Years.

Or,

- ii. Two similar works costing not less than the amount equal to 17 lakhs each in last 5 Years.

Or,

- iii. Three similar works, costing not less than the amount equal to 14 lakhs each in last 5 Years.

("Similar work means- Supply and installation of Modular Office Workstation, office chair & personal lockers - Documentary evidence for similar experience is to be furnished of completed works in form of Work order/Satisfactory Work Completion Certificate)

8. The contractor must not be black listed / debarred from bidding by any Government Department, PSU or Autonomous institution, as on date of submission of bids. (Declaration to be submitted on letterhead)
9. "Product Brochuer or technical details of proposed products offered "should be submitted in Technical Bid.This will give us a feel of the products to be supplied.

6. Vendor is strictly advised/required to visit site prior to bid submission and understand site conditions.

7. Exemptions:

If in the view of bidder, any exemption / relaxation is applicable to them from any of the eligibility requirements, under any Rules / process/ Guidelines/ Directives of Government of India, bidder may submit their claim for the applicable exemption /relaxation, quoting the valid Rule/ process/ Guidelines/ Directives. In this case the bidder must submit necessary and sufficient documents along with the technical bid, in support of his claim. The decision about granting the exemption/ relaxation will be taken by the bid evaluation committee which is empowered to grant exemption/relaxation. The relevant and valid certificates in support of claim of exemption must be submitted.

The bidders should provide sufficient documentary evidence to support the eligibility criteria. C-DAC reserves the right to reject any bid not fulfilling the eligibility criteria.

8. Amendment to Bidding Documents

- At any time prior to the deadline for submission of bids, C-DAC may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- The amendments to the tender documents, if any, will be notified by release of Corrigendum Notice on www.eprocure.gov.in/eprocure/app / www.cdac.in/tender against the tender id. The amendments/ modifications will be binding on the bidders.
- C-DAC at its discretion may extend the deadline/Due Date for the uploading of e-bids if it thinks necessary to do so or if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into consideration the amendments while preparing their bids.

9. Preparation of e-Bids

- Documentary / Eligibility checklist as per **ANNEXURE - E** should be submitted and documents should be enclosed in the seriatim as mentioned in the checklist. Proper page numbers should also be mentioned in the attached technical document.
- A neat and clean e-Bids is expected to be uploaded in the form of pdf. Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents.
- In case however, any corrections, overwriting, erasures or postscripts have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents. However, bidder shall not be entitled to amend/ add/ delete/ correct the clauses mentioned in the entire tender document.
- The Bid documents shall be neatly arranged. They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

10. Earnest Money Deposit (EMD)

- The bidder must submit EMD / bid security declaration, **as given in Annexure-C**, subject to the conditions stipulated therein
- The successful bidder, on award of contract / order, must submit the Performance Security in the form of DD or a Bank Guarantee for an amount equivalent to 3% of the order value within 10 days of award of order, failing which necessary action shall



be taken as per the terms of above EMD declaration and C-DAC reserves the right to cancel the order.

11. Period of validity of bids

- a) **Bids shall be valid for minimum 120 days from the date of submission. A bid valid for a shorter period shall stand rejected.**
- b) C-DAC may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.
- c) C-DAC reserves the right to place the order within the mentioned validity period i.e. 120 days from the date of submission of bid.

12. Deadline for Submission of e-Bids

- Bids must be uploaded before the due date and time as mentioned in the tender document.
- C-DAC will not be responsible for any issues arising/pertaining with the eprocure.gov.in/eprocure/app portal for non-submission, failure in submission of e-bids online.
- C-DAC may extend this deadline/Due Date for uploading of bids by amending the bid documents and the same shall be suitably notified.

13. Late Bids

C-DAC shall not be responsible and liable for the delay in receiving the e-bid for whatsoever reason.

14. Bid Opening & Evaluation of e-Bids

- The bids will be examined based on eligibility criteria stipulated at Pt. 4 of Section – II to shortlist the eligible bidders.
- The technical bids of only the short-listed eligible bidders shall be evaluated based on technical specifications stipulated at Section – IV.
- The bidders whose technical bid is found to meet both the requirements as specified above will qualify for opening of the commercial bid and will be informed about the date and time of the opening of the commercial bid.
- The duly constituted Tender Evaluation Committee (TEC) shall evaluate the bids. The TEC shall be empowered to take appropriate decisions on minor deviations, if any.

15. Comparison of Bids

- Only the short-listed bids from the technical evaluation shall be considered for commercial comparison.

