

# **TENDER ENQUIRY DOCUMENT**

FOR SUPPLY OF GENERAL FURNITURE

FOR

CGHS Wellness Centre and Administrative Building

On behalf of

**Central Government Health Scheme**

GOVT. OF INDIA

MINISTRY OF HEALTH & FAMILY WELFARE



BY

**HLL LIFECARE LIMITED**

(A Government of India Enterprise)

Procurement & Consultancy Services Division

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**SECTION I****NOTICE INVITING TENDERS (NIT)****Tender Enquiry No.: HLL/PCD/CGHS-RKP/15-16****Dated 23.03.2016**

(1) Procurement & Consultancy Services Division of HLL Lifecare Limited, for and on behalf of Additional Director (HQ), Central Government Health Scheme (CGHS), Ministry of Health & Family Welfare, invites e-tenders, from eligible and qualified tenderers for supply of General Furniture items for CGHS Wellness Centre and Administrative Building, Sector - 13, R.K. Puram, New Delhi :

Sl. No.	Event Number	Item name	Quantity	EMD (Rs.)
1	3000000958	Supply and Fixing of General Furniture (Refer Section VI- List of Requirements)	LS (Lump Sum)	3,05,280

(2) **Tender No.: HLL/PCD/CGHS-RKP/15-16**

Sl. No.	Description	Schedule
a	Cost of the Tender Enquiry Document	<b>Rs. 2,000/-</b>
b	Pre-bid meeting date , time & Venue	01.04. 2016, 1100 hrs (IST)
c	Closing date & time for submission of online bids	18.04.2016, 1800 hrs (IST)
d	Closing date & time for submission of <b>tender fee and EMD in physical form</b>	19.04.2016, 1300 hrs (IST)
e	Time and date of opening of online bids	19.04.2016, 1400 hrs (IST)
f	Venue for :- Pre-bid Meeting, Submission of tender fee & EMD in physical form and E-Tender Opening-Tech Bid	HLL Lifecare Limited, Procurement & Consultancy Services Division, B-14 A, Sector-62, Noida-201307

**SPECIFIC Instructions for e-Tender Participation:-**

1. Tenderer should have valid Class 3 Digital Signature Certificate with Encryption Key.
2. Tenderers are requested to read the Bidder help document on e-tender web site link before proceeding for Tendering.
3. The Prospective Tenderers have to register in the E-procurement Portal of HLL at <https://etender.lifecarehll.com/irj/portal>. The video tutorials on the process to be followed for **New Bidder Registration** and **Certificate Export** are available under Bidder Help Documents. On completion of the

registration process, the Tenderer will be provided with user ID and password within 7 working days (excepting non-working days). In order to submit the Tenders electronically Tenderer are required to have a valid Class 3 Digital Signature Certificate (signing and encryption/ decryption keys).

4. Post receipt of User ID & Password, Tenderer can log on for downloading & uploading tender document.
5. **The tenderers shall submit tender fee and EMD in physical form at the scheduled time and venue.**
6. Tenderer may download the tender enquiry documents from the web site [www.lifecarehll.com](http://www.lifecarehll.com) or [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp) or <https://etender.lifecarehll.com/irj/portal> .
7. The submission of online tender can only be done through <https://etender.lifecarehll.com/irj/portal>
8. All prospective tenderers may attend the Pre Tender meeting. The venue, date and time indicated above.
9. Tenderers shall ensure that their tenders complete in all respects, are submitted **online through HLL's e-portal (as described above) ONLY. No DEVIATION is acceptable.**

#### **IMPORTANT NOTE**

**Tender fee( Rs. 2,000/-) and EMD ( As applicable) in the name of HLL Lifecare Ltd. payable in New Delhi or Exemption certificate (as per GIT clause 19.2) should be deposited in the Tender Box located at **HLL Lifecare Limited, Procurement and Consultancy Division, B-14 A, Sector-62, Noida-201307, Uttar Pradesh** before the schedule due date.**

**SVP (GB)**

**SECTION - II****GENERAL INSTRUCTIONS TO TENDERERS (GIT)****CONTENTS**

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## GENERAL INSTRUCTIONS TO TENDERERS (GIT)

### A. PREAMBLE

#### 1. Definitions and Abbreviations

1.1 The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

1.2. Definitions:

- (i) "Purchaser" means the organization purchasing goods and services as incorporated in the Tender Enquiry document.
- (ii) "Tender" means Bids / Quotation / Tender received from a Firm / Tenderer / Bidder.
- (iii) "Tenderer" means Bidder/ the Individual or Firm submitting Bids / Quotation / Tender
- (iii) "Supplier" means the individual or the firm supplying the goods and services as incorporated in the contract.
- (iv) "Goods" means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, medical equipment, industrial plant etc. which the supplier is required to supply to the purchaser under the contract.
- (v) "Services" means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.
- (vi) "Earnest Money Deposit" (EMD) means Bid Security/ monetary or financial guarantee to be furnished by a tenderer along with its tender.
- (vii) "Contract" means the written agreement entered into between the purchaser and/or consignee and the supplier, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- (viii) "Performance Security" means monetary or financial guarantee to be furnished by the successful tenderer for due performance of the contract placed on it. Performance Security is also known as Security Deposit.
- (ix) "Consignee" means the Hospital/Institute/Medical College/ person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of despatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.
- (x) "Specification" means the document/standard that prescribes the requirement with which goods or service has to conform.
- (xi) "Inspection" means activities such as measuring, examining, testing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
- (xii) "Day" means calendar day.

1.3 Abbreviations:

- (i) "TE Document" means Tender Enquiry Document

- (ii) "NIT" means Notice Inviting Tenders.
- (iii) "GIT" means General Instructions to Tenderers
- (iv) "SIT" means Special Instructions to Tenderers
- (v) "GCC" means General Conditions of Contract
- (vi) "SCC" means Special Conditions of Contract
- (vii) "DGS&D" means Directorate General of Supplies and Disposals
- (viii) "NSIC" means National Small Industries Corporation
- (ix) "PSU" means Public Sector Undertaking
- (x) "CPSU" means Central Public Sector Undertaking
- (xi) "LSI" means Large Scale Industry
- (xii) "SSI" means Small Scale Industry
- (xiii) "LC" means Letter of Credit
- (xiv) "DP" means Delivery Period
- (xv) "BG" means Bank Guarantee
- (xvi) "ED" means Excise Duty
- (xvii) "CD" means Custom Duty
- (xviii) "VAT" means Value Added Tax
- (xix) "CENVAT" means Central Value Added Tax
- (xx) "CST" means Central Sales Tax
- (xxi) "RR" means Railway Receipt
- (xxii) "BL" means Bill of Lading
- (xxiii) "FOB" means Free on Board
- (xxiv) "FCA" means Free Carrier
- (xxv) "FOR" means Free On Rail
- (xxvi) "CIF" means Cost, Insurance and Freight
- (xxvii) "CIP (Destinations)" means Carriage and Insurance Paid up to named port of destination. Additionally the Insurance (local transportation and storage) would be extended and borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery.
- (xxviii) "DDP" means Delivery Duty Paid named place of destination (consignee site)
- (xxix) "INCOTERMS" means International Commercial Terms as on the date of Tender Opening
- (xxx) "MOH&FW" means Ministry of Health & Family Welfare, Government of India
- (xxxi) "Dte. GHS" means Directorate General and Health Services, MOH&FW.
- (xxxii) "CMC" means Comprehensive maintenance Contract (labour, spare and preventive maintenance)
- (xxxiii) "RT" means Re-Tender.

## 2. Introduction

- 2.1 The Purchaser has issued these TE documents for purchase of goods and related services as mentioned in Section – VI – "List of Requirements", which also indicates, *interalia*, the required delivery schedule, terms and place of delivery.
- 2.2 This section (Section II - "General Instruction Tenderers") provides the relevant information as well as instructions to assist the prospective tenderers in preparation and submission of tenders. It also includes the mode and procedure to be adopted by the purchaser for receipt and opening as well as scrutiny and evaluation of tenders and subsequent placement of contract.
- 2.3 The tenderers shall also read the Special Instructions to Tenderers (SIT) related to this purchase, as contained in Section III of these documents and follow the same accordingly.



Whenever there is a conflict between the GIT and the SIT, the provisions contained in the SIT shall prevail over those in the GIT.

- 2.4 Before formulating the tender and submitting the same to the purchaser, the tenderer should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its tender.

### **3. Availability of Funds**

- 3.1 Expenditure to be incurred for the proposed purchase will be met from the funds available with the purchaser/consignee.

### **4. Language of Tender**

- 4.1 The tender submitted by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and the purchaser, shall be written in the English language, unless otherwise specified in the Tender Enquiry. However, the language of any printed literature furnished by the tenderer in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.
- 4.2 The tender submitted by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and the purchaser, may also be written in the Hindi language, provided that the same are accompanied by English translation, in which case, for purpose of interpretation of the tender etc, the English translations shall prevail.

### **5. Eligible Tenderers**

- 5.1 This invitation for tenders is open to all suppliers who fulfil the eligibility criteria specified in these documents.

### **6. Eligible Goods and Services**

- 6.1 All goods and related services to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term “origin” used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

### **7. Tendering Expense**

- 7.1 The tenderer shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. The purchaser will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.

## **B. TENDER ENQUIRY DOCUMENTS**

### **8. Content of Tender Enquiry Documents**

- 8.1 In addition to Section I – “Notice inviting Tender” (NIT), the TE documents include:
- Section II– General Instructions to Tenderers (GIT)
  - Section III – Special Instructions to Tenderers (SIT)
  - Section IV – General Conditions of Contract (GCC)

- Section V – Special Conditions of Contract (SCC)
- Section VI – List of Requirements
- Section VII – Technical Specifications
- Section VIII – Quality Control Requirements
- Section IX – Qualification Criteria
- Section X – Tender Form
- Section XI – Price Schedules
- Section XII – Questionnaire
- Section XIII – Bank Guarantee Form for EMD
- Section XIV – Manufacturer’s Authorisation Form
- Section XV – Bank Guarantee Form for Performance Security/CMC Security
- Section XVI – Contract Forms A & B
- Section XVII – Proforma of Consignee Receipt Certificate
- Section XVIII – Proforma of Final Acceptance Certificate by the consignee
- Section XIX – Deleted
- Section XX – Check List for the Tenderers
- Section XXI – Consignee List

8.2 The relevant details of the required goods and services, the terms, conditions and procedure for tendering, tender evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested tenderers are expected to examine all such details etc to proceed further.

## **9. Amendments to TE documents**

- 9.1 At any time prior to the deadline for submission of tenders, the purchaser may, for any reason deemed fit by it, modify the TE documents by issuing suitable amendment(s) to it.
- 9.2 Such an amendment will be notified in writing by registered/speed post or by fax/telex/e-mail, followed by copy of the same by registered post to all prospective tenderers, which have received the TE documents and will be binding on them.
- 9.3 In order to provide reasonable time to the prospective tenderers to take necessary action in preparing their tenders as per the amendment, the purchaser may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

## **10. Clarification of TE documents**

- 10.1 A tenderer requiring any clarification or elucidation on any issue of the TE documents may take up the same with the purchaser in writing. The purchaser will respond in writing to such request provided the same is received by the purchaser not later than fifteen days (unless otherwise specified in the SIT) prior to the prescribed date of submission of tender.

# **C. PREPARATION OF TENDERS**

## **11. Documents Comprising the Tender**

- 11.1 The tender shall be submitted online and in physical form (except price bid) in three parts/covers as mentioned below:
- (i) Tender Fee, EMD (Physical form)
  - (ii) Technical Bid (Both online and physical)
  - (iii) Price Bid (Only online).

**DO NOT'S**

Bidders are requested **NOT** to submit the hard copy of Financial Bid along with the physical form of tender. In case the hard copy of financial bid is submitted in physical form, the tender shall be straightway rejected. Also, uploading of the price bid in prequalification bid or technical bid will **RESULT IN REJECTION** of the tender.

**A) Technical Tender (Un priced Tender)**

**All Technical details (eg. Eligibility Criterias requested (as mentioned below)) should be attached in C-Folder of e-tendering module, failing which the tender stands invalid & REJECTED.**

**Bidders shall furnish the following information along with technical tender (in pdf format):**

- i. Earnest money Deposit (EMD) furnished in accordance with GIT clause 19.1 alternatively, documentary evidence as per GIT clause 19.2 for claiming exemption from payment of earnest money.
- ii. Tender Form as per Section X (without indicating any prices).
- iii. Documentary evidence, as necessary in terms of clauses 5 and 17 establishing that the tenderer is eligible to submit the tender and, also, qualified to perform the contract if its tender is accepted.
- iv. Tenderer/Agent who quotes for goods manufactured by other manufacturer shall furnish Manufacturer's Authorisation Form. While giving authorization to agent, to quote on their behalf, manufacturer has to give the reasons for not quoting directly against this tender.
- v. Power of Attorney in favour of signatory of TE documents and signatory of Manufacturer's Authorisation Form.
- vi. Documents and relevant details to establish in accordance with GIT clause 18 that the goods and the allied services to be supplied by the tenderer conform to the requirement of the TE documents.
- vii. Performance Statement as per section IX along with relevant copies of orders and end users' satisfaction certificate.
- viii. Price Schedule(s) as per Section XI filled up with all the details including Make, Model etc. of the goods offered with prices blank (without indicating any prices).
- ix. Certificate of Incorporation.
- x. Checklist as per Section XX.

**B) Price Tender:**

1. Prices are to be quoted in the attached Price Bid format online on e-tender portal in pdf format & apply digital signature certificate. **While uploading the price the tenderer has to ensure that the FILE NAME of the attached document SHOULD BE SAME as that of provided price bid format.**
2. The price should be quoted for the accounting unit indicated in the e-tender document.

**The bidder shall not submit hard copy of financial bid. Also, uploading the price bid in prequalification bid or technical bid will result in rejection of the tender.**

**Note:**

**It is the responsibility of tenderer to go through the TE document to ensure furnishing all required documents in addition to above, if any. Any deviation would result in REJECTION of tender and would not be considered at a later stage at any cost by HLL.**

- 11.2 A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrantee that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the purchaser may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
- 11.3 A tender, which does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- 11.4 Tender sent by fax/telex/cable/electronically shall be ignored.

**12. Tender currencies**

- 12.1 The tenderer supplying indigenous goods or already imported goods shall quote only in Indian Rupees.
- 12.2 Deleted.
- 12.3 Tenders, where prices are quoted in any other way shall be treated as non -responsive and rejected.

**13 Tender Prices**

- 13.1 The Tenderer shall indicate on the Price Schedule provided under Section XI all the specified components of prices shown therein including the unit prices and total tender prices of the goods and services it proposes to supply against the requirement. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a tenderer, same should be clarified as "NA" by the tenderer.
- 13.2 However, while quoting for a schedule, the tenderer shall quote for the complete requirement of goods and services as specified in that particular schedule.
- 13.3 The quoted prices for goods offered from within India and that for goods offered from abroad are to be indicated separately in the applicable Price Schedules attached under Section XI.
- 13.4 While filling up the columns of the Price Schedule, the following aspects should be noted for compliance:
- 13.4.1 For domestic goods or goods of foreign origin located within India, the prices in the corresponding price schedule shall be entered separately in the following manner:
- a) the price of the goods, quoted ex-factory/ ex-showroom/ ex-warehouse/ off-the-shelf, as applicable, including all taxes and duties like sales tax, CST VAT, CENVAT, Custom Duty, Excise Duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc;
  - b) any sales or other taxes and any duties including excise duty, which will be payable on the goods in India if the contract is awarded;
  - c) charges towards Packing & Forwarding, Inland Transportation, Insurance (local transportation and storage) would be borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery, Loading/Unloading and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and Price Schedule;
  - d) the price of Incidental Services, as mentioned in List of Requirements and Price Schedule;

- e) Deleted;
- f) Deleted.
- g) Deleted.

#### 13.4.2 Deleted

#### 13.5 Additional information and instruction on Duties and Taxes:

13.5.1 If the Tenderer desires to ask for excise duty, sales tax/ VAT, Service Tax, Works Contract Tax etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.

