

National Bank for Agriculture and Rural Development (NABARD)

Tender for Supply and Installation of Office Chairs

at

NABARD Head Office, Mumbai



**Department of Premises, Security and Procurement,
NABARD Head Office
Gr. Floor, A-Wing, C-24, G Block,
Bandra Kurla Complex, Bandra (E) Mumbai – 400 051
dpsp@nabard.org**

Date of issue of Tender	24-01- 2025
Last date for submission off Tender	14-02-2025
Earnest Money Deposit (EMD)	Rs. 2,00,000/-
Date of Pre-Bid Meeting with bidders	31-01-2025
Date of opening of Technical Bids	14-02-2025
Provision of sample chairs as per models quoted in the tender at NABARD Head Office, BKC, Mumbai	Within 5 working days from the date of intimation by NABARD to preliminary qualified bidders in the technical round
Time and date of opening of Price Bids	Will be communicated to technically qualified bidders.

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NOTICE INVITING TENDER

Madam/ Dear Sir,

Tender for Supply and Installation of Office Chairs at NABARD Head Office, Mumbai

NABARD, Head Office, Mumbai intends to invite online Tender through GeM portal for Supply and Installation of Office Chairs at NABARD Head Office, Mumbai to be submitted on or before 14-02-2025.

NABARD intends to undertake the work of “Tender for Supply and Installation of Office Chairs at NABARD Head Office, Mumbai” through e-tender platform GeM portal under two bid system (Technical bid & Price bid), i.e. Technical Qualification with respect to Techno-commercial aspects and Competitive Rates is being followed and therefore, invite bids from Original Equipment Manufacturers or their Authorised Dealers for the supply & installation of Office Chairs. The bidders are required to submit bids in two parts - Technical Bid and Price Bid. The bid documents can be downloaded from GeM portal and Bank’s website.

National Bank for Agriculture and Rural Development (NABARD) has its Head Office at C-24 G Block, Bandra Kurla Complex, Bandra (E), Mumbai 400051. The total number of required furniture items to be provided are detailed separately in the tender. Bidders are advised to go through the tender documents carefully before quoting the rates. *The bidders are advised to visit the site, conduct survey of the existing conditions so as to familiarize themselves with the nature and scope of works to be carried out and get all clarifications as necessary from NABARD before quoting their rates.*

1. Part-1 (Technical Bid)

The Technical Bid shall be submitted by the bidder as per the enclosed format (**Annexure -I**) and shall contain the following:

- a) Proof of Earnest Money Deposit as mentioned in the Tender. (Exempted for MSEs)
- b) Covering letter for submission of Tender
- c) Form of Tender
- d) Pre-Qualification Criteria
- e) Instructions To Bidders and General Conditions of Contract
- f) The following forms should be submitted:
 - i. **Annexure VI** - Technical specification compliance sheet.
 - ii. **Annexure VII** - Articles of Agreement.
 - iii. **Annexure VIII**- Indemnity Bond
 - iv. **Annexure IX**- Format of Virtual Completion Certificate
 - v. **Annexure X**- Pre-contract Integrity Pact
 - vi. **Annexure XI** - An Undertaking by the Authorized Signatory of the Vendor/Bidder, on the letter head of the Vendor/Bidder stating that the Vendor/Bidder has not been blacklisted by any Central/State Government Organization or PSU for any corrupt and fraudulent practice
- g) Vendor/Bidder's letter giving technical clarifications (if any).

It should be specifically noted that the **contents of Technical Bid must not reveal commercials/ Price Bid**. In the event of the same, bid shall be rejected.

2. Part-II (Price Bid)

Price Bid should contain duly priced schedule of items as per the details below:

- a. Prices should be in Indian Rupees only, with detailed item-wise prices as per the specifications mentioned thereagainst.
- b. The Commercial Offer should be in conformity with the terms indicated in Price Composition.
- c. The Price Bid should not contradict the Technical Bid in any manner.
- d. The Price Bid should not contain any conditions. It may be noted that Conditional Bids shall be rejected.

3. Opening of Bids:

The Technical Bid shall be opened on 14-02-2025, **online at the GeM Portal**. The date and time for opening of the **Price Bid** shall be communicated to qualified bidders separately. All the preliminary qualified bidders based on the documents produced by them, are required to submit each sample of chair model quoted by them in the bid to NABARD Head Office, BKC, Mumbai, within 05 working days from the date of intimation by NABARD to bidders to enable us to examine whether sample chair models produced fulfil the technical specifications provided in the tender document. Final qualification of the bidders in the Technical Bid is based on the acceptance of the above samples by NABARD.