16. Award of Order

- C-DAC shall award the order(s) to the eligible bidder whose technical bid has been accepted and determined as the **lowest** evaluated commercial bid (including GST) based on the price of the Commercial Bid. However, C-DAC reserves the right and has sole discretion to reject the lowest evaluated bid.
- If more than one bidder happens to quote the same lowest price, C-DAC reserves the right to decide the criteria and further process for awarding the contract, decision of C-DAC shall be final for awarding the contract.
- **Before placement of order, the successful bidder is required to submit a detailed Bill of Material, giving line item prices and GST. C-DAC will place order based**



on this Bill of Material keeping the total price(including GST) quoted by the bidder unchanged.

17. Purchaser's Right to amend / cancel

- C-DAC reserves the right to amend the eligibility criteria, commercial terms & conditions, Scope of Supply, technical specifications etc.
- C-DAC reserves the right to cancel the entire tender without assigning any reasons thereof.

18. Corrupt or Fraudulent Practices

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

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

In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document, the interpretation of the clauses by Director General, C-DAC shall be final and binding on all parties.

(END OF SECTION II)



SECTION III: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices

1.1. The price quoted shall be considered firm and no price escalation will be permitted. (Except Govt levies/Taxes).

1.2. Bidder must offer in INR only.

1.3. The prices quoted must be “F.O.R.C-DAC, Pune” inclusive of Installation, packing, forwarding, freight, insurance, loading/unloading and allied charges till destination site(s) whichever applicable.

1.4. The bidder must quote the applicable GST appropriately in the price bid format provided. In case of any error, oversight in quoting GST rate, the lower of the actual rate quoted by the bidder or the actual tariff rate applicable will be paid. The difference in GST amount payable – if any will be borne by the bidder. In this case, the basic unit prices will be suitably adjusted by the bidder – if required.

C-DAC will not issue any concessional GST certificate.

2. Performance Security:

The successful bidder will be required to furnish the Performance Security in INR equivalent to 3% of the order value within 10 days of receipt of Work Order. The Performance Security should be submitted in the form of Demand Draft / Bank Guarantee / Online Payment RTGS/NEFT/IMPS drawn in favor of C-DAC payable at Pune. The Security Deposit will be valid for the period till completion of installation and commissioning and will be returned upon completion of installation & commissioning of all items ordered.

3. Completeness Responsibility:

Notwithstanding the scope of work, engineering, supply and services stated in bid document, any equipment or material, engineering or technical services which might not be even specifically mentioned under the scope of supply of the bidder and which are not expressly excluded there from but which – in view of the bidder - are necessary for the performance of the equipment in accordance with the specifications are treated to be included in the bid and has to be performed by bidder. The items which are over & above the scope of supply specified in the Schedule of Requirements may be marked as “Optional Items”.

4. Payments:

100% payment shall be released only after completion of work and acceptance by CDAC.

5. Penalty for delay

C-DAC reserves the right to levy penalty @ of 0.5 % of order value per week of delay beyond the scheduled date of completion of work/ execution of the order successfully, subject to maximum of 5% of the order value.

In case there is any delay on the part of C-DAC in handing over the site to bidder or any period of delay the reasons for which are attributed to C-DAC, this period will not be considered for calculation of penalty. However, the delay on the part of bidder in delivery/installation of material, delay in site preparation, delay in submission of required documents to C-DAC etc. will be considered for calculating penalties.

6. Jurisdiction:

The disputes, legal matters, court matters, if any shall be subject to Pune jurisdiction only.

7. Force Majeure:



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

8. Arbitration:

In case any dispute arises between the C-DAC and successful bidder with respect to this RFP, including its interpretation, implementation or alleged material breach of any of its provisions both the Parties hereto shall endeavour to settle such dispute amicably. If the Parties fail to bring about an amicable settlement within a period of 30 (thirty) days, dispute shall be referred to the sole arbitrator mutually appointed by both parties. If the sole arbitrator is not appointed mutually by both the parties then the District Court Pune shall have exclusive jurisdiction for appointment of sole arbitrator through court. Arbitration proceedings shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and Rules made there under, or any legislative amendment or modification made thereto. The venue of the arbitration shall be Pune. The language of arbitration shall be English. The common cost of the arbitration proceedings shall initially be borne equally by the Parties and finally by the Party against whom the award is passed. Any other costs or expenses incurred by a Party in relation to the arbitration proceedings shall ultimately be borne by the Party as the arbitrator may decide. Courts in Pune only shall have the exclusive jurisdiction to try, entertain and decide the matters which are not covered under the Arbitration and conciliation Act.

9. Limitation of Liability:

The liability of the supplier arising out of breach of any terms/conditions of the order and addendums/amendments thereto, misconduct, wilful default will be limited to the total order value.