#### 13.5.2 Excise Duty:

- a) If reimbursement of excise duty is intended as extra over the quoted prices, the supplier must specifically say so also indicating the rate, quantum and nature of the duty applicable. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of excise duty will be entertained after the opening of tenders.
- b) If a Tenderer chooses to quote a price inclusive of excise duty and also desires to be reimbursed for variation, if any, in the excise duty during the time of supply, the tenderer must clearly mention the same and also indicate the rate and quantum of excise duty included in its price. Failure to indicate all such details in clear terms may result in rejection of that tender.
- c) Subject to sub clauses 13.5.2 (a) & (b) above, any change in excise duty upward/downward as a result of any statutory variation in excise duty taking place within contract terms shall be allowed to the extent of actual quantum of excise duty paid by the supplier. In case of downward revision in excise duty, the actual quantum of reduction of excise duty shall be reimbursed to the purchaser by the supplier. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the supplier.

#### 13.5.3 Sales Tax:

If a tenderer asks for sales tax/ VAT, Service Tax and Works Contract Tax to be paid extra, the rate and nature of sales tax applicable should be shown separately. The sales tax / VAT, Service Tax and Works Contract Tax will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is legally liable to sales tax / VAT, Service Tax and Works Contract Tax and is payable as per the terms of the contract. If any refund of Tax is received at a later date, the Supplier must return the amount forth-with to the purchaser.

#### 13.5.4 Octroi Duty and Local Duties & Taxes:

Normally, goods to be supplied to government departments against government contracts are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. However, on some occasions, the local bodies (like town body, municipal body etc.) as per their regulations allow such exemptions only on production of certificate to this effect from the concerned government department. Keeping this in view, the supplier shall ensure that the stores to be supplied by the supplier against the contract placed by the purchaser are exempted from levy of any such duty or tax and, wherever necessary, obtain the exemption certificate from the purchaser.

However, if a local body still insists upon payment of such local duties and taxes, the same should be paid by the supplier to the local body to avoid delay in supplies and possible demurrage charges and obtain a receipt for the same. The supplier should forward the receipt obtained for such payment to the purchaser to enable the purchaser reimburse the supplier and take other necessary action in the matter.

13.5.5 Deleted

13.6 Deleted.

13.7 For insurance of goods to be supplied, relevant instructions as provided under GCC Clause 11 shall be followed.

13.8 Deleted

13.9 The need for indication of all such price components by the tenderers, as required in this clause (viz., GIT clause 13) is for the purpose of comparison of the tenders by the purchaser and will no way restrict the purchaser's right to award the contract on the selected tenderer on any of the terms offered.

13.10 All sundry equipments, fittings, units assemblies, accessories, hardware items, foundation bolts, termination lugs for electrical connections, and all other items which are useful and necessary for efficient assembly and installation of equipment and components of the work shall be deemed to have been included in the tender irrespectively of the fact whether such items are specifically mentioned in the tender documents or not.

13.11 Tenderers are required to quote as per the specification of the stores. The deviation to specification if any must be brought out clearly giving a deviation statement. Detailed break up of prices for the main equipment and the accessory /optional item must be provided separately, item wise in the same serial order as listed in the technical bid.

13.12 Deleted.

14. Deleted

## 15. Firm Price

15.1 Unless otherwise specified in the SIT, prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

15.2 However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in GIT clause 13 will apply.

## 16. Alternative Tenders

16.1 Alternative Tenders are not permitted.

16.2 However the Tenderers can quote alternate models meeting the tender specifications of same manufacturer with single EMD.

## 17 Documents Establishing Tenderer's Eligibility and Qualifications

17.1 Pursuant to GIT clause 11, the tenderer shall furnish, as part of its tender, relevant details and documents establishing its eligibility to quote and its qualifications to perform the contract if its tender is accepted.

17.2 The documentary evidence needed to establish the tenderer's qualifications shall fulfil the following requirements:

- a) in case the tenderer offers to supply goods, which are manufactured by some other firm, the tenderer has been duly authorised by the goods manufacturer to quote for and supply the goods to the purchaser. The tenderer shall submit the manufacturer's authorization letter to this effect as per the standard form provided under Section XIV in this document.
- b) the tenderer has the required financial, technical and production capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section IX in these documents.
- c) Deleted.
- d) Deleted.

## **18. Documents establishing Good's Conformity to TE document.**

- 18.1 The tenderer shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by the purchaser in the TE documents. For this purpose the tenderer shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the TE documents to establish technical responsiveness of the goods and services offered in its tender.
- 18.2 In case there is any variation and/or deviation between the goods & services prescribed by the purchaser and that offered by the tenderer, the tenderer shall list out the same in a chart form without ambiguity and provide the same along with its tender.
- 18.3 If a tenderer furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the purchaser in this regard.

## **19. Earnest Money Deposit (EMD)**

- 19.1 Pursuant to GIT clauses 8.1 and 11.1(d) the tenderer shall furnish along with its tender, earnest money for amount as mentioned in column (d) of Table-1 attached with Qualification Criteria (Section – IX). The earnest money is required to protect the purchaser against the risk of the tenderer's unwarranted conduct as amplified under sub-clause 19.7 below.
- 19.2 The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with Directorate General of Supplies & Disposals or with National Small Industries Corporation, New Delhi for the specific goods as per tender enquiry specification shall be eligible for exemption from EMD. Vague stipulations in the Registration Certificate such as "to customers' specification" etc. will not be acceptable for exemption from furnishing of earnest money. In case the tenderer falls in these categories, it should furnish copy of its valid registration details (with DGS&D or NSIC, as the case may be).
- 19.3 The earnest money shall be denominated in Indian Rupees or equivalent currencies as per GIT clause 12.2. The earnest money shall be furnished in one of the following forms:
  - i) Account Payee Demand Draft
  - ii) Banker's cheque and
  - iii) Bank Guarantee
- 19.4 The demand draft or banker's cheque shall be drawn on any commercial bank in India or country of the tenderer, in favour of the "HLL Lifecare Limited" payable at New Delhi. In case of bank guarantee, the same is to be provided from any commercial bank in India or country of the tenderer as per the format specified under Section XIII in these documents.

- 19.5 The earnest money shall be valid for a period of forty-five (45) days beyond the validity period of the tender. As validity period of Tender as per Clause 20 of GIT is 120 days, the EMD shall be valid for 165 days from Techno – Commercial Tender opening date.
- 19.6 Unsuccessful tenderers' earnest money will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful tenderer's earnest money will be returned without any interest, after receipt of performance security from that tenderer.
- 19.7 Earnest Money is required to protect the purchaser against the risk of the Tenderer's conduct, which would warrant the forfeiture of the EMD. Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser. The successful tenderer's earnest money will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.
- 19.8 Deleted.

## **20. Tender Validity**

- 20.1 If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of 120 days (One hundred and twenty days) after the date of tender opening prescribed in the TE document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- 20.2 In exceptional cases, the tenderers may be requested by the purchaser to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly. A tenderer, however, may not agree to extend its tender validity without forfeiting its EMD.
- 20.3 In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for the purchaser, the tender validity shall automatically be extended up to the next working day.

## **21. Digital Signing of e-Tender**

- 21.1 The tenderers shall submit their tenders as per the instructions contained in GIT Clause 11. Tenders shall be uploaded with all relevant PDF format. The relevant tender documents should be uploaded by an authorised person having Class 3 B digital signature certificate.

## **D. SUBMISSION OF TENDERS**

### **22. Submission of Tenders**

- 22.1 The tender shall be submitted online (both technical and price bids) and in physical form (technical bid only).
- (i) Pre-qualification and Technical compliance as per following documents (**Online submission only except tender fee and EMD**)
- a) Manufacturer's authorization in case bid is submitted by an Indian agent (A declaration must be attached here in case directly quoted by a manufacturer or a document establishing



the relation of the Indian office with the manufacturer in case quoted by Indian office of the manufacturer).

- b) Tender Form as per section X.
- c) Compliance of all terms and conditions of TED like- warranty, delivery period, delivery terms, payment terms etc
- d) Declaration regarding Fall Clause and Deregistration, debarment from any Govt Dept/ Agencies
- e) Copy of PAN.
- f) Certificate of Incorporation/Declaration being a proprietary firm.
- g) Abridged Annual report of last 03 years (Balance sheet and Profit & Loss Account) in pdf format.
- h) Name, address and details of account with respect to bidder.
- i) Quality Control Requirements as per Section VIII.
- j) Performance statement along with required PO copies and its corresponding end user's satisfactory performance certificate as per section IX.
- k) Technical Bid along with clause-by-clause technical compliance statement for the quoted goods vis-à-vis the Technical specifications along with product catalogue and data sheet in the tender enquiry.

**(ii) PRICE BID (ONLY ONLINE).**

**22.2**

1. The tenderers must ensure that they submit the on-line tenders not later than the closing time and date specified for submission of tenders.
2. Along with price bid recent purchase order copies for the same model and technical configuration issued by institute of National importance / reputed central / state government hospitals should be uploaded in pdf form for price reasonability.
3. The bidder should submit the original proforma invoice from the foreign manufacturer along with the price bid.
4. The bidder should not quote in Indian Rupees any foreign products, which are not already imported at the time of submitting the tender. Price bid in INR, if the product is not imported in India will not be considered and will be ignored.

**23. Late Tender**

- 23.1 A tender, which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be ignored.

**24. Alteration and Withdrawal of Tender**

- 24.1 The tenderer, after submitting its tender, is permitted to alter / modify its tender so long as such alterations / modifications are received duly signed, sealed and marked like the original tender, within the deadline for submission of tenders. Alterations / modifications to tenders received after the prescribed deadline will not be considered.
- 24.2 No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a tenderer withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the tenderer in its tender.

**E. TENDER OPENING**

**25. Opening of Tenders**

- 25.1 The purchaser will open the tenders at the specified date and time and at the specified place as indicated in the NIT.

In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the purchaser, the tenders will be opened at the appointed time and place on the next working day.

- 25.2 Authorized representatives of the tenderers, who have submitted tenders on time may attend the tender opening provided they bring with them letters of authority from the corresponding tenderers.

The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representatives' names & signatures and corresponding tenderers' names and addresses.

- 25.3 Two - Tender system as mentioned in Para 21.6 above will be as follows. The **Techno - Commercial Tenders** are to be opened in the first instance, at the prescribed time and date as indicated in NIT. These Tenders shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the TE document. During the Techno - Commercial Tender opening, the tender opening official(s) will read the salient features of the tenders like brief description of the goods offered, delivery period, Earnest Money Deposit and any other special features of the tenders, as deemed fit by the tender opening official(s). Thereafter, in the second stage, the Price Tenders of only the Techno - Commercially acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Techno – Commercial tender. The prices, special discount if any of the goods offered etc., as deemed fit by tender opening official(s) will be read out.

## **F. SCRUTINY AND EVALUATION OF TENDERS**

### **26. Basic Principle**

- 26.1 Tenders will be evaluated on the basis of the terms & conditions already incorporated in the TE document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

### **27. Preliminary Scrutiny of Tenders**

- 27.1 The Purchaser will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed stamped and whether the Tenders are generally in order.
- 27.2 Prior to the detailed evaluation of Price Tenders, pursuant to GIT Clause 34, the Purchaser will determine the substantial responsiveness of each Tender to the TE Document. For purposes of these clauses, a substantially responsive Tender is one, which conforms to all the terms and conditions of the TE Documents without material deviations. Deviations from, or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 5), Warranty (GCC Clause 15), EMD (GIT Clause 19), Taxes & Duties (GCC Clause 20), Force Majeure (GCC Clause 26) and Applicable law (GCC Clause 31) will be deemed to be a material deviation. The Purchaser's determination of a Tender's

responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

- 27.3 If a Tender is not substantially responsive, it will be rejected by the Purchaser and cannot subsequently be made responsive by the Tenderer by correction of the nonconformity.
- 27.4 The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the TE document. The tenders, which do not meet the basic requirements, are liable to be treated as non – responsive and will be summarily ignored.
- 27.5 The following are some of the important aspects, for which a tender shall be declared non – responsive and will be summarily ignored;
- (i) Tender form as per Section X (signed and stamped) not enclosed
  - (ii) Tender is unsigned.
  - (iii) Tender validity is shorter than the required period.
  - (iv) Required EMD (Amount, validity etc.)/exemption documents have not been provided.
  - (v) Tenderer has quoted for goods manufactured by other manufacturer(s) without the required Manufacturer’s Authorisation Form as per Section XIV.
  - (vi) Tenderer has not agreed to give the required performance security.
  - (vii) Goods offered are not meeting the tender enquiry specification.
  - (viii) Tenderer has not agreed to other essential condition(s) specially incorporated in the tender enquiry like terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.
  - (ix) Poor/ unsatisfactory past performance.
  - (x) Tenderers who stand deregistered/banned/blacklisted by any Govt. Authorities.
  - (xi) Tenderer is not eligible as per GIT Clauses 5.1 & 17.1.
  - (xii) Tenderer has not quoted for the entire quantity as specified in the List of Requirements in the quoted schedule.

## **28. Minor Infirmary/Irregularity/Non-Conformity**

- 28.1 If during the preliminary examination, the purchaser find any minor informality and/or irregularity and/or non-conformity in a tender, the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenderers. Wherever necessary, the purchaser will convey its observation on such ‘minor’ issues to the tenderer by registered/speed post etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

## **29 Discrepancies in Prices**

- 29.1 If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- 29.2 If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
- 29.3 If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 29.1 and 29.2 above.

29.4 If, as per the judgement of the purchaser, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered / speed post. If the tenderer does not agree to the observation of the purchaser, the tender is liable to be ignored.

### **30. Discrepancy between original and copies of Tender**

30.1 In case any discrepancy is observed between the text etc. of the original copy and that in the other copies of the same tender set, the text etc. of the original copy shall prevail. Here also, the purchaser will convey its observation suitably to the tenderer by register / speed post and, if the tenderer does not accept the purchaser's observation, that tender will be liable to be ignored.

### **31. Qualification Criteria**

31.1 Tenders of the tenderers, who do not meet the required Qualification Criteria prescribed in Section IX, will be treated as non - responsive and will not be considered further.

32. Deleted.

### **33. Schedule-wise Evaluation**

33.1 The tenders will be evaluated on the total price quoted for the entire package. The bidders are requested to quote individual prices as per BOQ. However evaluation will be done on lumpsum price quoted by the bidders for the entire package.

### **34. Comparison of Tenders**

34.1 Unless mentioned otherwise in Section – III – Special Instructions to Tenderers and Section – VI – List of Requirements, the comparison of the responsive tenders shall be carried out on the prices quoted at consignee site basis.

### **35. Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders**

35.1 Further to GIT Clause 34 above, the purchaser's evaluation of a tender will include and take into account the following:

i) In the case of goods manufactured in India or goods of foreign origin already located in India, sales tax & other similar taxes and excise duty & other similar duties, Customs Duties, Service Tax, Works Contract Tax etc which will be contractually payable (to the tenderer), on the goods if a contract is awarded on the tenderer; and

ii) Deleted.

35.2 The purchaser's evaluation of tender will also take into account the additional factors, if any, incorporated in SIT in the manner and to the extent indicated therein.

35.3 The Purchaser reserves the right to give the price preference to small-scale sectors etc. and purchase preference to central public sector undertakings as per the instruction in vogue while evaluating, comparing and ranking the responsive tenders.

### **36. Tenderer's capability to perform the contract**

36.1 The purchaser, through the above process of tender scrutiny and tender evaluation will determine to its satisfaction whether the tenderer, whose tender has been determined as the lowest evaluated responsive tender is eligible, qualified and capable in all respects to perform the contract satisfactorily. If, there is more than one schedule in the List of Requirements, then, such determination will be made separately for each schedule.

36.2 The above-mentioned determination will, inter alia, take into account the tenderer's financial, technical and production capabilities for satisfying all the requirements of the purchaser as incorporated in the TE document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the tenderer in its tender as well as such other allied information as deemed appropriate by the purchaser.

### **37. Contacting the Purchaser**

37.1 From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact the purchaser for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.

37.2 In case a tenderer attempts to influence the purchaser in the purchaser's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by the purchaser.

## **G. AWARD OF CONTRACT**

### **38. Purchaser's Right to accept any tender and to reject any or all tenders**

38.1 The purchaser reserves the right to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

### **39. Award Criteria**

39.1 Subject to GIT clause 38 above, the contract will be awarded to the lowest evaluated responsive tenderer decided by the purchaser in terms of GIT Clause 36.

