



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार  
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR  
Deemed to be University, MHRD, Govt. of India  
Kokrajhar, BTAD, Assam : 783370

To

• No. CITK/EOI/Furniture/403/2020/1657

All interested Vendors

• Date. 18.02.2021

**SUBJECT: Call for Expression of Interest (EOI) for empanelment of vendors for supply and installation of customized and non-customized furniture to CIT Kokrajhar.**

Dear Sir/ Madam,

Central Institute of Technology Kokrajhar, invites Expression of Interest (EOI) from Interested vendors for empanelment towards supply and installation of customized and non-customized furniture at CIT Kokrajhar in sealed envelopes to the undersigned on or before **12.03.2020, 15 hrs.**

EOI document is divided into three parts i.e.

- (1) Instruction to Bidders,
- (2) Eligibility Criteria for Bidders,
- (3) Terms and Conditions of EOI
- (4) ANNEXURES
  - I) Format for Bid
  - II) Format for Compliance Certificate
  - III) Format for Bidder's Detail
  - IV) Format for Bidder's Clean Track
  - V) Earnest Money Deposit (EMD)

Kindly read the EOI document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the EOI terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfil its obligations under the Bid.

The Institute will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive CIT Kokrajhar of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

Sd/-  
Registrar, CIT Kokrajhar

## EXPRESSION OF INTEREST FOR ANNUAL RATE CONTRACT

### INSTRUCTION TO BIDDERS

- 1) **Mode of EOI:** EOI will have to be submitted in a **Single bid** as per format provided in Annexure I,II,III, IV & V.
- 2) **EOI document:**
  - (i) **EOI document is divided into four parts i.e. (1) Instruction to Bidders, (2) Eligibility criteria, (3) Terms & Conditions and (4) Annexure I, II, III & IV.**
  - (ii) **Tender Fee of Rs.1000/- in favour of “CIT Kokrajhar” payable at Kokrajhar, must be enclosed with the EOI.**
  - (iii) **Earnest Money: EMD of Rs 25,000/- must be enclosed.**

The amount may be submitted in the form of Demand Draft from a Commercial bank in favour of “**CIT Kokrajhar**” payable at Kokrajhar. Offers received without Earnest Money or valid Certificate shall be summarily rejected. EMD of unsuccessful bidder will be returned within one month of placement of the award. In case of the successful bidder, EMD will be converted to security Deposit and will be retained with CIT Kokrajhar till the expiry / termination of rate contract without interest. If exemption is sought the same should clearly be mentioned indicating the clause under which exemption is sought. Submission of EMD is exempted under the following conditions:

- 3) Vendors which are specifically registered for the required items with SSI/NSIC. Copy of valid registration must be enclosed along with the EOI.
- 4) Bidder should provide the catalogue along with the pricelist for financial year 2020-2021. The pricelist will be treated as valid during the contract period. Two original printed copies of original manufacturer/ company price list duly certified by the OEM & soft copies (MS Word/Excel) of price list in CD/DVD are to be submitted along with the bid.
- 5) Vendor have to carefully read and follow “General Terms & Conditions” and “Eligibility Criteria”.
- 6) Vendor must furnish applicable certificate of document in support of their claim wherever applicable.
- 7) The EOI documents are not transferable
- 8) The EOI documents and formats must be properly sequenced and numbered. The seal and signature of the authorized official of firms must appear on all the papers and envelopes.
- 9) **Important Date and Time:**
  - i) Last date & time of receipt of EOI : **12/03/2021 (15 hrs)**
  - ii) Due date & time of opening of EOI : **12/03/2021 (15:30 hrs)**
  - iii) Venue of EOI opening : **Conference Hall, Registrar, CIT Kokrajhar**
  - iv) Late and delayed EOI will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
- 9) **Late and delayed EOI:** Late and delayed EOI will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/opening.
- 10) **Conditional EOIs not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional EOIs shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the EOI submitted by vendors will not be binding on CITK.
- 11) For any clarification the bidder may be communicated or mail to [registrar@cit.ac.in](mailto:registrar@cit.ac.in) or [citk2006@cit.ac.in](mailto:citk2006@cit.ac.in) on the instructions and terms of the EOI, if any. However, query after submission of the EOI is strictly prohibited.
- 12) **Address for correspondence:** The address and contact number of the firm submitting the EOI and the Officer to whom the EOI is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

Sd/-  
Registrar, CIT Kokrajhar

EOI FOR ARC OF FURNITURE

..... (Reference No. )

To,

The Registrar  
Central Institute of Technology Kokrajhar  
Guwahati 781 039, Assam, India.