However, liability of the supplier in case of loss of human life(if any), injury/damage caused to the personnel/property for the reasons attributed to the supplier or to any person deployed by supplier at C-DAC - will be at actuals.

In no event shall Party, its officers, directors, or employees be liable for any form of incidental, consequential, indirect, special or punitive damages of any kind.

10. Indemnity:

The successful bidder shall indemnify, protect and save C-DAC from/against any claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from/arising out of infringement of any Law /Rule by the bidder, pertaining to the carrying out the assigned work at C-DAC, Pune.

11. Assignment:

Selected bidder/ Party shall not assign, delegate or otherwise deal with any of its rights or obligation under this Contract without prior written permission of C-DAC.

12. Severability:

If any provision of this Contract is determined to be invalid or unenforceable, it will be deemed to be modified to the minimum extent necessary to be valid and enforceable. If it cannot be so modified, it will be deleted and the deletion will not affect the validity or enforceability of any other provision.

13. Termination:

In case of the delays in providing the stipulated services, and /or defect / delay / under or non- performance pertaining to the services / products supplied by the bidder, C-DAC will give written notice to the bidder directing to set the things right within 30 days of notice. If bidder fails to comply with the requirements, C-DAC shall have the right to terminate the contract and / or cancel the order/s. The successful bidder agrees and accepts that he shall be liable to pay damages claimed by C-DAC, in the event of termination of contract / cancellation of order, as detailed in this RFP. The successful bidder may terminate the contract by at least 30 days' written notice, only in the event of non-payment of undisputed invoices for 90 days from the due date. Except this situation, the successful bidder shall have no right of termination.

C-DAC will release the due amount payable to successful bidder towards the material and / or services provided till the date of termination, those are accepted by C-DAC. However, the amount towards penalty, if any will be deducted from the payable amounts.

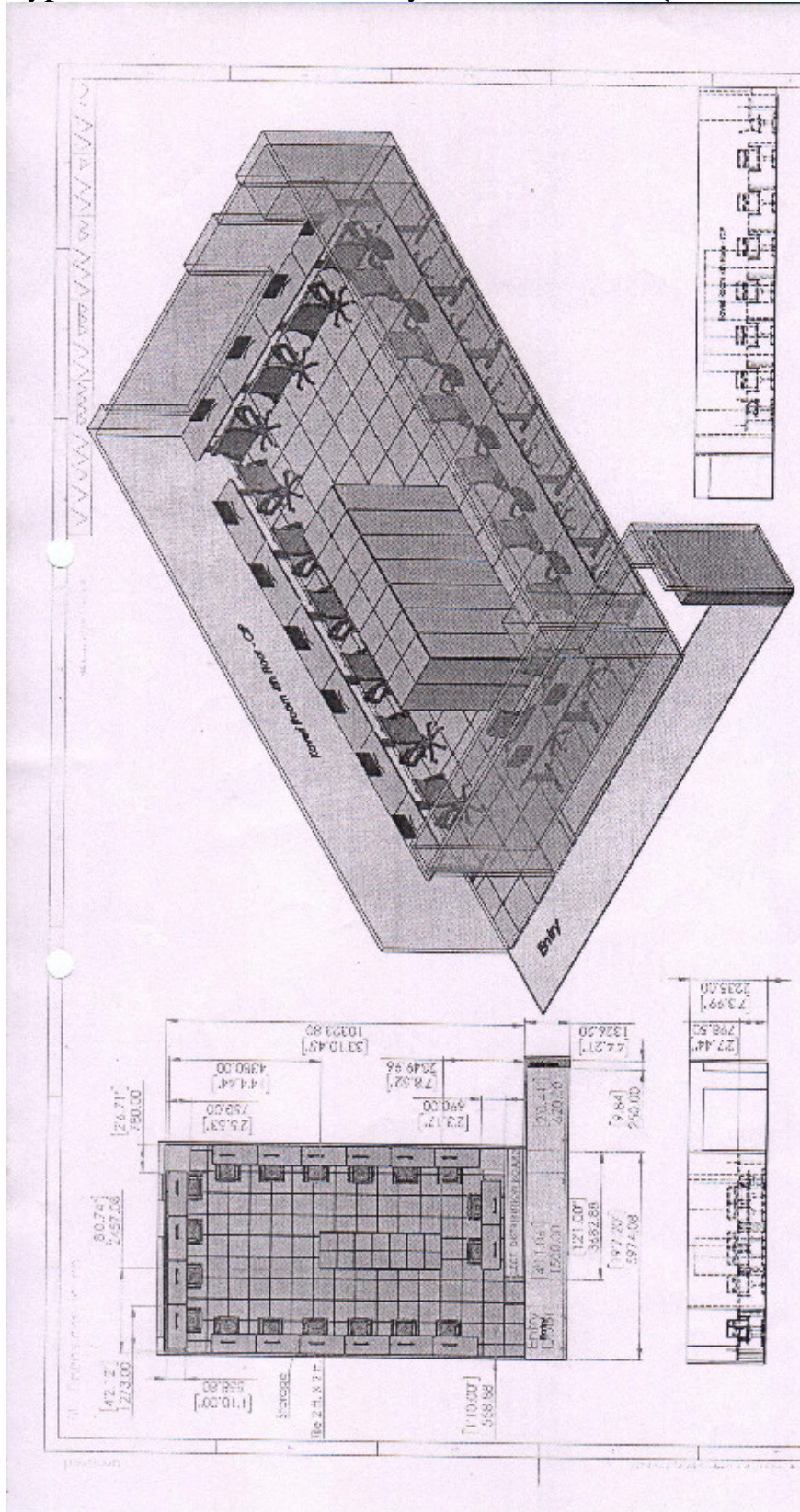
C-DAC reserves the right to terminate the contract / cancel order with or without cause/ reason, by giving 90 days' notice to the successful bidder.