### **40. Variation of Quantities at the Time of Award/ Currency of Contract**

40.1 At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to twenty five (25) per cent, the quantity of goods and services mentioned in the schedule (s) in the "List of Requirements" (rounded of to next whole number) without any change in the unit price and other terms & conditions quoted by the tenderer.

40.2 If the quantity has not been increased at the time of the awarding the contract, the purchaser reserves the right to increase by up to twenty five (25) per cent, the quantity of goods and services mentioned in the contract (rounded of to next whole number) without any change in the unit price and other terms & conditions mentioned in the contract, during the currency of the contract after one year from the Date of Notification of Award.

### **41. Notification of Award**

41.1 Before expiry of the tender validity period, the purchaser will notify the successful tenderer(s) in writing, by registered/speed post or by fax/telex/cable (to be confirmed by registered/speed post) that its tender for goods & services, which have been selected by the purchaser, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. The successful tenderer must furnish to the purchaser the required performance security within thirty days from the date of dispatch of this notification, failing which the EMD will be forfeited.

and the award will be cancelled. Relevant details about the performance security have been provided under GCC Clause 5 under Section IV.

41.2 The Notification of Award shall constitute the conclusion of the Contract.

#### **42. Issue of Contract**

42.1 Promptly after notification of award, the Purchaser/Consignee will mail the contract form (as per Section XVI) duly completed and signed, in duplicate, to the successful tenderer by registered / speed post.

42.2 Within twenty one days from the date of the contract, the successful tenderer shall return the original copy of the contract, duly signed and dated, to the Purchaser/Consignee by registered / speed post.

42.3 The Purchaser/Consignee reserves the right to issue the Notification of Award consignee wise.

#### **43. Non-receipt of Performance Security and Contract by the Purchaser/Consignee**

43.1 Failure of the successful tenderer in providing performance security and / or returning contract copy duly signed in terms of GIT clauses 41 and 42 above shall make the tenderer liable for forfeiture of its EMD and, also, for further actions by the Purchaser/Consignee against it as per the clause 24 of GCC – Termination of default.

#### **44. Return of EMD**

44.1 The earnest money of the successful tenderer and the unsuccessful tenderers will be returned to them without any interest, whatsoever, in terms of GIT Clause 19.6.

#### **45. Publication of Tender Result**

45.1 The name and address of the successful tenderer(s) receiving the contract(s) will be mentioned in the notice board/bulletin/web site of the purchaser.

#### **46. Corrupt or Fraudulent Practices**

46.1 It is required by all concerned namely the Consignee/Tenderers/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: -

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) “corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

## SECTION - III

### SPECIAL INSTRUCTIONS TO TENDERERS (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/substitute/supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II.

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

**A Preamble**  
No Change

**B TE documents**  
No Change

**C Preparation of Tenders**  
No Change

**D Submission of Tenders**

GCC 13.2 The supplier has to quote for all the items in the List of Requirements and for the full quantity. The BOQ for filling up the prices available in the e-tendering portal is to be downloaded by the bidder and submit this online. A bidder is liable for rejection if they fail to quote a particular line item or the respective quantities as per the tender enquiry.

**E Tender Opening**  
No Change

**F Scrutiny and Evaluation of Tenders**

GCC 34.1 The comparison of responsive bidders will be done on Lump-sum basis. The L1 bidder will be arrived at by computing the final procurement cost for supply of the entire LoR as per tender enquiry.

**G Award of Contract**  
No Change

**SECTION - IV**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**

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## GENERAL CONDITIONS OF CONTRACT (GCC)

### 1. Application

- 1.1 The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same are not superseded by the Special Conditions of Contract prescribed under Section V, List of requirements under Section VI and Technical Specification under Section VII of this document.

### 2. Use of contract documents and information

- 2.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of the purchaser in connection therewith, to any person other than the person(s) employed by the supplier in the performance of the contract emanating from this TE document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.
- 2.2 Further, the supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC sub-clause 2.1 above except for the sole purpose of performing this contract.
- 2.3 Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 2.1 above shall remain the property of the purchaser and, if advised by the purchaser, all copies of all such documents shall be returned to the purchaser on completion of the supplier's performance and obligations under this contract.

### 3. Patent Rights

- 3.1 The supplier shall, at all times, indemnify and keep indemnified the purchaser, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trade marks etc. being made against the purchaser, the purchaser shall notify the supplier of the same and the supplier shall, at his own expenses take care of the same for settlement without any liability to the purchaser.

### 4. Country of Origin

- 4.1 All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.
- 4.2 The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged.
- 4.3 The country of origin may be specified in the Price Schedule

### 5. Performance Security

- 5.1 Within twenty one (21) days from date of the issue of notification of award by the Purchaser/Consignee, the supplier, shall furnish performance security to the Purchaser/Consignee for an amount equal to ten percent (10%) of the total value of the contract, valid up to sixty (60) days after the date of completion of all contractual obligations by the supplier, including the warranty obligations, initially valid for a period of minimum 66

months from the date of Notification of Award. Purchaser reserves the right to ask for Performance Guarantee extension if contractual obligations are not fulfilled

5.2 The Performance security shall be denominated in Indian Rupees or in the currency of the contract as detailed below:

- a) It shall be in any one of the forms namely Account Payee Demand Draft or Fixed Deposit Receipt drawn from any Scheduled bank in India or Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in section XV of this document in favour of the Purchaser/Consignee. The validity of the Fixed Deposit receipt or Bank Guarantee will be for a period up to sixty (60) days beyond Warranty Period.

5.3 In the event of any failure/default of the supplier with or without any quantifiable loss to the Government, the amount of the performance security is liable to be forfeited. The Administration Department may do the needful to cover any failure/default of the supplier with or without any quantifiable loss to the Government.

5.4 In the event of any amendment issued to the contract, the supplier shall, within twenty-one (21) days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

5.5 Deleted.

5.6 Subject to GCC sub-clause 5.3 above, the Purchaser/Consignee will release the Performance Security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations.

## **6. Technical Specifications and Standards**

6.1 The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications and quality control parameters mentioned in 'Technical Specification' and 'Quality Control Requirements' under Sections VII and VIII of this document.

## **7. Packing and Marking**

7.1 The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit up to final destination as per the contract.

7.2 The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. In case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

7.3 Packing instructions:

Unless otherwise mentioned in the Technical Specification and Quality Control Requirements under Sections VII and VIII and in SCC under Section V, the supplier shall make separate packages for each consignee (in case there is more than one consignee

mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:

- a. contract number and date
- b. brief description of goods including quantity
- c. packing list reference number
- d. country of origin of goods
- e. consignee's name and full address and
- f. supplier's name and address

## **8. Inspection, Testing and Quality Control**

- 8.1 The purchaser and/or its nominated representative(s) will, inspect and/or test the ordered goods and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract.
- 8.2 The Purchaser reserves the right for stage inspection during manufacturing process, pre-dispatch inspection or post-delivery inspection. The Purchaser as deemed fit shall resort to all these inspection or may waive off any of the inspection.
- 8.3 Stage Inspection: The Supplier shall offer semi-finished product without paint for stage inspection supported with invoice & test report of major raw material as per relevant specification standards.
- 8.4 Before resorting to Bulk Manufacturing, the supplier shall offer/send the prototype/actual finished sample for approval by Inspector. The approval of Samples shall be in respect of workmanship and finishing and shall be without prejudice to the rights of purchaser/user to get random testing of items during pre-dispatch inspection or from the actual lot offered. In the event of the failure of the supplier to deliver the sample by the date specified in the contract or any other date agreed by the purchaser or in the event of rejection of the sample second time, the purchaser shall be entitled to cancel the contract and purchase the stores at the risk and cost of the supplier
- 8.5 In case the contract stipulates pre-despatch inspection of the ordered goods at supplier's premises, the supplier shall put up the goods for such inspection to the purchaser's inspector well ahead of the contractual delivery period, so that the purchaser's inspector is able to complete the inspection within the contractual delivery period.
- 8.6 The Inspector shall have full and free access at any time during the execution of the contract to the Supplier's works for satisfying himself that the goods are being manufactured in accordance with the specifications mentioned in the Contract, and he may require the Supplier to make arrangements for inspection of the goods or any part thereof or any material at his premises or at any other place specified by the Inspector and if the Supplier has been permitted to employ the services of a sub-Supplier, he shall in his contract with the sub-Supplier, serve to the Inspector a similar right, provided, however, such inspection shall not preclude the purchaser/inspection authority from re-inspection of the goods after they have been inspected by the Inspector for the purpose aforesaid. The decision of the purchaser/inspection authority in this regard shall be final and binding on the Supplier. All terms and conditions of the contract as they apply to the inspection shall also apply to the re-inspection.

The Supplier shall provide, without any extra charge, all materials, tools, labour and assistance of every kind which the Inspector may demand of him for any test, and examination, which he shall require to be made on the Supplier's premises and the Supplier shall bear and pay all costs attendant thereon. If the Supplier fails to comply with conditions aforesaid, the Inspector shall, in his sole judgement, be entitled to remove for test and examination all or any of the goods manufactured by the Supplier to any premises other than his (Supplier's) and in all such cases the Supplier shall bear the cost of transport and/or carrying out such tests elsewhere. A certificate in writing of the Inspector, that the Supplier has failed to provide the facilities and the means for test and examination, shall be final.

The Supplier shall also provide and deliver for test, free of charge, at such place other than his premises as the Inspector may specify such material or goods as he may require for tests for which Supplier does not have the facilities or for special/independent tests.

The Inspector shall have the right to put all the goods or materials forming part of the same or any part thereof to such tests as he may think fit and proper. The Supplier shall not be entitled to object on any ground whatsoever to the method of testing adopted by the Inspector.

- 8.7 If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, the purchaser's inspector may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to the purchaser and resubmit the same to the purchaser's inspector for conducting the inspections and tests again.
- 8.8 If the supplier tenders the goods to the purchaser's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to the purchaser under the terms & conditions of the contract.
- 8.9 Goods accepted by the purchaser/consignee and/or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute purchaser's/consignee's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause 15.
- 8.10 The Purchaser's Inspector reserves the right to may draw samples through random sampling method after receiving the finished goods at destination. All the supplies shall be accompanied with the Manufacturer's certificate that the material conforms to the specifications

Further to above if on the goods being rejected by the Inspector or consignee at the destination, the Supplier fails to make satisfactory supplies within the stipulated period of delivery the Purchaser shall be at liberty to :-

- (i) Require the Supplier to replace the rejected goods forthwith but in any event not later than a period of 30 days from the date of rejection and the Supplier shall bear all cost of such replacement, including freight, if any, on such replacing and replaced goods but without being entitled to any extra payment on that or any other account.
- (ii) Purchase or authorize the purchase of quantity of the goods rejected or goods of a similar description when goods exactly complying with particulars are not in the opinion of the Purchaser, which shall be final, readily available without notice to the Supplier at his risk and cost and without affecting the Supplier's liability as regards the supply of any further installment due under the contract, or
- (iii) Cancel the contract and purchase or authorise the purchase of the goods or goods of a similar description (when goods exactly complying with particulars are not in the opinion of the Purchaser, which shall be final, readily available) at the risk and cost of the Supplier.
- (iv) The Inspector shall have the power:-
  - (a) before any goods or part thereof are submitted for inspection to certify that they cannot be in accordance with the contract owing to the adoption of any unsatisfactory method of manufacture.
  - (b) to reject any goods submitted as not being in accordance with particulars.
  - (c) to reject the whole of the instalment tendered for inspection, if after inspection of such portion thereof as he may in his discretion think fit, he is satisfied that the same is unsatisfactory.
  - (d) to demand all costs incurred in the inspection and/or test. Cost of test shall be assessed at the rate charged by the Laboratory to private persons for similar work. However if goods are accepted all cost incurred shall be born by the Purchaser.
  - (e) To mark the rejected goods with a rejection mark so that they may be easily identified if re-submitted.

Inspector's decision as regards the rejection shall be final and binding on the Supplier.

## **9. Terms of Delivery**

9.1 Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the contract.

## **10. Transportation of Goods**

10.1 Deleted.

10.2 Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement:

In case no instruction is provided in this regard in the SCC, the supplier will arrange transportation of the ordered goods as per its own procedure.

## **11. Insurance:**

11.1 Unless otherwise instructed in the SCC, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:

i) in case of supply of domestic goods on Consignee site basis, the supplier shall be responsible till the entire stores contracted for arrival in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier and should be valid till 3 months after the receipt of goods by the Consignee.

ii) Deleted.

12. Deleted

**13. Incidental services**

13.1 Subject to the stipulation, if any, in the SCC (Section – V), List of Requirements (Section – VI) and the Technical Specification (Section – VII), the supplier shall be required to perform the following services.

Supplying Assembly drawings/pamphlets for assembly/upkeep of furniture if applicable.

**14. Distribution of Dispatch Documents for Clearance/Receipt of Goods**

The supplier shall send all the relevant despatch documents well in time to the Purchaser/Consignee to enable the Purchaser/Consignee clear or receive (as the case may be) the goods in terms of the contract.

Unless otherwise specified in the SCC, the usual documents involved and the drill to be followed in general for this purpose are as follows.

Within 24 hours of despatch, the supplier shall notify the purchaser, consignee, and others concerned if mentioned in the contract, the complete details of despatch and also supply the following documents to them by registered post / speed post (or as instructed in the contract):

- (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Two copies of packing list identifying contents of each package;
- (iii) Inspection certificate issued by the nominated Inspection agency, if any.
- (iv) Certificate of origin;
- (v) Insurance Certificate as per GCC Clause 11.
- (viii) Manufacturers/supplier's warranty certificate & in-house inspection certificate.

**15. Warranty**

15.1 The supplier warrants comprehensively that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by the purchaser in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied goods under the conditions prevailing in India.

15.2 **The on-site replacement warranty shall remain valid for a period of 60 Months from the date of recording of acceptance of goods at site.**

15.3 In case of any claim arising out of this warranty, the Purchaser/Consignee shall promptly notify the same in writing to the supplier. The period of the warranty will be as per G.C.C

clause number 15.2 above irrespective of any other period mentioned elsewhere in the bidding documents.

- 15.4 Upon receipt of such notice, the supplier shall, within 10 days replace the defective goods free of cost, at the ultimate destination. The supplier shall take over the replaced goods after providing their replacements and no claim, whatsoever shall lie on the purchaser for such replaced goods thereafter. The penalty clause for non-replacement will be applicable as per tender conditions.
- 15.5 In the event of replacement of defective goods during the warranty period, the warranty for the replaced goods shall be extended for a further period as mentioned under Clause 15.2 to the date such goods starts functioning to the satisfaction of the purchaser.
- 15.6 If the supplier, having been notified, fails to respond to take action to replace the defect(s) within 10 days the purchaser may proceed to take such remedial action(s) as deemed fit at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which the purchaser may have against the supplier.
- 15.7 During Warranty period, the supplier is required to visit consignee site at least once in 4 months commencing from the date of delivery of the goods for preventive maintenance of the goods.
- 15.8 Deleted.
- 15.9 Deleted.
- 15.10 Deleted.

## **16. Assignment**

- 16.1 The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Purchaser's prior written permission.

17. Deleted.

## **18. Modification of contract**

- 18.1 If necessary, the purchaser may, by a written order given to the supplier at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:
  - a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for the purchaser,
  - b) Mode of packing,
  - c) Incidental services to be provided by the supplier
  - d) Mode of despatch,
  - e) Place of delivery, and
  - f) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.
- 18.2 In the event of any such modification/alteration causing increase or decrease in the cost of goods and services to be supplied and provided, or in the time required by the supplier to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/or contract delivery schedule, as the case may be, and the contract amended accordingly. If the supplier doesn't agree to the adjustment made by the Purchaser/Consignee, the supplier shall convey its views to the Purchaser/Consignee within twenty-one days from the date of the supplier's receipt of the Purchaser's/Consignee's amendment / modification of the contract.

**19. Prices**

19.1 Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its tender and incorporated in the contract except for any price adjustment authorised in the SCC.

**20. Taxes and Duties**

20.1 Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to the purchaser.