From: M/s. \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No.: \_\_\_\_\_

## ELIGIBILITY CRITERIA FOR BIDDERS

(Details and supporting documents to be furnished)

1. The vendor should be original manufacturer or authorized dealer/distributor having well established manufacturing plant in India.
2. **The vendor must have showroom or display centre in Assam to showcase the quality of furniture. In case of specific requirement in bulk has the capability to show mock-up in such display centre or wherever the authority of CIT request for.**
3. The vendor must have supply, sales & service centre in Guwahati. Name and address with contact details must be furnished. The bidder should ensure availability of one technician as and when required on all working days to rectify the problems in case of breakdown. In case of breakdown, on CIT Kokrajhar notification, the vendors should attend and rectify the problem within 2 days.
4. **The vendor should provide necessary catalogue along with the current price list. The discount will be applicable on the prevailing pricelist available.**
5. **The vendor must offer its products with the warranty for 1 year from the date of billing.**
6. The vendor should be willing to give service support for minimum 5 years from date of supply.
7. **OEM must submit certificate of registration as manufacturer and valid GST registration along with the offer.**
8. The valid Authorization/Dealership letter of principal manufacturing company (OEM) is to be attached in original.
9. If OEM is the bidder, it should have annual turnover of 1 crores for last 3 financial years. If dealer bids on behalf of OEM, The dealer should have annual turnover of Rs 50 Lakh for last three financial years. In such cases, the bidder must enclose turnover certificate of both dealer and OEM for last 3 financial years. Chartered Accountant certificate should be enclosed as proof of the same. The bidder should enclose copies of Income Tax Return for the last three Financial Years along with PAN number.
10. **The bidder should be having an ISO 9001:2015 & ISO: 14001:2015 & ISO: 18001:2007 OHSAS and preferably BIFMA certificate. Bidder has to submit relevant documents/certificates in support.**
11. The Vendor/OEM should not have been blacklisted by any Government departments / PSU / PSE on the date of submission of offers / bids against this EOI. Vendor has to submit an undertaking in this regard. In case the firm is found to be blacklisted in future the contract shall be cancelled immediately.
12. The quoted products should not *be under end of sales or end of support* in next 05 (five) years from the date of submission of EOI. (Declaration from OEM is to be submitted in this regard).

Sd/-  
Registrar, CIT Kokrajhar

## TERMS AND CONDITIONS OF EOI AND THE AGREEMENT

### 1. **Validity of Rate and the Contract:**

- a) The rate contract period will be for a period of 3 (three) years i.e April, 2021 to March 2024.
- b) Prices prevailing at the time of placement of the order will be considered.  
Two original printed copies of original manufacturer/ company price list duly certified by the OEM. In case the vendor is empanelled at least 20 hard copies of Pricelist/Catalogue/ Brochure shall have to be submitted by the vendor to CIT Kokrajhar within 30 days from the date of this Award.
- c) The discount will be calculated on current price list submitted by the OEM.
- d) CIT Kokrajhar shall benefit any decrease in price during the period of the Rate Contract.
- e) The 'Rate Contract' shall remain alive for purpose of delivery for all the items ordered during the period of the rate contract until deliveries have been completed.

### 2. **Discount:** Discount on the catalogue price (not on individual item) must be quoted in percentage (%).

### 3. **Warranty:**

- (a) Comprehensive on-site warranty shall be applicable to the supplied goods generally for a period of 12 months for all manufacturing defects from the date of satisfactory installation, commissioning and acceptance.
- (b) The firm shall be fully responsible in case of any discrepancy found in regards to quality / quantity / packages or any other defect found at the time of use. In all such cases the firm shall provide free replacement within 15 (Fifteen) days from the date of notification by CIT Kokrajhar.
- (c) No alteration of price(s) & quantities / packing, etc. to the disadvantage of CIT Kokrajhar shall be allowed during the period of this contract.

### 4. **Quality of furniture:** The items supplied by the firm shall be of high quality, standard & grade and in the inspection/test or at

any later stage, if the supplied items are found to be of inferior quality, the same shall have to be replaced by the supplier at its own cost/expenses within the stipulated period given by the Institute

### 05. **Display of products:** Vendors may display their products as and when desired by the Institute, at the Institute campus on a specific date mutually agreeable to both the parties.

### 06. **Physical Verification:** CIT Kokrajhar reserves the right to visit the showroom and manufacturing/assembling units of the bidder/OEM for the quality assurance, if it so desires.

### 07. **Authorized Local Agent or Vendor:** Authorized Local Agent or Vendor of the Manufacturer shall execute purchase orders and shall be responsible for after sales maintenance. It shall ensure availability of technician as and when required on all working days to rectify the problems in case of breakdown. The first response time against any complaint or breakdown lodged by CIT Kokrajhar must be done within 2 working days.