(END OF SECTION III)

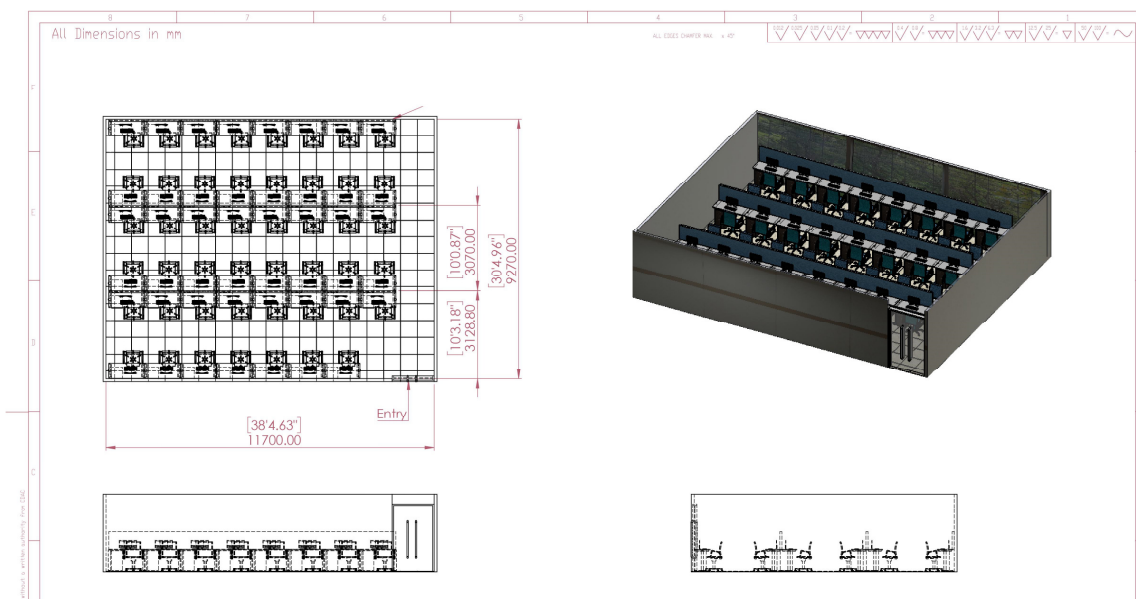
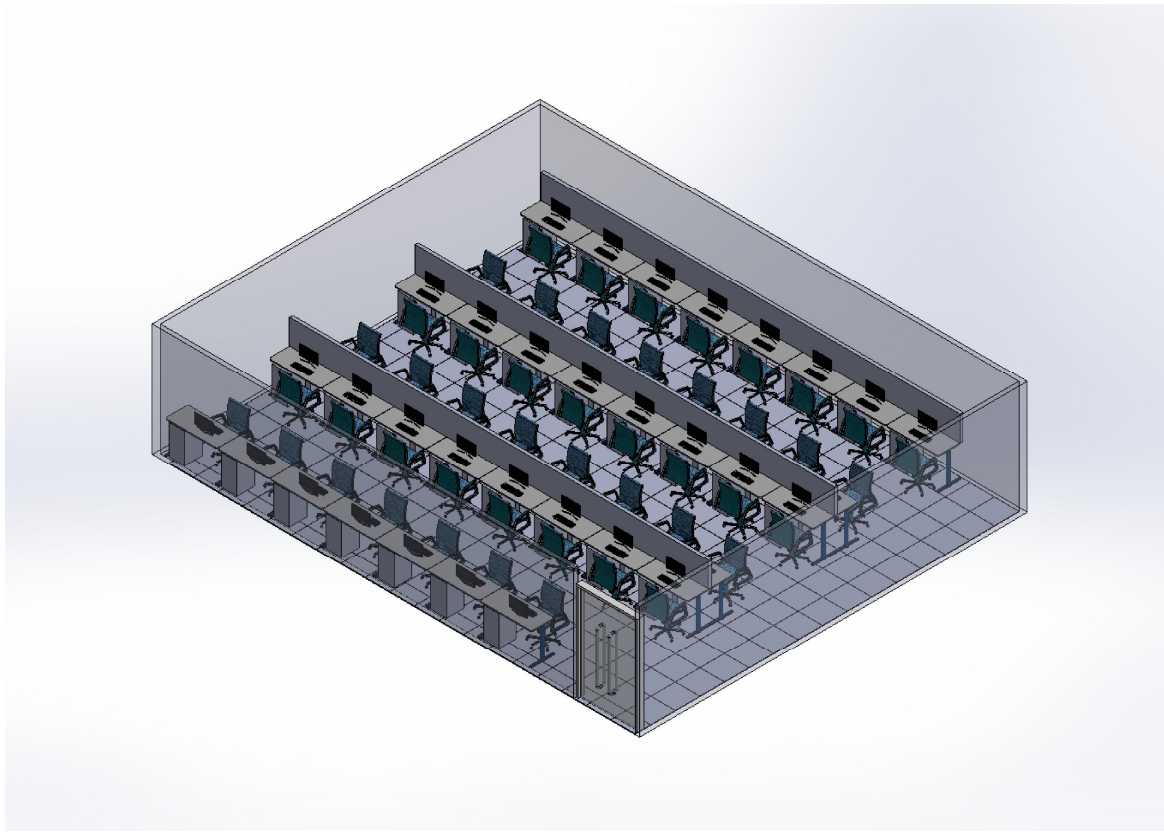
SECTION IV – SCHEDULE OF REQUIREMENT