20.2 Further instruction, if any, shall be as provided in the SCC.

**21. Terms and Mode of Payment**

**21.1 Payment Terms**

Payment shall be made in Indian Rupees as specified in the contract subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

**a) On delivery:**

75% payment of the contract price shall be paid on receipt of goods in good condition at the consignee premises and upon the submission of the following documents:

- (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Consignee Receipt Certificate as per Section XVII in original issued by the authorized representative of the consignee;
- (iii) Two copies of packing list identifying contents of each package;
- (iv) Inspection certificate issued by the nominated Inspection agency, if any.
- (v) Insurance Certificate as per GCC Clause 11;

**b) On Acceptance:**

Balance 25% payment would be made against 'Final Acceptance Certificate' as per Section XVIII of goods to be issued by the consignees subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise.

21.2 The supplier shall not claim any interest on payments under the contract.

21.3 Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.

21.4 Deleted.

21.5 The payment shall be made in the currency /currencies authorised in the contract.

21.6 The supplier shall send its claim for payment in writing, when contractually due, along with relevant documents etc., duly signed with date, to respective consignees.



- 21.7 While claiming payment, the supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.
- 21.8 While claiming reimbursement of duties, taxes etc. (like sales tax, excise duty, custom duty) from the Purchaser/Consignee, as and if permitted under the contract, the supplier shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the supplier) shall refund to the Purchaser/Consignee forthwith.
- 21.9 In case where the supplier is not in a position to submit its bill for the balance payment for want of receipted copies of Inspection Note from the consignee and the consignee has not complained about the non-receipt, shortage, or defects in the supplies made, balance amount will be paid by the paying authority without consignee's receipt certificate after three months from the date of the preceding part payment for the goods in question, subject to the following conditions:
- (a) The supplier will make good any defect or deficiency that the consignee (s) may report within six months from the date of despatch of goods.
  - (b) Delay in supplies, if any, has been regularized.
  - (c) The contract price where it is subject to variation has been finalized.
  - (d) The supplier furnishes the following undertakings:

"I/We, \_\_\_\_\_ certify that I/We have not received back the Inspection Note duly receipted by the consignee or any communication from the purchaser or the consignee about non-receipt, shortage or defects in the goods supplied. I/We \_\_\_\_\_ agree to make good any defect or deficiency that the consignee may report within three months from the date of receipt of this balance payment.

## **22. Delay in the supplier's performance**

- 22.1 The supplier shall deliver of the goods and perform the services under the contract within the time schedule specified by the Purchaser/Consignee in the List of Requirements and as incorporated in the contract.
- 22.2 Subject to the provision under GCC clause 26, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions:
- (i) imposition of liquidated damages,
  - (ii) forfeiture of its performance security and
  - (iii) termination of the contract for default.
- 22.3 If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform the Purchaser/Consignee in writing about the same and its likely duration and make a request to the Purchaser/Consignee for extension of the delivery schedule accordingly. On receiving the supplier's communication, the Purchaser/Consignee shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

22.4 When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, inter alia contain the following conditions:

- (a) The Purchaser/Consignee shall recover from the supplier, under the provisions of the clause 23 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract.
- (b) That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, sales tax/ VAT, Service Tax and Works Contract Tax or on account of any other tax or duty which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.
- (c) But nevertheless, the Purchaser/Consignee shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, excise duty, sales tax/ VAT, Service Tax and Works Contract Tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.

22.5 The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the Purchaser/Consignee for extension of delivery period and obtain the same before despatch. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and/or any other expense related to such supply shall lie against the purchaser.

### **23. Liquidated damages**

23.1 Subject to GCC clause 26, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, the Purchaser/Consignee shall, without prejudice to other rights and remedies available to the Purchaser/Consignee under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10% of the contract price. Once the maximum is reached Purchaser/Consignee may consider termination of the contract as per GCC 24.

During the above-mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 22.4 above shall also apply.

### **24. Termination for default**

24.1 The Purchaser/Consignee, without prejudice to any other contractual rights and remedies available to it (the Purchaser/Consignee), may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period

specified in the contract, or within any extension thereof granted by the Purchaser/Consignee pursuant to GCC sub-clauses 22.3 and 22.4.

- 24.2 In the event of the Purchaser/Consignee terminates the contract in whole or in part, pursuant to GCC sub-clause 24.1 above, the Purchaser/Consignee may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the supplier shall be liable to the Purchaser/Consignee for the extra expenditure, if any, incurred by the Purchaser/Consignee for arranging such procurement.
- 24.3 Unless otherwise instructed by the Purchaser/Consignee, the supplier shall continue to perform the contract to the extent not terminated.

## **25. Termination for insolvency**

- 25.1 If the supplier becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Purchaser/Consignee.

## **26. Force Majeure**

- 26.1 Notwithstanding the provisions contained in GCC clauses 22, 23 and 24, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 26.2 For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable and not brought about at the instance of , the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the Purchaser/Consignee either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
- 26.3 If a Force Majeure situation arises, the supplier shall promptly notify the Purchaser/Consignee in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the Purchaser/Consignee in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 26.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
- 26.5 In case due to a Force Majeure event the Purchaser/Consignee is unable to fulfil its contractual commitment and responsibility, the Purchaser/Consignee will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

## **27. Termination for convenience**

- 27.1 The Purchaser/Consignee reserves the right to terminate the contract, in whole or in part for its (Purchaser's/Consignee 's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Purchaser/Consignee. The notice shall also indicate interalia, the

extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.

- 27.2 The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by the Purchaser/Consignee following the contract terms, conditions and prices. For the remaining goods and services, the Purchaser/Consignee may decide:
- a) To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
  - b) To cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

## **28. Governing language**

- 28.1 The contract shall be written in English language following the provision as contained in GIT clause 4. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

## **29. Notices**

- 29.1 Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by cable or telex or facsimile and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
- 29.2 The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

## **30. Resolution of disputes**

- 30.1 If dispute or difference of any kind shall arise between the Purchaser/Consignee and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- 30.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the SCC, either the Purchaser/Consignee or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the Purchaser/Consignee and a domestic Supplier relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer in the Ministry of Law and Justice, appointed to be the arbitrator by Ministry of Health & Family Welfare or the Client. The award of the arbitrator shall be final and binding on the parties to the contract subject to the provision that the Arbitrator shall give reasoned award in case the value of claim in reference exceeds Rupees One Lac (Rs. 1,00,000/-)
- 30.3 Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e., New Delhi, India.

## **31. Applicable Law**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

**32. General/ Miscellaneous Clauses**

- 32.1 Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e. the Supplier/its Agent on the one side and the Purchaser on the other side, a relationship of master and servant or principal and agent.
- 32.2 Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
- 32.3 The Supplier shall notify the Purchaser/Consignee /the Government of India of any material change would impact on performance of its obligations under this Contract.
- 32.4 Each member/constituent of the Supplier/its Agent, in case of consortium shall be **jointly and severally liable** to and responsible for all obligations towards the Purchaser/Consignee/Government for performance of contract/ under the Contract.
- 32.5 The Supplier/its Agent shall at all times, indemnify and keep indemnified the Purchaser/Government of India against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under the Contract.
- 32.6 The Supplier/its Agent shall, at all times, indemnify and keep indemnified the Purchaser/Consignee/Government of India against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the supplier/its associate/affiliate etc.
- 32.7 All claims regarding indemnity shall survive the termination or expiry of the contract.

## **SECTION – V**

### **SPECIAL CONDITIONS OF CONTRACT (SCC)**

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

These Special Conditions will modify/substitute/supplement the corresponding (GCC) clauses. Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

**SECTION - VI**  
**LIST OF REQUIREMENTS**

**Part I**

Floor	Unit /Room	Chairs											Sofas			Table										Storage/ Misc										
		1 Premium High Back Chair	2 Premium Visitors Chairs with wheels (AD-HQ)	3 HOD Chairs	4 HOD Visitors Chairs (JD/CMO)	5 Low Back Chairs-Consultant/ Officers	6 Faculty Visitor Chair	7 Office/ Computer Work Station Chairs	8 General Purpose Chair with Arm Rest	9 Revolving Stool	10 Waiting Chairs-3 Seater	11 Conference Room Chairs	12 Premium Sofa 3 Seater with matching centre table	13 Premium Sofa 1Seater	14 Sofa 3 Seater	15 Sofa 1 Seater	16 Addl. Director-HQ Office Table Set	17 HOD Table Set	18 Faculty Office Table Set	19 General Purpose Table with drawer	20 Conference Table-8 Seater(Second Floor)	21 Conference Table-15 Seater(First & Third Floor)	22 Conference Table 46 Seater -3rd Floor	23 Cafetria Dining Table -4 seater(Metal finish)	24 Computer Work Station 1200 X 600	25 Computer Work Station 1500 X 1500	26 Examination Table	27 Side Table	28 Reception Desk	29 Office Area Storage (Cupboard (900x 425 x 1200)	30 Record Room Storage (900 x 425 x 2000) sliding	31 Storage Racks (Open)	32 SS Dustbin with Lid	33 Medical Waste Dustbin		
	Ref -Specification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33		
	<b>Ground Floor</b>																																			
GF	CR section							1	3											1													2	1		
GF	Card Holder Section -1							2																	1								1	1		
GF	Card Holder Section -2							2																	1								1	1		
GF	Card Holder Section -3							2																	1								1	1		
GF	Card Holder Section -4							2																	1								1	1		
GF	Card Holder Section -5							2																	1								1	1		
GF	Card Holder Section -6							2																	1								1	1		
GF	Waiting Area for Card Holders										17																							2		
GF	CMO Card Section			1	2			1										1							1						1			2		
GF	C.M.O. Room			1	3					1			1	2				1												1		1		1		
GF	ANTE ROOM (C.M.O Room)												1	2														1				1			1	
GF	Waiting Area C.M.O. ROOM										2																								1	
GF	Record Room																														10				1	
GF	Staff Room (M)								4											2									1						1	
Gf	Staff Room (F)								4											2									1						1	
GF	Laboratory							6												1															2	2
GF	Doctor Consultancy -1					1	2			1								1									1				1				1	1
GF	Doctor Consultancy -2					1	2			1								1									1				1				1	1
GF	Doctor Consultancy -3					1	2			1								1									1				1				1	1
GF	Doctor Consultancy -4					1	2			1								1									1				1				1	1

Floor	Unit /Room	Chairs										Sofas				Table								Storage/ Misc													
		Premium High Back Chair	Premium Visitors Chairs with wheels (AD-HQ)	HOD Chairs	HOD Visitors Chairs (JD/CMO)	Low Back Chairs-Consultant/ Officers	Faculty Visitor Chair	Office/ Computer Work Station Chairs	General Purpose Chair with Arm Rest	Revolving Stool	Waiting Chairs-3 Seater	Conference Room Chairs	Premium Sofa 3 Seater with matching centre table	Premium Sofa 1Seater	Sofa 3 Seater	Sofa 1 Seater	Adtl. Director-HQ Office Table Set	HOD Table Set	Faculty Office Table Set	General Purpose Table with drawer	Conference Table-8 Seater(Second Floor)	Conference Table-15 Seater(First & Third Floor)	Conference Table 46 Seater -3rd Floor	Cafetria Dining Table -4 seater(Metal finish)	Computer Work Station 1200 X 600	Computer Work Station 1500 X 1500	Examination Table	Side Table	Reception Desk	Office Area Storage (Cupboard (900x 425 x 1200)	Record Room Storage (900 x 425 x 2000) sliding	Storage Racks (Open)	SS Dustbin with Lid	Medical Waste Dustbin			
Ref -Specification		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33			
GF	Lobby							1		4																											
GF	Dressing Room							2	2																	1			1				1	1			
GF	Nurses Station							3	1										1							1						1	1	1			
GF	Fire Control room							1											1															1			
GF	Medical Store							1																								10	1	2			
GF	Entrance Lobby							2		1																		1						1			
GF	Patient Waiting Area									13																									2		
GF	Pharma Counter 1 & 2							5											1													6			2		
GF	Driver Room							2																											1		
FIRST FLOOR	<b>First Floor</b>																																				
FF Card section	Seating arrangement for 6 persons							6	2																	6								1	6		
FF Card section	Store																																18				
FF R & H	R & H Office							6	2																6							2		2	6		
FF R & H	Sectional Officer					1	2											1														1			1		
FF R & H	Record Room																															4			1		
FF R & H	Joint Director (R & H)	1	3										1	2			1															1			1		
FF R & H	PS Room (JD)							1	2										1													1			1		
FF R & H	Waiting Area (JD)													1	2																				1		
FF R & H	ANTE ROOM (JD)												1	2													1								1		
FF	Record Room (Care Taking)																															2			1		
FF	Utility Room					1	2	3										1							3							1				4	
FF	Waiting Lounge in Front of lift									2																									1		
FF	Additional Director (HQ)	1	6										1	2			1															1			1		
FF	Conference/ Meeting Room (AD)											30																				1				2	



Floor	Unit /Room	Chairs										Sofas				Table								Storage/ Misc												
		Premium High Back Chair	Premium Visitors Chairs with wheels (AD-HQ)	HOD Chairs	HOD Visitors Chairs (JD/CMO)	Low Back Chairs-Consultant/ Officers	Faculty Visitor Chair	Office/ Computer Work Station Chairs	General Purpose Chair with Arm Rest	Revolving Stool	Waiting Chairs-3 Seater	Conference Room Chairs	Premium Sofa 3 Seater with matching centre table	Premium Sofa 1Seater	Sofa 3 Seater	Sofa 1 Seater	Addl. Director-HQ Office Table Set	HOD Table Set	Faculty Office Table Set	General Purpose Table with drawer	Conference Table-8 Seater(Second Floor)	Conference Table-15 Seater(First & Third Floor)	Conference Table 46 Seater -3rd Floor	Cafetria Dining Table -4 seater(Metal finish)	Computer Work Station 1200 X 600	Computer Work Station 1500 X 1500	Examination Table	Side Table	Reception Desk	Office Area Storage (Cupboard (900x 425 x 1200))	Record Room Storage (900 x 425 x 2000) sliding	Storage Racks (Open)	SS Dustbin with Lid	Medical Waste Dustbin		
Ref -Specification		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33		
FF	PS ROOM (AD)							1	2											1											1				1	
FF	Ante Room (AD)												1	2														1							1	
FF	Waiting Lounge (AD)													1	2																				1	
FF	Joint Director (HQ)	1	6										1	2			1															1			1	
FF	Ante Room (JD)												1	1														1							1	
FF	PS ROOM (JD)							1	2											1											1				1	
FF	WAITING ROOM (JD)													1	2																				1	
FF C&P	Record Room																															6			1	
FF C&P	C&P Section Sitting Arrangement For 13 Person							13	3																	13					4				13	
FF C&P	Officer C&P					1	2											1													1				1	
SECOND FLOOR	<b>Second Floor</b>																																			
SF Hospital cell	Hospital cell incharge	1	2														1														1				1	
SF Hospital cell	Senior Officer -1					1	2											1													1				1	
SF Hospital cell	Senior Officer -2					1	2											1													1				1	
SF Hospital cell	Sitting Arrangement For (10 Persons)							10	2																10						4				10	
SF Hospital cell	Senior Officer -3					1	2											1													1				1	
SF Hospital cell	Senior Officer -4					1	2											1													1				1	
SF Hospital cell	Senior Officer -5					1	2											1													1				1	
SF Hospital	Big Sectional Record Room																															10			1	

Floor	Unit /Room	Chairs											Sofas			Table									Storage/ Misc											
		Premium High Back Chair	Premium Visitors Chairs with wheels (AD-HQ)	HOD Chairs	HOD Visitors Chairs (JD/CMO)	Low Back Chairs-Consultant/ Officers	Faculty Visitor Chair	Office/ Computer Work Station Chairs	General Purpose Chair with Arm Rest	Revolving Stool	Waiting Chairs-3 Seater	Conference Room Chairs	Premium Sofa 3 Seater with matching centre table	Premium Sofa 1Seater	Sofa 3 Seater	Sofa 1 Seater	Adtl. Director-HQ Office Table Set	HOD Table Set	Faculty Office Table Set	General Purpose Table with drawer	Conference Table-8 Seater(Second Floor)	Conference Table-15 Seater(First & Third Floor)	Conference Table 46 Seater -3rd Floor	Cafetria Dining Table -4 seater(Metal finish)	Computer Work Station 1200 X 600	Computer Work Station 1500 X 1500	Examination Table	Side Table	Reception Desk	Office Area Storage (Cupboard (900x 425 x 1200)	Record Room Storage (900 x 425 x 2000) sliding	Storage Racks (Open)	SS Dustbin with Lid	Medical Waste Dustbin		
	Ref-Specification	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33		
cell																																				
SF Vigilance	Vigilance							6	1																		6			3					6	
SF Vigilance	Vigilance Officer	1	2														1																	1	1	
SF Vigilance	Record Room																																3		1	
SF Greviance	Waiting (Greviance)								1						1	1																			1	
SF Greviance	Office Incharge Cabin	1	2														1																	1	1	
SF Greviance	Grievance Cell							4	1																	4									4	
SF Greviance	Record Room																																3			
SF	Building Section Staff								2	2																	2				2				2	
SF	Building Section Incharge	1	3										1				1																	1	1	
SF	Sitting Arrangment For 20 Person (GE)							20	3																	2	18							4	20	
SF	ADMIN Officers cabin (GE/NGE)				2	4											2																		2	2
SF	Admin Office (NGE) for 23 People							23	3																	3	20							4	23	
SF Account	Account Section							8	2																	2	6							2	8	
SF Account	Record Room																																	4	1	
SF Account	Strong Room								3											1														1	1	
SF Account	Account Officer				1	2											1			1														1	1	
SF	Discussion Room (Account Officer)											8										1													1	
THIRD FLOOR	<b>Third Floor</b>																																			
TF	Canteen																																			2
TF	RTI Cell							3	1																		3							2	3	
TF	Nodal Officer	1	2														1																		1	1