### 8. **Delivery:**

- a) *FOR Delivery:* Delivery / Supply shall be made on F.O.R. basis to the Department / Centre / Section indicated in the Purchase Order.
- b) *Time Limit:* Delivery shall be made within 60 (sixty) days from the date of issue of Purchase Order.
- c) *Safe Delivery responsibility of Supplier:* All aspects of safe delivery shall be the exclusive responsibility of the vendor/supplier. Freight and insurance charges, if any, shall be borne by the supplier. The vendor(s) must, in their own interest, make sure consignments are securely and properly packed and every precaution is taken to avoid loss or damage during transit.
- d) *Insurance:* The vendor, in their own interest, is to establish 'All Risk Transit Insurance' coverage till door delivery at CIT Kokrajhar.
- e) *Delivery Time:* The goods must be delivered during working days and working hours between 9.30 AM to 5 PM. Goods brought outside these hours may be returned.

## 9. Earnest Money Deposit:

- a) EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
- b) For successful bidder, EMD will be converted to Security Deposit and will be retained with CIT Kokrajhar till the expiry / termination of rate contract without interest.
- c) EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- d) If submission of EMD is exempted under the provisions of SSI/NSIC certificates, the successful bidders are required to submit security deposits amounting to Rs. 25,000/- (Rupees twenty-five thousand only) in the form of Demand Draft in favour of "CIT KOKRAJHAR" payable at Kokrajhar. The Security Deposit and will be retained with CIT Kokrajhar till the expiry / termination of rate contract without interest.
- e) If the quality of product and service provided is not found satisfactory, CIT Kokrajhar reserves the right to cancel or amend the contract.

9. **Liquidated Damage:** The vendor should adhere with all seriousness to the time schedule provided by the Institute. The Liquidated Damage will be applicable at the rate of 0.5% per week and maximum upto 5% of the P.O. Value.

10. **Evaluation criteria:** The award of the contract will be decided on the basis of the following:

- i) Fulfilment of EOI eligibility criteria, terms and conditions of the EOI.
- ii) Satisfaction and acceptance product design/quality, past experiences, past performance, manufacturer's capability in terms of manufacturing process, turnover, etc. For physical verification by the selection committee, all the quoted items must be available in the show room.
- iii) Discount provided on catalogue price.

The decision of the Institute in this regard shall be final and binding on the bidders.

12. **Parallel Rate Contract:** CIT Kokrajhar reserves the right to enter into parallel Rate Contract for similar items during the period of Rate Contract with one or more parties.

13. **Purchase Order:** For those who are empanelled the following instruction on Purchase Order shall apply.

- a) Firm to ensure correctness of PO: The vendor on receipt of the Purchase Order shall check the same for correctness as per the terms & conditions of the RC and immediately write to the DR (S&P) for correction/amendment, if any. The firms must pay particular attention to the correctness of item nomenclature, catalogue number, unit price, in order to avoid any dispute at a later stage.
- b) Vendor to execute Purchase Order Irrespective of value: Purchase order shall be placed as per requirement of CIT Kokrajhar and the vendor shall execute the same irrespective of value of the order.

14. **No quantum business is assured:**

Entering into Rate Contract with this Institute does not ensure business of any quantum, whatsoever. The firm shall promptly supply even very low quantities of items under ARC on the ARC prices & terms to CIT Kokrajhar. Refusal to do so shall be a default under the ARC.

15. **Payment:**

- (a) Payment will be made within 45 days after delivery and successful installation of goods at site.
- (b) No advance payment shall be allowed under this Rate Contract.

**16. Force majeure:**

If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned that party shall be under no obligation to perform the terms and conditions of the award under order after giving notice of 10 days from the date of such an event in writing to the other party, and the events referred to are as follows:

- I) Any law, statute or ordinance, order action or regulations of the Government of India,
- II) Any kind of natural disaster, and
- III) Strikes acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.

**17. Applicable law:**

- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Kokrajhar, India only.
  - (b) Any dispute arising out of this contract shall be referred to the Director/Registrar CIT Kokrajhar, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by the Director/Registrar of the Institute. The decision of such Arbitrator shall be final and binding on both the parties.
- 18.** CIT Kokrajhar reserves the right to reject any or all the offers without assigning any reason or to accept them in part or full. The rate contract can be terminated by CIT Kokrajhar at any time without assigning any reasons by giving one month notice to the firm.