A) DRAWINGS

Typical modular furniture layout –Room no 1 (inside room)



Typical modular furniture layout –Room no 2 (inside room)



B) Conceptual image of required Modular Office furniture



TECHNICAL SPECIFICATION-

A) MODULAR OFFICE WORKSTATION of Size 1200(L)X600(W):

Workstations as per the drawing with Linear workstation along with pedestal, keyboard, CPU trolley.

1. Type of system :Tile based system (shape fit tiles)
2. Type / Shape of cluster: Linear workstation as per the drawing.
3. Wire Management for electric & Data: Skirting race-way separate for both
4. Plain edge banded with: 2mm PVC tape
5. Construction of drawer unit: Metal
6. Type of pedestal : two drawer and one filer (fixable to workstation)
7. Locking system of pedestal: Center locking
8. Type of Drawer unit : Movable

MATERIAL

9. Frame material for work station: Powder Coated Extruded Aluminum Sections
10. Material of table top: Worktop are made of 25mm thick Pre-laminated Particle Board.
11. Material of tiles for top : fabric tackable plus fabric magnetic plus white board
12. Material of bottom tiles : Metal tile



DIMENSION

- 13. Length of table top (main frame) ± 10 mm (main frame) : 1200 mm work station
- 14. Length of table top (Return Frame) ± 10 mm: 1200 mm Depth of table top ± 10 mm 600mm
- 15. Height of table top ± 10 mm: 750 mm
- 16. Thickness of table top ± 2 mm : 25 mm
- 17. Overall height of work station partition ± 10 mm : 1200 mm
- 18. Thickness of side partition/panel ± 5 mm: 50mm

CERTIFICATION

- 19. BIFMA

WARRANTY

- 20. Warranty period in number of years : 1 Year

INSTALLATION COMMISSIONING

- 21. INSTALLATION COMMISSIONING: The price includes the cost of installation and commissioning of the entire unit at consignee site.