Floor	Unit /Room	Chairs											Sofas			Table										Storage/ Misc									
		Premium High Back Chair	Premium Visitors Chairs with wheels (AD-HQ)	HOD Chairs	HOD Visitors Chairs (JD/CMO)	Low Back Chairs-Consultant/ Officers	Faculty Visitor Chair	Office/ Computer Work Station Chairs	General Purpose Chair with Arm Rest	Revolving Stool	Waiting Chairs-3 Seater	Conference Room Chairs	Premium Sofa 3 Seater with matching centre table	Premium Sofa 1Seater	Sofa 3 Seater	Sofa 1 Seater	Adtl. Director-HQ Office Table Set	HOD Table Set	Faculty Office Table Set	General Purpose Table with drawer	Conference Table-8 Seater(Second Floor)	Conference Table-15 Seater(First & Third Floor)	Conference Table 46 Seater -3rd Floor	Cafetria Dining Table -4 seater(Metal finish)	Computer Work Station 1200 X 600	Computer Work Station 1500 X 1500	Examination Table	Side Table	Reception Desk	Office Area Storage (Cupboard (900x 425 x 1200)	Record Room Storage (900 x 425 x 2000) sliding	Storage Racks (Open)	SS Dustbin with Lid	Medical Waste Dustbin	
Ref -Specification		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	
TF	Recreation Room							3																							1			1	
TF	Conference Room- BIG											100											1							1				4	
TF	Waiting									4																									
TF	Conference Room -SMALL											60										1									1			2	
TF	Care Taking Room							1	1										1											2			1		
TF	Hindi Section							1	2										1											2			1		
<b>TOTAL</b>		<b>8</b>	<b>26</b>	<b>5</b>	<b>11</b>	<b>12</b>	<b>24</b>	<b>137</b>	<b>58</b>	<b>8</b>	<b>43</b>	<b>198</b>	<b>9</b>	<b>15</b>	<b>4</b>	<b>7</b>	<b>7</b>	<b>5</b>	<b>13</b>	<b>16</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>7</b>	<b>23</b>	<b>88</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>69</b>	<b>61</b>	<b>29</b>	<b>18</b> <b>6</b>	<b>12</b>	

**Part II: Required Delivery Schedule:**

- i. The tenderer/supplier is required to have capability to supply bulk/large quantity in shortest time.
- ii. The quantity mentioned in List of requirement must be supplied within **forty five days** of Notification of Award or within **Thirty days** from the date of approval of advance sample.
- iii. The finished advance sample shall be given within Fifteen days from the Date of Notification of Award before resorting to bulk manufacturing/supplies.

**Note:** The Purchaser/Consignee reserves the right to extend the delivery period at its discretion.

**Part III: Scope of Incidental Services:**

As specified in GCC Clause 13

**Part IV:**

Deleted

**Part V:**

Deleted

**Part VI:**

**Required Terms of Delivery and Destination**

Free at Consignee's Site

**Destination/Consignee details are given in Section XXI**

## SECTION-VII

### GENERAL APPENDEX TO SPECIFICATIONS

- Note 1:** Tenderer's attention is drawn to GIT clause 18 and clause 11. The tenderer is to provide the required details, information, confirmations, etc. accordingly failing which it's tender is liable to be ignored.
- Note 2 :** All metal Structure would be treated by seven tanks process for Powder Coating Paint i.e. Digressing (1<sup>st</sup> Tank), Water Rinsing(2<sup>nd</sup> Tank), Dirusting By Acid (3<sup>rd</sup> Tank), Water rinsing (4<sup>th</sup> Tank), Phosphating (5<sup>th</sup> Tank), Water Rinsing (6<sup>th</sup> Tank), Passivation (7<sup>th</sup> Tank) respectively with non electrolytic deep process to produce a protective oxide coating for smooth surface with matt finish anticorrosive automated powder Coating Paint of thickness 40-60 microns and over baked for high resistance to scratch, Chemical, thermal ad mechanical stress. Open ends of the steel pipes would be covered by Nylon caps and buffers.
- Note 3:** Wherever plywood are required BWR termite proof ISO 9000:14001 grade ISI marked hot pressed commercial ply of the desired thickness should be used.
- Note 4:** Wherever springs are required the suppliers should supply this furniture with Heavy Duty springs of desired thickness.
- Note 5:** The picture provided in the specification is for illustration purposes only and not to scale.
- Note 6: Warranty:**  
**Two Years** on-site replacement Warranty as per Conditions of Contract of the TE document for complete Stores from the date of recording of acceptance of stores at site.
- Note 7: After Sales Service:**  
 After sales service should be available at the city of Institution on 24 (hrs) X 7 (days) X 365 (days) basis. Complaints should be attended properly. The service should be provided directly by the supplier or his authorised agent whose details shall be provided to the purchaser/consignee within one month from the date of award of contract.
- Note 8: Watch and Ward**  
 The supplier shall be responsible for watch and ward of all the works, equipment and various materials till complete handing over the works.
- Note 9: The following standards shall apply wherever applicable:**
- |   |  |
|---|--|
| IS 2202<br>(Part-I)<br>(Part 2)<br>IS 2380<br>IS 5437 | Wooden flush door shutters (solid core type) particle board face panels and hard (part 2) board face panels.<br>Operations and workmanship<br>Schedule<br>Methods of test for wood particle boards.<br>Figured, rolled and wired glass |
|---|--|

IS 14900	Transparent float glass-specifications.
IS 277	Galvanized steel sheets (Plain or corrugated).
IS 737	Specification for wrought aluminium and aluminium alloy sheet and strips for general engineering purpose.
IS 801	Code of practice for use of cold formed light gauge steel structural members in general building construction.
IS 7178	Technical supply conditions for tapping screw.
IS8183	Bonded mineral wool.
IS 12118	Two parts polysulphide.
IS 12823, 1990	PLB, Pre-laminated particle board.
IS 13871, 1993	Powder coating specification.
IS 3087, 1985	Specification for wood particle boards for general purpose.
IS 2046, 1995	Decorative thermosetting synthetic resin banded laminated sheets specification.

#### INTERNATIONAL STANDARDS

AS1365	Standards for steel manufacturing
AS 1397	A steel sheet & steel hot-dipped zinc coated or aluminium zinc coated.
AS/NZS 2728	Pre finished/pre painted sheet metal product for interior/exterior building applications-performance requirement.
AS3566	Self drilling screws for building and construction industry.
BIFMA	The Business and Institutional Furniture Manufacturers' Association

#### Note 10: LIST OF RECOMMENDED MAKES OR MATERIALS FURNITURE WORKS

Sl. No	Material	Approved Make
1.	Paint	ICI/Asian Paints/Berger/Jenson & Nicholson/Nerolac
2.	Float Glass/ toughened glass	Modi Guard/Indo Asahi/Pilkington, St. Gobain
3.	Expansion Bolts	1. Hilti 2. Fischer
4.	Glazing Sealant	1. Dow Corning 2. GE Sealant 3. Wacker
5.	Plastic Laminated Board/medium Density Fibre Board	1. Nuwad 2. Duratuff 3. Shirdi
6.	Resin based Adhesive	1. Fevicol 2. Vamicol
7.	Pin-Up Board	1. Sitatex 2. Novapan 3. Greenlam 4. Marino
8.	Fire Retardant Paint	1. Navair 2. Viper
9.	SS/Chrome Coated Hardware	1. Earl Bihari Pvt. Ltd. (EBCO)

		2. Dorset 3. Ar Kay.
10.	Laminate	Sitatex/Novapan/Greenlam/ Marino
11.	Aluminium Alloy Extruded section	1. Hindalco 2. Indalco 3. Jindal
12.	Pre-laminated Particle Board (Exterior Grade) and Post Form Laminate	1. Sitatex 2. Novapan 3. Greenlam 4. Marino 5. Action Tesa 6. ASIS 7. Space Wood
13.	Fabric Protection	Fabguard / Scotchguard as approved
14.	Locks	Locks should be made of brass levers & lock springs should be made of phosphorous bronze. Lock keys shall be fabricated out of blank stainless steel sheets. Make -Godrej / Dorset ML-101 or equivalent with separate keyhole ring.
15.	Pivots, Handle bars etc.	Dorma, Dorset or equivalent in SS finish
16.	Brass/powder coated Hardware	Jarods, Palladium, Parmar, Earl Bihari / as approved

**Note 11:** A tolerance of  $\pm 2\%$  subject to a maximum of 15 mm. shall be allowed in dimensions.

**Note 12:** In addition to the makes specified under Note:10, any other equivalent ISI mark make can also be used. The word “equivalent “would imply meeting the major critical parameters.

## TECHNICAL SPECIFICATIONS

### Item No.1 Premium High Back Chair



- 1) SEAT/BACK ASSEMBLY: The seat is made up of insert moulded Polyurethane Foam upholstered with foam laminated mesh fabric. The insert moulded foam is assembled over a load bearing plastic seat cover. The back is made up of two piece injection moulded frame. The inner frame is upholstered with mesh fabric and mounted on the main assembly. The back has adjustable lumbar support for achieving comfortable seating posture.
  - a. **Seat size** = 52.5 cm Width, 51 cm Depth.
  - b. **Back size**= 48.5 cm Max Width, 62 cm Ht.
  - c. **Back Ht from Seat** = 57 cm

POLYURETHANE FOAM: The polyurethane foam for seat is moulded with density =  $75 \pm 4$  kg/m<sup>3</sup> and Hardness =  $34 \pm 4$ .
- 2) ARMRESTS (ADJUSTABLE) : The armrest top is injection moulded in polyurethane and mounted on the injection moulded height adjustable type armrest. The armrest height is adjustable up to 4.5cm in 3 steps & width adjustable. ArmTop Out to Out Dim = 62 to 65 cm. ArmTop Centre to Centre Dim = 53 to 56 cm.
- 3) FRONT PIVOT SYNCHRO MECHANISM: The mechanism is designed with the following features: 360 degree revolving type. Single point control. Front pivot for tilt with feet resting on ground ensuring more comfort. Tilt tension adjustment. 3position locking with anti-shock feature
- 4) CONNECTING SPINE BRACKET: spine bracket is made of Aluminium die cast piece connecting back with mechanism.
- 5) ADJUSTABLE NECK REST ASSY: Neck rest assy is made of polyurethane foam upholstered with foam laminated mesh fabric. The neck rest assy is mounted on the top of back. It can be adjusted up to 45mm up-down and has angular adjustment of 30°
- 6) PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has an adjustment of 8.5 cm.
- 7) PEDESTAL ASSEMBLY: Pedestal is made of Die cast Aluminium fitted with 5 nos. twin wheel castors (castor wheel dia. 6.0 cm). The pedestal is 65.0cm. Pitch center dia. (71.0 cm with castors).
- 8) TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in Nylon.
- 9) PRODUCT DIMENSIONS
  - a. Total Width: 71 cm
  - b. Total Depth: 71cm
  - c. Total Height: 115.5 to 131.0 cm
  - d. Seat Height: 45.0 to 54 cm
- 10) All Mechanisms are wire controlled.

**Item No.2**  
**Premium Visitor Chair with wheels**



- 1) SEAT/BACK ASSEMBLY: The seat is made up of insert moulded Polyurethane Foam upholstered with foam laminated mesh fabric. The insert moulded foam is assembled over a load bearing plastic seat cover. The back is made up of two piece injection moulded frame. The inner frame is upholstered with mesh fabric and mounted on the main assembly. The back has adjustable lumbar support for achieving comfortable seating posture.
  - Seat size** = 52.5 cm Width, 51 cm Depth.
  - Back size**= 48.5 cm Max Width, 62 cm Ht.
  - Back Ht from Seat** = 57 cm
 POLYURETHANE FOAM: The polyurethane foam for seat is moulded with density =  $75 \pm 4$  kg/m<sup>3</sup> and Hardness =  $34 \pm 4$ .
- 2) ARMRESTS (ADJUSTABLE): The armrest top is injection moulded in polyurethane and mounted on the injection moulded height adjustable type armrest. The armrest height is adjustable up to 4.5cm in 3 steps & width adjustable.
  - i. Arm Top Out to Out Dim = 62 to 65 cm
  - ii. Arm Top Centre to Centre Dim = 53 to 56 cm
- 3) FRONT PIVOT SYNCHRO MECHANISM: The mechanism is designed with the following features:
  - a. 360degree revolving type.
  - b. Single point control.
  - c. Front pivot for tilt with feet resting on ground ensuring more comfort.
  - d. Tilt tension adjustment.
  - e. 3position locking with anti-shock feature
- 4) CONNECTING SPINE BRACKET: spine bracket is made of Aluminium die cast piece connecting back with mechanism.
- 5) PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has an adjustment of 8.5 cm.
- 6) PEDESTAL ASSEMBLY: Pedestal is made of Die cast Aluminium fitted with 5 nos. twin wheel castors (castor wheel dia. 6.0 cm). The pedestal is 65.0cm. Pitch center dia. (71.0 cm with castors).
- 7) TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in Nylon.
- 8) DIMENSIONS
  - Total Width: 71 cm,
  - Total Depth: 71cm,
  - Total Height: 98.5 to 107.5 cm,
  - Seat Height: 45.0 to 54 cm



**Item No. 3**  
**HOD Chair**



1. **SEAT/BACK ASSEMBLY:** The seat is made up of 1.8 cm. thick hot pressed plywood upholstered with leather and moulded Polyurethane Foam. The back made of 12mm moulded plywood with foam is designed with contoured lumber support for extra comfort. Back Size: 53.0cm.(W) X 79.0cm.(H) SEAT SIZE: 49.0cm.(W) X 52.0cm.(D)
2. **POLYURETHANE FOAM:** The polyurethane foam is moulded with density = 45 +/-2 kg/m<sup>3</sup> and Hardness = 20 +/-2 on Hampden machine at 25% compression.
3. **SEAT-BACK CONNECTING SPINE:** The seat and back are arrested together with a 9.0cm. (w) spine made of 0.8cm thick. HR steel. The spine is black powder-coated.
4. **ARMREST** Arm rest pressure die cast polished fitted with PP tops.
5. **FRONT PIVOT SYNCHRO TILT MECH. (for PCH-9200R/9201R):** The mechanism is designed with the following features: 360° revolving type. 12° Seat tilt 19° Back tilt. • Front pivot for tilt with feet resting on ground ensuring more comfort. Tilt tension adjustment. • 5-position locking with anti-shock back mechanism, which prevents the backrest from impacting the user when the lock is released.
- 5A. **FRONT PIVOT SYNCHRO TILT MECH.:** The mechanism is designed with the following features: 360° revolving type. Seat tilt 20 to 50° Back tilt. • Front pivot for tilt with feet resting on ground ensuring more comfort. Tilt tension adjustment. • 5-position locking with anti-shock back mechanism, which prevents the backrest from impacting the user when the lock is released. Seat tilt tension adjustment knob.
6. **PNEUMATIC HEIGHT ADJUSTMENT:** it has an adjustment stroke of 9.0 cm.
7. **BLOW MOULDED BELLOW (for PCH-9200R/9201R):** The bellow is 1 piece and blow molded in black Polypropylene.
8. **PEDESTAL ASSY:** The pedestal is made of die-cast aluminum with buffing finished. It is fitted with 5nos. twin wheel castor. The pedestal is 67.0 cm pitch-center dia. (77.0 cm with castors).
9. **TWIN WHEEL CASTORS:** The twin wheel castors are injection molded in black Nylon-5Nos Twin castors assy. Having each 50mm diameter.