Sd/-  
Registrar, CIT Kokrajhar

**Encl.: ANNEXURE –I, II, III, IV &V**

Ref: \_\_\_\_\_

Dated : \_\_\_\_\_

**ANNEXURE -I**

**FORMAT FOR BID**

1	Name of the Firm with Address	
2	Submission of Catalogue & price list	
3	Discount Offered on Catalogue Price (As per clause 2 of T&C of EOJ)	

Sign: .....

Vendor: M/s.....

Official seal of the vendor



Ref: \_\_\_\_\_

Dated : \_\_\_\_\_

**ANNEXURE -II**

**COMPLIANCE CERTIFICATE**

Certify that we have carefully examined the eligibility criteria and EOI terms and fully understood its implications and do hereby comply all the terms and submit this compliance certificate along with all the relevant certificates.

Sl. No.	Terms and Conditions	Complied and relevant document enclosed as applicable (Yes/No)
1.	The vendors must enclose all the annexure of the EOI	
2.	The vendor should be original manufacturer or authorized dealer/distributor having well established manufacturing plant in India (Proof to be submitted).	
3.	a) The vendor must have shown room and supply, sales & service centre in Assam for at least last three financial year. Name and address with contact details to be furnished. c) The vendor should ensure availability of one technician as and when required on all working days to rectify the problems in case of breakdown. In case of breakdown, on CITK notification, the vendors should attend to the problem and rectify it within 2 days.	
4.	The vendor must offer its products with warranty for 2 years from date of supply	
5.	The vendor should be willing to give service support for minimum 5 years from date of supply.	
6.	OEM must submit certificate of registration as manufacturer and valid GST registration along with the offer (Proof to be submitted).	
7.	The valid Authorization/Dealership letter of principal manufacturing company (OEM) is to be attached in original.	
8.	EMD submitted	
9.	PBG term agreed	
10.	Delivery terms agreed	
11.	If OEM is the bidder, it should have annual turnover of 3 crores for last 3 financial years and if dealer bids in behalf of OEM, it should have annual turnover of Rs 50 Lakh for last three financial year. Chartered Accountant certificate should be enclosed. The bidder should enclose copies of Income Tax Return for the last three Financial Years along with the up to date GST registration number of the firm along with PAN number.	
12.	The vendor should be an ISO 9001:2008 & ISO: 14001:2004 & ISO: 18001:2007 & OHSAS18001:2007 and preferably BIFMA certificate. Vendor has to submit relevant documents/certificates in support.	
13.	The vendor/OEM should not have been blacklisted by any Government departments / PSU / PSE on the date of submission of offers / bids against this EOI. Vendor has to submit an undertaking in this regard	
14.	The vendor should be able to execute bulk order in short notices, as specified in the purchase order, say 400-500 hostel beds and study tables within 45 days.	
15.	The quoted products should not <i>be under end of sales or end of support</i> in next 05(five) years from the date of submission of EOI. (Declaration from OEM is to be submitted in this regard).	
16.	The vendors should provide the catalogue along with the pricelist for whole year. No alteration of price(s) to the disadvantage of CITK shall be allowed during the contract period. (Doc.to be submitted).	

**Sign. :** .....

**Vendor : M/s**.....

**Official seal of the vendor**

Ref: \_\_\_\_\_

Dated : \_\_\_\_\_

**ANNEXURE-III**  
**BIDDERS DETAIL**

Sl. No.	Name of the company/Firm	To be filled by vendor (Documentary Proof must be attached as applicable)
1.	Registered office Name & Address Details of contact person Name Designation Telephone number e-mail	
2.	Name & Address of service centre in Guwahati city Contact person/s Name Designation Telephone number e-mail Details with contact no. of staff who will be involved in this project.	
3.	Is the company/firm a registered company/firm? If yes, mention year and place of the establishment of the company and submit documentary proof.	
4.	Is the company/firm registered for service tax with Central Excise (Service Tax Cell)? If yes, submit valid service tax registration certificate.	
5.	List the major clients with whom your organization has been associated and submit documentary proof/PO	

Note: Document/s if attached to the EOI compliance Certificate the same may be referred to in the remark column above

**Sign. :**.....

**Vendor : M/s**.....

**Official seal of the vendor**

Ref: \_\_\_\_\_

Dated : \_\_\_\_\_

**Annexure IV**

**DECLARATION REGARDING CLEAN TRACK  
(On Company/ Firm's Letter head)**

To,

Date:

The Registrar  
Central Institute of Technology Kokrajhar  
Kokrajhar-783370.

Sir,

I/We hereby declare that my company/firm is not currently debarred/blacklisted/ convicted by any Government/Semi-Government Organization/Institutions in India or abroad.

Yours faithfully

(Signature of the bidder)

Printed Name

Designation

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)