SECTION V – BOQ

Tender Inviting Authority: CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING (C-DAC), Innovation Park, Panchavati, Pashan Road, PUNE- 411008
Name of Work: Supply and Installation of Modular Office Workstation, Office Chairs & Personal lockers at CDAC,Pune
Tender No: CDACP/LB/Secure cluster-Furniture/2021/336
Name of the Bidder/ Bidding Firm / Company:
<u>PRICE SCHEDULE</u>
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Quantity	Units
1	FURNITURE WORK		
1.01	Modular Linear Workstation of Size 1200(L)X600(W): Supply and installation of above workstations with minimum 50 mm thick 1200 mm high panels as partition(Sample Drawings are attached). With combination of two separate metal raceways for data and power at bottom, two intermediate fabric blocks, top tile - fabric tackable, white board, fabric magnetic. Providing powder coated legs. The table should be complete with suitable keyboard holder tray. The cutouts for 6 Module for power and 2 Module for network point has to be there .The sample shop drawing has to be approved by client before delivery.	65	Nos
1.02	Supply and installation of Top supporting pedestal with flat metal front of total size 390w x 585d x 600 ht, 3dr = 2 box + 1 file, central locking. Note - The top supporting pedestal should be from the same OEM of modular workstation	65	Nos
1.03	Providing and fixing Motion Mid back office chair with suitable caster wheels, Contact-Tilt Mechanism , Seat Height Adjustable, Adjustable arm rest, Mesh back fabric, lumbar back support. Finish colour –Black. PU foam cushion seat. Note -The chair should be from the same OEM of modular workstation	3	Nos
1.04	Providing and fixing 6 doors personal locker size -380 W x 450 D x 1830 H(6 nos of personal locker in each unit) with lock & key, ventilating louvers for optimum air circulation with label holders for easy identification	17	Nos

The above quoted prices are including freight, insurance, loading, un-loading, handling and allied charges to be incurred till installation at site.

The rates (%) of GST for each line item shall be as given in un-priced commercial bid submitted along with the technical bid.

(End of Section – V)



ANNEXURE – A: COVERING LETTER

Date:

To:

**The Executive Director,
Centre for Development of Advanced Computing (C-DAC)
Innovation Park, Panchavati, Pashan Road,
Pune - 411008 Maharashtra, INDIA**

Subject: Submission of bid for Supply and Installation of Modular Office Workstation, Office Chairs, Personal lockers at C-DAC, Pune

Dear Sir,

We, the undersigned, offer to **Supply and installation of Modular Office Workstation, office chair & personal lockers** at C-DAC, Pune in response to your Tender No. CDACP/LB/Secure cluster-Furniture/2021/336. We hereby submit our proposal for same, comprising of Technical bid and the Financial Bid, through www.eprocure.gov.in

We hereby declare that all the information and statements made in this bid are true and we accept that any misinterpretation contained in it, may lead to our disqualification.

We undertake that the products offered are not nearing end-of-life / end-of-support five /three years down the line from the date of bidding, from OEM.

We undertake, that a Security Deposit BG of 3% of the each order(s) value will be submitted in case C- DAC decides to place any Purchase Order(s).

We hereby certify that my/ our firm has not been disqualified and / or blacklisted by any Office/ Department/ Undertaking of the State Government / Central Govt. of India, PSU/ Autonomous Body of Government of India, at the time of submission of this bid.

We agree to abide by all the terms and conditions of the tender document, including corrigenda. We would hold the terms of our bid valid for 120 days as stipulated in the tender document.

We understand you are not bound to accept any Proposal you receive.

The undersigned is authorized to sign this bid document. The authority letter to this effect is enclosed.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

e-mail:

Mobile No:



ANNEXURE – B: AUTHORITY LETTER

Date:

To:

**The Executive Director,
Centre for Development of Advanced Computing (C-DAC)
Innovation Park, Panchavati, Pashan Road,
Pune - 411008 Maharashtra, INDIA**

Subject: Authority Letter

Reference: Tender No **CDACP/LB/Secure cluster-Furniture/2021/336**

Dear Sir,

We, M/s _____ (Name of the bidder) having registered office at _____ (address of the bidder) herewith submit our bid against the said tender document.

Mr./Ms. _____ (Name and designation of the signatory), whose signature is appended below, is authorized to sign and submit the bid documents on our behalf against said RFP

Specimen Signature:

The undersigned is authorised to issue such authorisation on behalf of us.
For M/s _____ (Name of the bidder)

Signature and company seal

Name

Designation

Email

Mobile No.