**Item No. 4**  
**HOD Visitor Chair**



1. SEAT/BACK ASSEMBLY: The seat is made up of 1.2 cm. thick hot pressed plywood upholstered with leather and moulded Polyurethane Foam. The back foam is designed with contoured lumber support for extra comfort. Back Size:: 53.0cm.(W) X 54.0cm.(H) SEAT SIZE: 49.0cm.(W) X 48.0cm.(D)
2. POLYURETHANE FOAM: The polyurethane foam is moulded with density = 45 +/-2 kg/m<sup>3</sup> and Hardness = 20+/-2 on Hampden machine at 25% compression.
3. SEAT-BACK CONNECTING SPINE: The seat and back are arrested together with a 9.0cm. (w) spine made of 0.8cm thk. HR steel. The spine is black powder-coated.
4. ARMREST ASSY: The armrest assy. comprises of three parts viz. the armrest support tube and P.U. armrest and the armrest top. The armrest tube assy. is made of 2.54cm (1") x 16 BG. M.S. E.R.W. support tubes and Chrome plated. The P.U. armrest is made of black integral skin polyurethane with 50-70 shore 'A' Hardness and reinforced with M.S. insert. The armrest top is made of ABC & upholstered with foam & leather.
5. SEAT BASE ASSY.: The seat base assy. is designed with following features: 360° Revolving type without back tilt.
6. PNEUMATIC HEIGHT ADJUSTMENT: it has an adjustment stroke of 12.0 cm.
7. TELESCOPIC BELLOW ASSEMBLY: The bellow is 3 piece telescopic type and injection moulded in black Polypropylene.
8. PEDESTAL ASSY: The pedestal is made of die-cast aluminium with buffing finished. It is fitted with 5nos. twin wheel castor. The pedestal is 67.0 cm pitch-center dia. (77.0 cm with castors).
9. TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in black Nylon.

**Item No. 5**  
**Faculty chair low back**



- 1) SEAT/BACK ASSEMBLY: The seat is made up of 1.2cm. thick hot-pressed plywood, upholstered with pure leather (Black) at body contact areas and polyurethane foam. The back is made up of Dia 10mm M.S tubular frame, upholstered with pure leather (Black) at body contact areas.
- 2) POLYURETHANE FOAM: The polyurethane foam for the seat is of density =  $32 \pm 2$  kg/cu.m and for the back is of density =  $24 \pm 2$  kg/cu.m.
- 3) ARMRESTS (ADJUSTABLE): The armrest top is soft touch upholstered with pure leather mounted on to an injection moulded height adjustable type armrest.
- 4) SYNCHRO MECHANISM: The mechanism is designed with the following features: 360 degree revolving type. Single point control. Tilt tension adjustment. 5-position locking with anti-shock feature
- 5) CONNECTING SPINE BRACKET: Spine bracket is made of M.S. plate connecting the back with mechanism.
- 6) PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has an adjustment stroke of  $8.5 \pm 0.5$  cm.
- 7) PEDESTAL ASSEMBLY: Pedestal is made of High Pressure Die-cast Aluminum fitted with 5 nos. twin wheel nylon castors (castor wheel diameter 5.0 cm). The pedestal is of 65.0cm Pitch Center Diameter and with castors the outer dimension is 75.0 cm.

95.5 - 103.5 HEIGHT (H), 75DEPTH 75(D), WIDTH (W) 42.5 - 50.5, SEAT HEIGHT (SH)

**Item No. 6**  
**Faculty Visitor Chair**



- 1) SEAT/BACK ASSEMBLY: The seat is made up of 1.2cm. thick hot-pressed plywood, upholstered with pure leather (Black) at body contact areas and polyurethane foam. The back is made up of Dia 10mm M.S tubular frame, upholstered with pure leather (Black) at body contact areas.
- 2) POLYURETHANE FOAM: The polyurethane foam for the seat is of density =  $32 \pm 2$  kg/cu.m and for the back is of density =  $24 \pm 2$  kg/cu.m.
- 3) ARMRESTS (ADJUSTABLE): The armrest top is soft touch upholstered with pure leather mounted on to an injection moulded height adjustable type armrest.
- 4) LEG FRAME ASSEMBLY (9N12AX): Leg frame welded assembly is made from 38mm X 19mm X 1.2mm elliptical MS ERW tube with base plate for seat fixing.

95.5HEIGHT (H), 75 DEPTH (D), 75WIDTH (W), 44 SEAT HEIGHT (SH)

**Item No.7**  
**Office/Computer Chair**



- 1) SEAT/BACK: The seat and back are made up of 1.2 cm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam, together with moulded seat and back covers. The back foam is designed with contoured lumbar support for extra comfort. Back Size: 44.0 cm.(W) x 47.0 cm.(H). Seat Size: 52.0 cm.(W) x 48.0 cm.(D)
- 2) POLYURETHANE FOAM: The Polyurethane foam is moulded with density = 45 +/- 2 kg/m<sup>3</sup> and Hardness = 20 +/- 2 kg. on Hampden machine at 25% compression.
- 3) SEAT / BACK COVERS: The seat & back cover are injection moulded in black Co-polymer Polypropylene.
- 4) ARMRESTS (FIXED): The one-piece armrests are made of black integral skin polyurethane reinforced with M.S. insert with 50-70 Shore 'A' hardness. The armrests are scratch and weather resistant. The armrests are fitted to the seat with armrest brackets made of 0.5cm. thk. HR steel.
- 5) PERMANENT CONTACT MECHANISM: The permanent contact mechanism is designed with the following features: 360° revolving type. 14° maximum back-tilt only. Upright position locking. Tilt tension adjustment.
- 6) PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has an adjustment stroke of 9.0 cm.
- 7) TELESCOPIC BELLOW ASSEMBLY: The bellow is 3-piece telescopic type and is injection moulded in black Polypropylene.
- 8) PEDESTAL ASSEMBLY: The pedestal is fabricated from 0.2cm. thick CR steel, powder coated and fitted with an injection moulded black Polypropylene hub cap and 5 nos. twin wheel castors.(castor wheel dia. 5.0cm.) The pedestal is 60.0cm. Pitch-centre dia. (70.0 cm with castors).
- 9) TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in Black Nylon.

### **Item No. 8 - General purpose Chair with arm rest**



- 1) SEAT/BACK ASSEMBLY: The seat and back are made up of 1.2 cm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam with PVC lipping all around. The back foam is designed with contoured lumbar support for extra comfort. Mid back Chair 49.0cm.(W) x 47.0cm.(H) SEAT SIZE: 49.0cm.(W) x 44.0cm.(D)
- 2) POLYURETHANE FOAM: The polyurethane foam is moulded with density = 45 +/-2 kg/m<sup>3</sup> and Hardness = 20 +/- 2 on Hampden machine at 25% compression.
- 3) ARMRESTS: The one-piece armrests made of black integral skin polyurethane with 50-70 Shore 'A' Hardness and reinforced with M.S. insert. The armrests are scratch and weather

resistant. The armrests are fitted to the seat with seat/armrest connecting strip assembly made of 0.5cm. thk. HR steel.

- 4 TUBULAR FRAME: The tubular frame is cantilever type & made of Dia.2.54cm.(1")x 14 BG M.S. E.R.W. tube and black powder coated.

### **Item No.9 -SS Stool**

SS STOOL WITH ROUND TOP



1. Stainless Steel body Four Legged base made up of 25 mm Steel tube mounted on rubber shoes.
2. Diameter of top: 300mm.
3. Height Adjustment: 450 - 650 mm. Height adjusted through Threaded Screws

### **Item No. 10 - Waiting Chair 3 Seater**



DIMENSIONS: - 1608mm (L) X 695 (H) X 555 (D).

Non-Magnetic SS perforated sheet seat and back shall made of high quality steel makes it strong and durable.

Legs and Armrests shall be made of cold rolled steel and shall be chrome plated for long life.

Armrest and legs shall be anti-rust and anti-scratch.

**Item No. 11**  
**Conference Room Chair (matching)**



1. SEAT/BACK ASSEMBLY: The seat is made up of 1.2 cm. thick hot pressed plywood upholstered with fabric and moulded Polyurethane Foam. The back is made up 1.2 cm. thick hot pressed plywood upholstered with replaceable fabric upholstery covers and moulded polyurethane foam. The back ply and foam is designed with contoured lumber support for comfortable seating posture. Back Size 48cm. (W) X 64.5cm.(H). Seat Size 51.0cm.(W) X 48.0cm.(D)
2. POLYURETHANE FOAM: The polyurethane foam for seat and back is moulded with density = 45 +/-2 kg/m<sup>3</sup> and Hardness = 20 +/- 2.
3. ARMRESTS (FIXED): The armrest top is made of moulded polyurethane (P.U) and mounted on to a fixed type M.S. tubular armrest support chrome plated. The arm support has static vertical adjustment of +/-1.5cm.
4. FRONT PIVOT SYNCHRO MECHANISM: The mechanism is designed with the following features: 360° revolving type. Single point control. Front pivot for tilt with feet resting on ground ensuring more comfort. Tilt tension adjustment. 4-position locking with anti-shock feature.Seat back tilting ratio of 1:2 (11° Seat Tilt /22° back tilt).
5. FIXED BACKREST: The backrest consists of a fixed type mechanism i.e no back up/down adjustment.
6. PNEUMATIC HEIGHT ADJUSTMENT: The pneumatic height adjustment has an adjustment of 8-10 cm.
7. PEDESTAL ASSEMBLY: The pedestal is fabricated from steel, hard chrome plated and assembled with injection moulded black polypropylene hub cap and 5 nos. twin wheel castors (castor wheel dia. 5.0 cm). The pedestal is 66.0cm. Pitch-center dia. (76.0 cm with castors).
8. TWIN WHEEL CASTORS: The twin wheel castors are injection moulded in black Nylon.

**Item No. 12**  
**Premium sofa 3 Seater with matching centre table**



**3 Seater:**

- a. Total Length 1830,
- b. Total Width 885,
- c. Total Height 810 w/o Legs,
- d. Seating Area Width 520,
- e. Seating Area Length 1525,
- f. Seating Area Height from Ground 350 add leg height,
- g. Arm Height 470 add leg height,
- h. Arm Length 550
- i. Back Height from Arm 340
- j. Back Width 365,
- k. Arm Width 225
- l. Leg Height 125,
- m. Length between Legs 1750 -1220- 750
- n. Width between Legs 510.

Made of 800 GLM PVC top coat 200, middle coat 500, fabric polyester knitted, Sautex fabric.

FRAME MATERIAL (TROPICAL WOOD / PINE WOOD/ RUBBER WOOD): pine wood  
MOISTURE CONTENT: less than 8%. Seat foam block foam in multiple of 24 mm. thickness 28- 30 kg./m3.

BACK FOAM: block foam in multiple of 24mm thickness. Leg Material Mild Steel, Chrome plated 125 mm.



**Item No. 13**  
**Premium Sofa One Seater**



**1 Seater:**

- a. Total Length 975,
- b. Total Width 885,
- c. Total Height 810 w/o Legs,
- d. Seating Area Width 520,
- e. Seating Area Length 520,
- f. Seating Area Height from Ground 350 add leg height,
- g. Arm Height 470 add leg height,
- h. Arm Length 550
- i. Back Height from Arm 340
- j. Back Width 365,
- k. Arm Width 225
- l. Leg Height 125,
- m. Length between Legs 1750 -1220- 750
- n. Width between Legs 510.

Made of 800 GLM PVC top coat 200, middle coat 500, fabric polyester knitted, Sautex fabric.

FRAME MATERIAL (TROPICAL WOOD / PINE WOOD/ RUBBER WOOD): pine wood  
MOISTURE CONTENT: less than 8%. Seat foam block foam in multiple of 24 mm. thickness 28- 30 kg./m<sup>3</sup>.

BACK FOAM: block foam in multiple of 24mm thickness. Leg Material Mild Steel, Chrome plated 125 mm.

**Item No. 14**  
**Sofa 3 Seater**



- 1) **CONNECTING BEAM ASSEMBLY:** It is a fabricated assembly made by welding MS. square pipe 6.0 cm. x 6.0 cm. x 10 BG. thick. to 0.5cm. thick HR. Steel plate on each side for fixing the moulded side frame assembly. The connecting beam assembly is black powder coated.
- 2) **SEATREST ASSEMBLY:** The seat rest assembly consists of a fabricated inner-frame assembly insitu-moulded with Polyurethane foam having density = 45 +/- 2 Kg./cm<sup>3</sup>. The hardness of the P.U. foam = 23 - 27 Kgs. on Hampden m/c. for 25% compression of the foam. The complete moulded seat rest assembly is covered with a replaceable fabric upholstery cover.

Over allSize : 190cm W x 74D x 78H

SEAT SIZE: 52.0cm. (W) X 50.0cm. (D) X 6.0cm. (T) Approx.

- 3) **BACKREST ASSEMBLY:** The backrest assembly is flexing type and consists of a fabricated inner-frame assembly insitu-moulded with Polyurethane foam having density = 45 +/- 2 Kg./cm<sup>3</sup>. The hardness of the P.U. foam = 16 – 20 Kgs. on Hampden m/c. for 25% compression of the foam. The complete moulded backrest assembly is covered with a replaceable fabric upholstery cover.

BACK SIZE: 52.0cm. (W) X 57.0cm. (H) X 12.0cm. (T) Approx.

- 4) **SIDEFAME (ARMREST) ASSEMBLY:** The side frame assembly, which forms the armrest assembly, is fitted to the two ends of the connecting beam assly. to form the leg-cum-armrest assembly It consists of a fabricated inner-frame assembly insitu-moulded with Polyurethane foam having density = 45 +/-2 Kg./cm<sup>3</sup>. The hardness of the P.U. foam = 16 - 20 Kgs. on Hampden m/c. for 25% compression of the foam. The complete moulded side frame assembly is covered with a replaceable fabric upholstery cover.
- 5) **SIDEFAME (ARMREST) SIZE:** 63.0cm. (D) X 58.0cm. (H) X 12.0cm. (T) Approx.
- 6) **ADJUSTABLE GLIDE:** The adjustable glide is injection moulded in black ABS and is used for level adjustment of the sofa on uneven floor surface. It is fitted to the side frame assembly.

**Item No. 15**  
**Sofa 1 Seater**



- 1) **CONNECTING BEAM ASSEMBLY:** It is a fabricated assembly made by welding MS. square pipe 6.0 cm. x 6.0 cm. x 10 BG. thick. to 0.5cm. thick HR. Steel plate on each side for fixing the moulded side frame assembly. The connecting beam assembly is black powder coated.
- 2) **SEAT REST ASSEMBLY:** The seat rest assembly consists of a fabricated inner-frame assembly insitu-moulded with Polyurethane foam having density = 45 +/- 2 Kg./cm<sup>3</sup>. The hardness of the P.U. foam = 23 - 27 Kgs. on Hampden m/c. for 25% compression of the foam. The complete moulded seat rest assembly is covered with a replaceable fabric upholstery cover.

Over allSize : 86cm W x 74D x 78H

SEAT SIZE: 52.0cm. (W) X 50.0cm. (D) X 6.0cm. (T) Approx.

- 3) **BACK REST ASSEMBLY:** The backrest assembly is flexing type and consists of a fabricated inner-frame assembly in situ-moulded with Polyurethane foam having density = 45 +/- 2 Kg./cm<sup>3</sup>. The hardness of the P.U. foam = 16 – 20 Kgs. on Hampden m/c. for 25% compression of the foam. The complete moulded backrest assembly is covered with a replaceable fabric upholstery cover.

BACK SIZE: 52.0cm. (W) X 57.0cm. (H) X 12.0cm. (T) Approx.

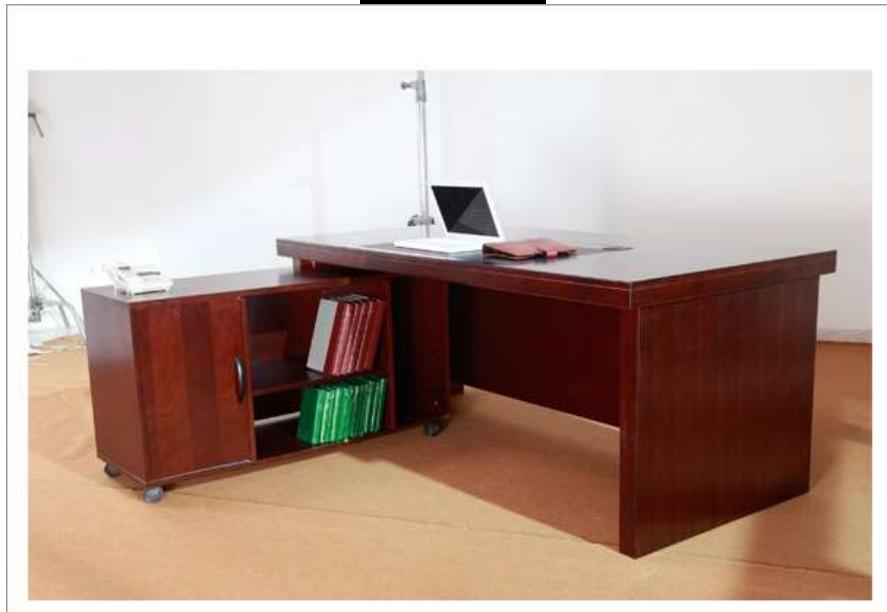
- 4) **SIDEFAME (ARMREST) ASSEMBLY:** The side frame assembly, which forms the armrest assembly, is fitted to the two ends of the connecting beam assly. to form the leg-cum-armrest assembly It consists of a fabricated inner-frame assembly in situ-moulded with Polyurethane foam having density = 45 +/-2 Kg./cm<sup>3</sup>. The hardness of the P.U. foam = 16 - 20 Kgs. on Hampden m/c. for 25% compression of the foam. The complete moulded side frame assembly is covered with a replaceable fabric upholstery cover.
- 5) **SIDE FRAME (ARMREST) SIZE:** 63.0cm. (D) X 58.0cm. (H) X 12.0cm. (T) Approx.
- 6) **ADJUSTABLE GLIDE:** The adjustable glide is injection moulded in black ABS and is used for level adjustment of the sofa on uneven floor surface. It is fitted to the side frame assembly.

**Item No.16**  
**Addnl. Director (HQ) Office Table Set**



ELEMENTS	SPECIFICATIONS
Desk & ERU	<p>Desk &amp; ERU-Made from 25mm MDF and clad with laminate (Desk: ERU &amp; Back unit tops are post formed). Joining table and coated with pigmented polyurethane and SS Leg pipe. Under structure aluminium extruded frame fine casted corner fittings. Table legs 75mm thick. Modesty panel 2000 (X) 600 (X) 18mm, Proper surface finish, sealer coat having given cure time, fine glossy texture stain proof.</p> <ul style="list-style-type: none"> <li>• Desk 2400 ( W ) X 1050 (D) X 750 ( H)</li> <li>• ERU 1200 ( W ) X 470 (D) X 750 ( H)</li> <li>• Bookcase Unit 2400 ( W ) X 450 (D) X 2010 ( H)</li> <li>• Mobile Pedestal 400( W ) X 560(D) X 560 ( H)</li> <li>• Joining Table 1050(W) X 1200(D) X 750 ( H)</li> </ul>
Pedestal	<p>Desk = Mobile pedestal with box drawers moulded on roller slides and filing drawer mounted on telescopic ball slide.</p> <p>ERU = Pedestal is fixed to the underside of this ERU top using MS tubular props.</p> <p>Pedestal contains 3 box drawers mounted as roller slides.</p>
Book Case	<p>Made from a combination of Glass Doors and processed wood clad with laminate.</p> <p>Has adjustability in shelf position at different levels.</p> <p>Lockable hinged door provided on lower side of book case unit.</p>

**Item No. 17**  
**HOD Table**



<b><u>SR.</u></b>	<b><u>PARTICULARS</u></b>	<b><u>MATERIAL DETAILS</u></b>
<b>MAIN TOP</b>		
	MAIN TOP	MDF + VENEER + PU Coating, Size :1800 W * 900 D * 750 H TOP THICKNESS – 25 mm Heat Pressed Edging
	MODESTY	Size : 1640 X 600 X16 MM , MDF + Veneer + PU Coating
	MOBILE PEDESTAL	MDF + Veneer + PU Coating , Size : 510W * 635H * 445D mm
<b>ERU TOP</b>		
	ERU TOP	MDF + VENEER + PU Coating , Size : 1200 W x 445 D x 660 H, TOP THICKNESS – 25 mm
<b>BACK UNIT</b>		
	BACK UNIT	MDF + VENEER + PU Coating & Glass Doors, Size : 2215 W * 410D * 2000 H GLASS THICKNESS – 5 mm

**Item No. 18**  
**Faculty Office Table set**



**Size:** Table – 1500 X 750 X 740 mm

ERU – 1050 X 520 X 705 mm

Back Unit – 1280 X 520 X 705 mm

1. Main table and ERU Top and side panel made up of 25 mm thick plain MDF board (MDF) clad with 0.6 mm thick post formed laminate and 1mm thick Backing Laminate (BDL).
2. Flat edge duly sealed with 2mm thick PVC Beading.
3. The Modesty is 18mm thick plain MDF board (MDF) with 1mm thick decorative laminate (DL) on both sides.
4. Edge sealed with 2mm thick PVC beading.
5. The Hinge door back unit top made up of 25 mm thick plain particle board (PPB) clad with 0.6 mm thick post formed laminate and 1mm thick Backing Laminate (BDL)
6. Flat edge duly sealed with 2mm thick PVC Beading. The door partitions and shelves are made up of 18mm thick plain MDF board (MDF) with 1mm thick decorative laminate (DL) on both sides.
7. Edge sealed with 2mm thick PVC beading. It has Black Colour Metal Pedestal without Castors.
8. The drawer unit shall be welded assembled with 0.6mm thick CRCA steel for body shell, 1.3 mm thick CRCA top and bottom stiffeners and 0.8mm thick CRCA rear side stiffeners. Drawers shall be provided with double extension precision ball slide with 10 lever Cam lock and centre locking arrangement, finished with epoxy polyester powder coat of thickness of 50 microns.

## **Item No. 19 - Computer Work Table**



**1.) Load Bearing Capacity Table Top: 35 Kgs.**

Shelf: 12.5 Kgs.

Drawer: 5.6 Kgs.

**2.) Overall Size (Width X Depth X Height): (+/-1) mm**

Length: 1200

Width: 600

Height: 750

**3.) 18mm Prelam MDF Board, 3mm Pre-lam MDF Board edging**

**4.) Metal Parts:**

1) BM Slide for Keyboard

1. Castor Mounting Plate

2. Locking Bracket

3. Angle Clit

**5.) Construction: KD fitting , Wooden Dowel & Angle Clit.**

## Item No. 20/21/22 Modular Conference Table



Size	Dimensions (mms)	
Single Seater	760 W	600 D
Two Seater	1360 W	600 D
Half Round (2 Seater)	R 713	
Quarter Round (1 Seater)	R 713	
<b>Work surface</b>	Top thickness 37.6 (18mm + 18mm + 0.6 mm DL + 0.4mm Membrane) Edge profile Waterfall Edge 10mm radius on top edge and 5mm at bottom.	
<b>Legs</b>	Made from 36mm PPB (18+18) having a straight profile with half round edges and clad with 0.6mm thick Post Forming laminate. Overall thickness of leg is 37.2mm.	
<b>Modesty Panel</b>	Made from PLT (Pre-laminated Twin) boards of 18mm thick.	
<b>Wire Manager</b>	Wire Carrier: Made from 0.6mm thick CRCA painted.	
<b>Carrier Cover</b>	Made of 12mm thk. MDF Painted all over.	
<b>Substrate</b>	MDF	
<b>Skin</b>	PVC Membrane foil (0.4mm thk) clad on the substrate MDF using PU glue for better adhesion. This foil is pre-coated with layer of polyurethane for better scratch resistance.	

**Note: Please quote the rate module wise**



**Item no. 23 Cafeteria Table - 4 Seater**

Elements	Specifications
Table Top	The Top is in Stainless Steel brushed finish with PLB insert for durability. Easy to maintain hygiene
Tubular Frames	Made of 50.8 x 50.8mm x 1.2mm approx two thick SS tubes legs at base which are welded and fixed to the Top with screws. The table 2 legs to be properly ground
	Tubular stiffeners that are provided between the two vertical frames. The tubes are closed with plastic cap
	Seats SS Round Stool type and fixed with legs with hinges so that they can fold to top of the table
	Level adjustors to take care of unevenness in floor
<b>Dimesnions</b>	
Table top	1200mm W x 600mm D approx
Stool Dia	Dia 300mm approx

**Item No. 24-Computer Work Table**



**1.) Load Bearing Capacity** Table Top: 35 Kgs.

Shelf: 12.5 Kgs.

Drawer: 5.6 Kgs.

**2.) Overall Size (Width X Depth X Height): (+/-1) mm**

Length: 1200

Width: 600

Height: 750

**3.) 18mm Prelam MDF Board, 3mm Pre-lam MDF Board edging**

**4.) Metal Parts:**

1) BM Slide for Keyboard

4. Castor Mounting Plate

5. Locking Bracket

6. Angle Clit

**5.) Construction:** KD fitting, Wooden Dowel & Angle Clit.

**Item No.25**

**Computer Work Station (1500 x 1500 x 1200)**



Supply of Modular workstations of size 1500 x 1500 x 1200 mm as per the specification mentioned below.

Frames:-Partition thickness is 60 mm for stability and with the inside gap between two tile is approximately 50mm for higher wire carrying capacity. Partition ht-1200 mm.

Frame Horizontals are made of 1mm thick CRCA sheets & the verticals are made of Aluminum Extrusions of 1.5 mm thick. All the frames will be duly powder coated based on the choice of the Powder Coat colour, as per Client choice, which will be in line with the Toptrims & endtrims.

All the frames are fastened together by means of M6 Nuts & Bolts.

They can be attached to form a 2-way, 3-way or a 4-way configuration.

All the Capsvizend, inline & universal & raceway capsare made out of Die-cast Aluminum.

These caps also are finished in an epoxy powder coating finish in the same color.

All the frames are fitted with M10 leveling bolts.

Fabric Tile: Constructed out of 4mm thick Medium Density Fiber Board (MDF) and covered with Fabric of choice.

Bottom Row of Steel Tile: Constructed out of 0.8 mm CRCA sheet and finished in epoxy powder coating.

Can be given with plain / perforations / embossed finishes.

Magnetic tile: Constructed out of 0.8mm Galvanized sheet and covered with fabric of choice.

White board marker tiles: Made out of 4mm MDF with 1 mm glossy highly wear resistant face laminate with a balancing laminate on the back. Total thickness is 5mm. The skirting / data race way is hollow and will be mounted on the race way channels.

Raceway:-The raceways are made out of 0.8 mm thick CRCA & powder coated. The electrical raceway can be provided below worktop or above worktop, these are hook on type which will be mounted on the verticals. The skirting / data raceway is hollow and will be mounted on the race way channels.

Pedestal Drawer Unit:-The Pedestal Unit of Dimensions 400W x 470D x 545mm H is made of 18mm thick prelaminated particle Board conforming to IS:12823 Interior Grade.

All the exposed edges are sealed with 2mm thick PVC Imported edge banding on sides and bottom.

The top and drawer facia are sealed with 2mm thick PVC edge. The drawer unit consists of 1 box drawer and 1 file drawer. The sides of Inside drawer box are of prelam particle board. The drawer box is fitted with roller Slide for free movement. The drawer unit is provided with central locking system, where in the three drawer are locked with one key. PVC recessed handles are provided for easy opening and closing of drawer. The drawer unit is fitted on castors (optional) for easy mobility. The complete furniture unit is factory assembled with knock down fittings. The pedestal is fitted with additional (5th) castor to avoid toppling of pedestal in case of opening of any / all of the 3 drawers.

Table tops and Gable ends are of 25mm thick Pre-laminated particle board conforming to IS:12823

Interior Grade.

18 mm thk Modesty along front side below tabletop. Specially designed powder coated M.S. brackets fixed to the partition frame support the table tops. Gable ends are of 25 mm thick both side laminate (BSL) with 2mm PVC imported edge banding on front side. Sealed edge in table top and gable ends are with 0.8mm PVC imported edge banding.

**Item No.26**

**EXAMINATION TABLE**



Size:72" x 24" x 36". Table top made of steel frame and covered with stainless steel sheet headrest adjustable on toothed rack tubular construction white enamel paint finish with upholstered cushion top.

**Item No.27**

**Corner Table**

Supply of Rectangular/Oval shape Corner Table minimum size 600mm X 600mm X500 mm. made of 8 mm tempered glass top & 6 mm tempered glass bottom attached to powder coated Silver understructure via UVdisc. Load bearing capacity: Approx. 30Kg.

**Item No. 28**  
**RECEPTION DESK**



1. The table for Reception shall have rubber wood Top with clean matt PU finish 18mm thick.
2. The inside radius shall be 700.00mm and outside radius shall be 1350.00mm
3. The Depth shall be 200mm. The rubberised cork shall be 18mm thick.
4. The hardened glass shall be plain 10mm thick diamond cut finishing on edges.
5. The inside radius of the glass shall be 1202.5mm thick.
6. The outside radius shall be 1402.5mm and depth shall be 200mm. The angles sustained within arc surface shall be 60 degree.
7. The Modesty Panel shall be made of non-magnetic SS Perforated sheet below Work surface: 0.8mm (Thick) x 66.5mm (Height) x 130.6mm (Flat Length) and above Work surface: 0.8mm (Thick) x 260mm (Height) x 130.6mm (Flat Length). The legs shall be made of MS tube 1.6mm thick having Dia -50.8mm, Height - 604mm

**Item No.29**  
**Office Area Storage**



**Providing Prelam storage of size 900X425X1200mm** made of 18mm thick pre laminated particle Board conforming oIS:12823 Interior grade, The back of the unit is made from 9mm pre laminated board. All the exposed edges are with 2mm PVC edge imported banding & sealed edges are with 0.8mm thick PVC Imported edge banding. The top, side and hinged shutters are sealed with 2mm thick PVC edge banding. The units are assembled by knock down fittings such as Mini fix&Dowels. The Storages is fitted with hinged doors with recessed ABSHandles.

**Item No. 30**  
**Compactor**



It consists of storage units (381 mm & 457 mm approx deep.) – fixed or movable – bolted to Undercarriage which rolls onto the channels, which, are firmly embedded to the ground. Main

**Body:(a) Construction:**

Rigid Knock Down construction made out of 0.8 thk. CRCA Steel conforming to IS: 513 Gr.D. Each body block (SS/SL/TM) building consists of 1 Main unit & then Add-on units (0, 1,2,3,4 - depending on no. of bays 1, 2, 3, 4 & 5). Each unit has 5 loading levels formed by 4 nos. adjustable shelves. Body units are bolted to undercarriage.

**Finish:**

The bodies including shelves are given antirust surface treatment & are powder coated with epoxy polyester powder. It involves an 8 step treatment consisting of Hot water rinse, Knock of degreasing, degreasing, cold water rinse, phosphating, cold water rinse, and passivation & dry off oven treatment. Final finish consists of epoxy polyester powder coating of approved color & shade with a Dry Film Thickness of minimum 40 microns. The testing of paint is done for various physical & chemical properties as per IS: 101. The material is then oven baked with a controlled temperature of 180 deg.C to 200 deg.C Shelf:

**(a) Construction:**

It is made of 0.8 thk CRCA steel conforming to IS: 513 Gr.D or DD. Its max load bearing capacity is 80 Kg uniformly distributed per shelf.

Shelves are mounted on support brackets & shelf level can be adjusted at approx. 25.4 pitches.

There are 4 adjustable shelves per body giving 5 loading levels, if no Cradle pair is provided.

**Item No. 31**  
**Storage Rack**



**SIZE**

Span: 1200 mm – 2500 Width

Depth: 450 mm – 1200 mm

Heights: 1500 mm – 3000 mm

Construction: CRC with powder coated paint.