Annexure – C: Undertaking for EMD

Date:

To:

The Director General,

Centre for Development of Advanced Computing (C-DAC)

Innovation Park, Panchavati, Pashan Road,

Pune - 411008 Maharashtra, INDIA

Subject: Undertaking as per GFR – 2017, Rule 170(iii)

Dear Sir,

We, the undersigned, offer to Supply the -----as per tender at C-DAC Pune, in response to your Tender No: CDACP/LB/Secure cluster-Furniture/2021/336. We are hereby submitting our proposal for same, which includes Technical bid and the Financial Bid. As a part of eligibility requirement stipulated in said tender document, we hereby submit a declaration in lieu of Earnest Money Deposit (EMD), as given below:

1. Our bid shall remain valid for 120-days from the date of submission and that we will not withdraw or modify our bid during the validity period,
2. In case, we are declared as successful bidder and an order is placed on us, we will submit the acceptance in writing within 7 days of placement of order on us.
3. In case, we are declared as successful bidder and an order is placed on us, we undertake, to submit a Security Deposit of 3 % of the order value, as per terms stipulated in the tender.
4. In case of failure on our part to comply with any of the above said requirements, we are aware that we shall be declared as un-eligible for said tender and /or debarred from any **future bidding process of C-DAC for a period of minimum one year.**
5. The undersigned is authorized to sign this undertaking.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory:

e-mail:

Mobile No:



ANNEXURE D - PROFORMA OF SECURITY DEPOSIT BANK GUARANTEE

To,

**Centre for Development of Advanced Computing
Pune University Campus
Ganesh Khind, Pune – 411 007**

BANKS GUARANTEE NO:

DATE:

Dear Sir(S)

This has reference to the Purchase Order No. _____ Dated _____ been placed by Centre for Development of Advanced Computing(C-DAC), Pune on M/s _____ (Name & Address of vendor) for supply, installation, commissioning and warranty of _____ (description of items) at C-DAC/client's site.

The conditions of this order provide that the vendor shall,

1. Arrange to deliver the items listed in the said order to the consignee, as per details given in said order, and
2. Arrange for the comprehensive warranty service support towards the items supplied by vendor at sites anywhere in India, as per the warranty clause in said purchase order.

M/s (Name of Vendor) has accepted the said purchase order with the terms and conditions stipulated therein and have agreed to issue the performance bank guarantee on their part, towards promises and assurance of their contractual obligations vide the Supply Order No. _____ M/s. _____ (name of vendor) holds an account with us and has approached us and at their request and in consideration of the promises, we hereby furnish such guarantees as mentioned hereinafter.

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

This undertaking guarantee shall be a continuing undertaking guarantee and shall remain valid and irrevocable for all claims of C-DAC and liabilities of the supplier arising up to and until _____ (date)

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

We _____ (Name of Bank) hereby agree and irrevocably undertake and promise that if in your (C-DAC's) opinion any default is made by M/s _____ (Name of Vendor) in performing any of the terms and /or conditions of the agreement or if in your opinion they commit any breach of the contract or there is any demand by you against M/s _____ (Name of Vendor), then on notice to us by you, we shall on demand and without demur and without reference to M/s _____ (Name of Vendor), pay you,



in any manner in which you may direct, the amount of Rs. _____/- (Rupees _____ Only) or such portion thereof as may be demanded by you not exceeding the said sum and as you may from time to time require. Our liability to pay is not dependent or conditional on your proceeding against M/s _____ (Name of Vendor) and we shall be liable & obligated to pay the aforesaid amount as and when demanded by you merely on an intimation being given by you and even before any legal proceedings, if any, are taken against M/s _____ (Name of Vendor)

The Bank hereby waives all rights at any time inconsistent with the terms of this undertaking guarantee and the obligations of the bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or disputes having been raised by the supplier (whether or not pending before any arbitrator, Tribunal or Court) or any denial of liability by the supplier or any order or any order or communication whatsoever by the supplier stopping or preventing or purporting to stop or prevent payment by the Bank to C-DAC hereunder.

The amount stated in any notice of demand addressed by C-DAC to the Bank as claimed by C-DAC from the supplier or as suffered or incurred by C-DAC on the account of any losses or damages or costs, charges and/or expenses shall as between the Bank and C-DAC be conclusive of the amount so claimed or liable to be paid to C-DAC or suffered or incurred by C-DAC, as the case may be and payable by the Bank to C-DAC in terms hereof.

You (C-DAC's) shall full liberty without reference to us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the contract with the said M/s _____ (Name of Vendor) and to enforce or to forbear from endorsing any power or rights or by reason of time being given to the said M/s _____ (name of Vendor) which under law relating to the sureties would but for the provisions have the effect of releasing us.

You will have full liberty without reference to us and without affecting this guarantee, postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the contract with the said M/s _____ (Name of Vendor) and to enforce or to forbear from endorsing any power or rights or by reason of time being given to the said M/s _____ (Name of Vendor) which under law relating to the sureties would but for the provisions have the effect of releasing us.