Racks should be adjustable and stackable and side to mountable and conform to storage area.

load bearing capacity of each rack should be more than 300kg

**Item No. 32**  
**Dustbin**



- a. Stainless steel non-magnetic half-length Perforated bins corrosion resistant
- b. 21 x 32 cm (Diameter x Height)
- c. 11.0 litre capacity.

- d. "Gauge: Sheet thickness = 6mm
- e. Grade: Stainless Steel 304 grade
- f. Matt finish NA
- g. Perforation: 5mm diameter perforations all around. 1/3 from bottom without perforation to prevent liquid leak.

**Item – no. 33**

**Bio medical waste coloured dustbin**



- 1. Heavy duty polymer, bio medical waste coloured dustbin with fitted lid.
- 2. Scratch & dent resistant.
- 3. Steam cleaning , sanitizing
- 4. Dims : Dia 56x70 cms (approx). High on wheels



## Section – VIII

### Quality Control Requirements

(Proforma for equipment and quality control employed by the manufacturer(s))

Tender Reference No.

Date of opening

Time

Name and address of the Tenderer:

Note: All the following details shall relate to the manufacturer(s) for the goods quoted for.

- 01 Name of the manufacturer
  - a. full postal address
  - b. full address of the premises
  - c. telegraphic address
  - d. telex number
  - e. telephone number
  - f. fax number
  
- 02 Plant and machinery details
- 03 Manufacturing process details
- 04 Monthly (single shift) production capacity of goods quoted for
  - a. normal
  - b. maximum
  
- 05 Total annual turn-over (value in Rupees)
- 06 Quality control arrangement details
  - a. for incoming materials and bought-out components
  - b. for process control
  - c. for final product evaluation
- 07 Test certificate held
  - a. . type test
  - b. . BIS/ISO certification
  - c. . any other
- 08 Details of staff
  - a. technical
  - b. skilled
  - c. unskilled

**Signature and seal of the Tenderer**

## Section – IX

### Qualification Criteria

1. The Tenderer must be a Manufacturer or its Authorized Agent/ Distributor/ Dealer/ Stockist (hereinafter called only Authorised Agent).
2. The manufacturer should have an average annual turnover of **Rs. 1,50,00,000/-** during the last three years (2012-13, 2013-14, 2014-15). The manufacturer should submit balance sheet and Profit & loss account duly attested by chartered accountant for the preceeding three financial years.
3. The tenderer quoting as authorised agents must submit the manufacturer's authorisation as per the format given in Section XIV. The agent should have been appointed at least one year prior to the publication of this tender enquiry. The proof of appointment as authorised agent shall be submitted (if not original then notarized photocopy, however purchaser may call for original to varify)
4. Meeting the criteria as per clause 2 & 3 above, the tenderer quoting as Authorised Agent should have an average annual turnover of not less than Rupees **Rs. 75,00,000/-** in the last 3 financial year. They shall submit balance sheet and profit & loss account of the manufacturer and also their own for preceeding three financial year duly attested by chartered accountant.
5. The tenderer should have satisfactorily completed contract(s) of similar nature i.e furniture items in his own name at least one contract with a minimum value of **Rs. 1,20,00,000** or two contracts with minimum value of **Rs. 75,00,000** or three contracts with minimum value of **Rs. 60,00,000** each during the last 05 years prior to the submission of bid.
6. Solvency Certificate  
The bidder shall submit solvency certificate equal to **Rs. 60,00,000** issued in the name of the bidder which should not be more than six months old from the date of bid opening.
7. The bidder should have earned a net profit at least in two financial years out of the preceding three financial years.
8. Technical Requirement  
The manufacturer itself or on whose behalf the bid is submitted should have the certification for ISO 9001/14001 certification. The self-attested copy of the certificate(s) to be attached.

#### Note:

Notwithstanding anything stated above, the Purchaser reserves the right to assess the Tenderer's capability and capacity to perform the contract satisfactorily before deciding on award of Contract, should circumstances warrant such an assessment in the overall interest of the Purchaser. The Purchaser reserves the right to ask for a free demonstration of the quoted Goods/Stores at a pre determined place acceptable to the purchaser for technical acceptability as per the tender specifications, before the opening of the Price Tender.

**PROFORMA 'A'****PROFORMA FOR PERFORMANCE STATEMENT  
(for a period of last 5 years)**

Sl. No.	Client's Name and Address	Description of the goods ordered	Agreement/ Notification of Award No. with date	Contract Value (Rs. in Cr.)	Date of Completion		Reasons for delay in completion if any	Ref. of document (with page no.) in support of meeting Qualification Criteria.
					As per NOA/ Agreement	Actual		

SEAL AND SIGNATURE OF THE BIDDER

Note:

1. In support of having completed above supplies attach notarized purchase orders/work order copies and notarized copies of the satisfactory completion certificate from the consignee(s) .If at any time, information furnished is proved to be false or incorrect, the earnest money furnished will be forfeited.
2. JV/Consortium not allowed. However exemption is given to NSIC as per prevailing Government rules. Foreign firms not allowed.
3. The turnover and experience should be in the name of bidding company and not in the name of subsidiary/associate company/group company etc.

**Section – X**

**TENDER FORM**

Date\_\_\_\_\_

To

---

**SVP (GB), HLL Lifecare Limited, Procurement and Consultancy Division, B-14 A, Sector - 62, Noida -201307, Uttar Pradesh**

Ref. Your TE document No. \_\_\_\_\_ dated \_\_\_\_\_

We, the undersigned have examined the above mentioned TE document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (*if any*), the receipt of which is hereby confirmed. We now offer to supply and deliver \_\_\_\_\_ (*Description of goods and services*) in conformity with your above referred document for the sum of amount as mentioned in price bid, attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 5, read with modification, if any, in Section - V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance as required in the GIT clause 20, read with modification, if any in Section - III – “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any

---

**(Signature with date)**

---

**(Name and designation) Duly authorised to sign tender for and on behalf of**

**SECTION – XI PRICE SCHEDULE****PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA**

1	2	3	4	5						6	
				Price per unit (Rs.)							
Item sl. no.	Brief Description of Goods	Country of Origin	Quantity (Nos.)	Ex - factory/ Ex -warehouse /Ex-showroom /Off - the shelf	Packing and Forwarding charges	Excise Duty (if any) [%age & value]	Sales Tax/ VAT(if any) [%age & value]	Inland Transportation, Insurance for a period including 3 months beyond date of delivery, loading/ unloading and Incidental costs till consignee's site	Incidental Services at the Consignee's site	Unit Price (at Consignee Site) basis	Total Price (at Consignee Site) basis (Rs.)
				(a)	(b)	(c)	(d)	(e)	(f)	(g) =a+b+c+d+e+f	4 x 5(g)
1.											
2.											
3.											

Total Tender price in Rupees: \_\_\_\_\_

In words: \_\_\_\_\_

**Note: -**

If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Date: \_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_

## **SECTION – XII QUESTIONNAIRE**

### **Fill up the Section XX – Check List for Tenderers and enclose with the Tender**

1. The tenderer should furnish specific answers to all the questions/issues mentioned in the Checklist. In case a question/issue does not apply to a tenderer, the same should be answered with the remark “not applicable”.
2. Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.
3. In case a tenderer furnishes a wrong or evasive answer against any of the question/issues mentioned in the Checklist, its tender will be liable to be ignored.

**SECTION – XIII**

**BANK GUARANTEE FORM FOR EMD**

Whereas \_\_\_\_\_ (hereinafter called the “Tenderer”) has submitted its quotation dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the “tender”) against the purchaser’s tender enquiry No. \_\_\_\_\_ Know all persons by these presents that we \_\_\_\_\_ of \_\_\_\_\_ (Hereinafter called the “Bank”) having our registered office at \_\_\_\_\_ are bound unto \_\_\_\_\_ (hereinafter called the “Purchaser) in the sum of \_\_\_\_\_ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. The conditions of this obligation are:

- (1) If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the Tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) fails or refuses to furnish the performance security for the due performance of the contract.
  - or
  - b) fails or refuses to accept/execute the contract.
  - or
  - c) if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged

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

This guarantee will remain in force for a period of forty-five days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
(Signature of the authorised officer of the Bank)

\_\_\_\_\_  
Name and designation of the officer

\_\_\_\_\_  
Seal, name & address of the Bank and address of the Branch

**SECTION – XIV**

**MANUFACTURER’S AUTHORISATION FORM**

To

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**SVP (GB), HLL Lifecare Limited, Procurement and Consultancy Division, B-14 A, Sector - 62, Noida -201307, Uttar Pradesh**

Dear Sirs,

Ref. Your TE document No \_\_\_\_\_, dated \_\_\_\_\_

We, \_\_\_\_\_ who are proven and reputable manufacturers of \_\_\_\_\_ (*name and description of the goods offered in the tender*) having factories at \_\_\_\_\_, hereby authorise Messrs \_\_\_\_\_ (*name and address of the agent*) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. \_\_\_\_\_ (*name and address of the above agent*) is authorised to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full warranty, CMC as applicable as per clause 15 of the General Conditions of Contract, read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this TE document.

Yours faithfully,

---

[*Signature with date, name and designation*]

for and on behalf of Messrs \_\_\_\_\_

[*Name & address of the manufacturers*]

*Note: 1. This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.*

*2. Original letter may be sent.*



**SECTION – XV**

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To  
**SVP (GB), HLL Lifecare Limited, Procurement and Consultancy Division, B-14 A, Sector -  
62, Noida -201307**

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of. \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 30 (thirty) months from the date of Notification of Award i.e. up to ----- (indicate date)

.....  
(Signature with date of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**SECTION – XVI****CONTRACT FORM****CONTRACT FORM FOR SUPPLY, INSTALLATION, COMMISSIONING, HANDING OVER, TRIAL RUN, TRAINING OF OPERATORS & WARRANTY OF GOODS**

(Address of the Purchaser's/Consignee's office issuing the contract)

Contract No \_\_\_\_\_ dated \_\_\_\_\_

**This is in continuation to this office's Notification of Award No \_\_\_\_\_ dated \_\_\_\_\_**

1. Name & address of the Supplier: \_\_\_\_\_
2. Purchaser's TE document No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent Amendment No \_\_\_\_\_, dated \_\_\_\_\_ (if any), issued by the purchaser
3. Supplier's Tender No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent communication(s) No \_\_\_\_\_ dated \_\_\_\_\_ (if any), exchanged between the supplier and the purchaser in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract:

- (i) General Conditions of Contract;
- (ii) Special Conditions of Contract;
- (iii) List of Requirements;
- (iv) Technical Specifications;
- (v) Quality Control Requirements;
- (vi) Tender Form furnished by the supplier;
- (vii) Price Schedule(s) furnished by the supplier in its tender;
- (viii) Manufacturers' Authorisation Form (if applicable for this tender);
- (ix) Purchaser's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 1 of Section II – 'General Instructions to Tenderers' of the Purchaser's TE document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
  - (i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/services	Accounting unit	Quantity to be supplied	Unit Price	Total price	Terms of delivery

Any other additional services (if applicable) and cost thereof: \_\_\_\_\_

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

2. Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

(a) Mode(s), stage(s) and place(s) of conducting inspections and tests.

(b) Designation and address of purchaser's inspecting officer

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

3. Warranty clause

4. Payment terms

5. Paying authority

\_\_\_\_\_  
**(Signature, name and address  
of the Purchaser's/Consignee's authorised official)**  
**For and on behalf of** \_\_\_\_\_

Received and accepted this contract

\_\_\_\_\_  
(Signature, name and address of the supplier's executive  
duly authorised to sign on behalf of the supplier)

For and on behalf of \_\_\_\_\_

(Name and address of the supplier)

\_\_\_\_\_  
(Seal of the supplier)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**SECTION – XVII**

**CONSIGNEE RECEIPT CERTIFICATE**  
**(To be given by consignee’s authorized representative)**

The following store (s) has/have been received in good condition:

- 1) Contract No. & date : \_\_\_\_\_
- 2) Supplier’s Name : \_\_\_\_\_
- 3) Consignee’s Name & Address with  
telephone No. & Fax No. : \_\_\_\_\_
- 4) Name of the item supplied : \_\_\_\_\_
- 5) Quantity Supplied : \_\_\_\_\_
- 6) Date of Receipt by the Consignee : \_\_\_\_\_
- 7) Name and designation of  
Authorized Representative of  
Consignee : \_\_\_\_\_
- 8) Signature of Authorized  
Representative of Consignee with  
date : \_\_\_\_\_
- 9) Seal of the Consignee : \_\_\_\_\_

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**SECTION – XVIII**

**Proforma of Final Acceptance Certificate by the Consignee**

**No** \_\_\_\_\_

**Date** \_\_\_\_\_

**To**

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Subject:** Certificate of commissioning of equipment/plant.

This is to certify that the Goods/Storesas detailed below has/have been received in good conditions along with all the standard and special accessories and in accordance with the contract/ specifications. The same has beenaccepted and taken in stock.

(a) Contract No \_\_\_\_\_ dated \_\_\_\_\_

(b) Description of the equipment(s)/plants: \_\_\_\_\_

(c) Quantity: \_\_\_\_\_

(d) Receipt/ Goods Consignment Note no \_\_\_\_\_ dated \_\_\_\_\_

(e) Name of the Transporters: \_\_\_\_\_

(f) Name of the Consignee: \_\_\_\_\_

(g) Date of acceptance: \_\_\_\_\_

(h) Remarks if any: \_\_\_\_\_

Signature

Name

Designation with Stamp/Seal

**SECTION – XIX**

**This section is deleted**

**SECTION – XX**  
**CHECKLIST**

Name of Tenderer:

Name of Manufacturer:

Sl No.	Activity	Yes/ No/ NA	Page No. in the TE document	Remarks
1. a.	Have you enclosed EMD of required amount for the quoted schedules?			
b.	In case EMD is furnished in the form of Bank Guarantee, has it been furnished as per Section XIII?			
c.	In case Bank Guarantee is furnished, have you kept its validity of 165 days from Techno Commercial Tender Opening date as per clause 19 of GIT?			
2. a.	Have you enclosed duly filled Tender Form as per format in Section X?			
b.	Have you enclosed Power of Attorney in favour of the signatory?			
3.	Are you a SSI unit, if yes have you enclosed certificate of registration issued by Directorate of Industries/NSIC			
4. a.	Have you enclosed clause-by-clause technical compliance statement for the quoted goods vis-à-vis the Technical specifications?			
b.	In case of Technical deviations in the compliance statement, have you identified and marked the deviations?			
5. a.	Have you submitted satisfactory performance certificate as per the Proforma for performance statement as per Proforma given in TE document in respect of all orders?			
b.	Have you submitted copy of the order(s) and end user certificate?			
6.	Have you submitted manufacturer's authorization as per Section XIV?			
7.	Have you submitted prices of goods, in the Price Schedule as per Section XI?			
8.	Have you kept validity of 120 days from the Techno Commercial Tender Opening date as per the TE document?			

Sl No.	Activity	Yes/ No/ NA	Page No. in the TE document	Remarks
9.	Have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?			
10.	Have you intimated the name and full address of your Banker (s) along with your Account Number			
11.	Have you fully accepted payment terms as per TE document?			
12.	(a) Have you fully accepted delivery period as per TE document? (b) Have you accepted terms of delivery at consignee site?			
13.	Have you submitted the certificate of incorporation?			
14.	Have you accepted the warranty as per TE document?			
15.	Have you accepted terms and conditions of TE document?			
16.	Have you furnished documents establishing your eligibility & qualification criteria as per TE documents?			
17.	Have you furnished Annual Report (Balance Sheet and Profit & Loss Account) for last three years prior to the date of Tender opening?			
18.	Have you submitted quality control requirement?			

N.B.

- All pages of the Tender should be page numbered and indexed.
- The Tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
- It is the responsibility of tenderer to go through the TE document to ensure furnishing all required documents in addition to above, if any.

---

**(Signature with date)**

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**(Full name, designation & address of the person duly authorised sign on behalf of the Tenderer)  
For and on behalf of**

---



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**(Name, address and stamp of the tendering firm)**

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**Section – XXI****Consignee List**

<b>Consignee Code</b>	<b>Institutions</b>	<b>Contact Address.</b>
RKP	CGHS Wellness Centre and Administrative Building	CGHS Wellness Centre and Administrative Building, Sector -13, R.K. Puram, New Delhi

**NB: The consignee will ensure timely issue of Octroi Exemption Certificates, Road Permits & Entry Tax Exemption Certificates, wherever applicable, to the suppliers.**