Your right to recover the said sum of Rs. _____/- (Rupees _____ only) from us in manner aforesaid will not be affected/ or suspended by reason of the fact that any dispute or disputes have been raised the said M/s _____ (Name of Vendor) and/ or that any dispute or disputes are pending before any officer, tribunal or court or Arbitrator.

The guarantee herein contained shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the said M/s _____ (Name of Vendor) but shall in all respects and for all purposes be binding and operative until payment of all dues to C-DAC in respect of such liability or liabilities.

Our liability under this guarantee is restricted to Rs. _____/- (Rupees _____ Only). Our guarantee shall remain in force until unless a suit action to enforce a claim under guarantee is filed against us within six months from (which is date of expiry of guarantee) all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

We have power to issue this guarantee in your favour under Memorandum and Articles of Association of our Bank and the undersigned has full power to do under the power of Attorney dated.

Notwithstanding anything contained herein:

- A. Our liability under this guarantee shall not exceed Rs. _____ (in words)
- B. This bank guarantee shall be valid up to _____ & unless a suit for action to enforce a claim under guarantee is filed against us within six months from the date of expiry



of guarantee. All your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there after i.e. after six months from the date of expiry of this Bank guarantee

- C. We are liable to pay the guaranteed amount or any parts thereof under this bank guarantee only and only if you serve upon us a written claim or demand or before _____
- D. The Bank guarantee will expire on (Min 37 months from the date of successful installations of the items in the order) _____

Granted by the Bank

(SEAL)

For (Name of Bank)
Yours faithfully,

SEAL OF THE BANK
Authorised Signatory



DOCUMENTARY / ELIGIBILITY CHECKLIST

Sr. No.	DOCUMENTARY / ELIGIBILITY	Details (if any)	Enclosed (Yes / No)	Page No.
1.	Checklist			
2.	Tender Fees (Rs. 500/-)	RTGS/IMPS/DD No.		
3.	EMD Declaration (As per Annexure – C)			
4.	Covering Letter			
5.	Authorisation Letter			
6.	The bidder must be an OEM in Office furniture or their authorised distributor or channel partner. In case of bidding by authorised distributor or channel partner, bidder has to submit authorisation letter from OEM.			
7.	Copies of PAN and GST registration certificates.	PAN – GST -		
8.	The bidder must have successfully completed at least:- i. One similar works costing not less than the amount equal to 27 lakhs each in last 5 Years. Or, ii. Two similar works costing not less than the amount equal to 17 lakhs each in last 5 Years. Or, ii. Three similar works, costing not less than the amount equal to 14 lakhs each in last 5 Years. (“Similar work means- Supply and installation of Modular Office Workstation, office chair & personal lockers - Documentary evidence for similar experience is to be furnished of completed works in form of Work order/Satisfactory Work Completion Certificate)			
9.	The Bidder shall be a registered company of India as per relevant laws (Submit Copy of ROC)			
10.	The bidder should have office presence in Pune/Mumbai area for proactive after sale supports. (Attach Proof-Shop Act			



	License copy)			
11.	The contractor must not be black listed / debarred from bidding by any Government Department, PSU or Autonomous institution, as on date of submission of bids. (Declaration to be submitted on letterhead)			
12.	Agreeing for bid validity of 120 days from bid submission date.			
13	The OEM should be BIFMA Certified. (Submit Copy)			
14	The Product brochure should be submitted along with technical bid			



Annexure – F: OEM's Authorization

(To be submitted in Original on Letterhead of OEM)

Date:
Director General,
Centre for Development of Advanced Computing(C-DAC)
Innovation Park, Panchavati, Pashan,
Pune – 411008.

Subject: Undertaking by OEM of Furniture against tender no. CDACP/LB/Secure cluster-Furniture/2021/336 date: 03rd June 2021 for supply & Installation of modular Furniture.

Dear Sir,

We, M/s _____ (Name of the OEM) having registered office at _____ (address of the OEM) by virtue of being OEM of Modular Furniture items, hereby authorise M/s _____ (Name of the bidder) having their office at _____ (Address of bidder) to submit quote, supply, install and provide after sales support for our range of products quoted by them to meet the above mentioned tender requirements.

M/s _____ (Name of the OEM) within the scope of requirement as per the tender mentioned above undertake to provide technical & other support towards fulfilling the requirements of installation and product warranty services of the items to be supplied and installed at site(s) by our authorised representative M/s (Name of bidder) against said tender. The undersigned is authorised to issue such authorisation on behalf of M/s _____ (Name of the OEM).

For M/s _____ (Name of the OEM)

Signature & company seal
Name
Designation
Email
Mobile No.

(End of Document)