Price Bid shall be opened after scrutiny of technical offer of the tender, supporting documents submitted therewith and acceptance of the samples by NABARD, at a later date, in respect of vendors who are found to be eligible in technical bid, and they shall be intimated separately about opening of price bid.

Bank reserves the right to enable **Reverse Auction** mode in this GeM tender and shall invite all the technically qualified bidders after the opening of the price bid for participation in the reverse auction process for better price realization.

Any discrepancies, omissions, ambiguities in the Tender Documents, if any, or any doubt as to their meaning should be reported in writing to the "The Chief General Manager, DPSP, NABARD, Head Office, Gr. Floor, A-Wing, C-24, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051" within 05 days of issue of bid, who will review the same and information sought if not clearly indicated or specified, NABARD will issue clarifications to all the bidders which will become part of the Contract Document. NABARD will not be responsible if the discrepancies, omissions, ambiguities in the Tender Documents or any doubts as to their meaning are not brought to the notice of NABARD within 05 (five) days of issue of this bid.

4. A pre-bid meeting has been scheduled at site i.e. NABARD Head Office at Mumbai-400051 on 31-01-2025 at 10:30 AM in presence of Bank's Officials to guide the bidders about the scope of work and clarify the doubts of work, if any, raised by the bidders. The prospective bidders are requested to participate in the scheduled pre-bid meeting. The bidders are advised to conduct a site survey and satisfy themselves about the overall feasibility of work well before attending the pre-bid meeting. The clarifications being sought in the pre-

bid meeting may be submitted in writing to our Office by e-mail to dpsp@nabard.org **at least two working days** prior to the date of pre bid meeting. The clarifications given in pre bid meeting will also be forming a part of tender document and will be uploaded on the website. NABARD reserves the right to revise the Price Bid document or any other condition in the technical bid document as per the pre-bid meeting outcomes, if required, and same will be uploaded on website.

5.This Notice Inviting Tender (NIT) shall also form part of the Technical Bid. In case of contradiction between the rules/ provisions of this tender documents and those of GeM portal, preference shall be given to the rules/ provisions given in the tender document.

Sd./-

(Ajith Kumar Pittan)

Deputy General Manager

Part I - TECHNICAL BID

**Covering letter for submission of Tender
(Letter to NABARD on Tenderer/Bidder's letterhead)**

The Chief General Manager,
DPSP, NABARD, Head Office,
Mumbai - 400 051

Dear Sir,

**“Tender for Supply and Installation of Office Chairs
at NABARD Head Office, Mumbai”**

With reference to the above TENDER, having examined and understood the instructions, terms and conditions forming part of your above inquiry, we hereby enclose our offer for supply of the equipment and services as detailed in your above referred inquiry.

We confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred TENDER and enclosures.

We also understand that NABARD is not bound to accept the offer either in part or in full. If NABARD rejects the offer in full or in part, NABARD may do so without assigning any reasons thereof.

Yours faithfully,

(Signature of Authorised Signatory of bidder firm along with the seal of the firm)

Name :

Designation of the authorised signatory :

Place:

Date:

FORM OF TENDER

The Chief General Manager,
DPSP, NABARD, Head Office,
Mumbai - 400 051

Date :
Place :

Dear Sir

Tender for Supply and Installation of Office Chairs at NABARD Head Office, Mumbai

Having examined the conditions relating to the works specified in the Memorandum hereinafter set out, having visited and examined the site of the works specified in the said Notice Inviting Tender (NIT) and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to execute the works specified in the said Memorandum within the time specified, at the rates to be mentioned in the Price Bid, which may be issued to us by NABARD in the event that we qualify the technical bid and in accordance in all respects with the Technical Specifications **(given in Annexure VI)** and instructions referred in 'Instructions to Bidders and General Conditions of contract', the Articles of Agreement **(Annexure- VII)** and Price Bid with such materials as are provided for, by and in all other aspects in accordance with such conditions so far as they may be applicable.

MEMORANDUM

S. No.	Subject	Specification
I	Description of work	Tender for Supply and Installation of Office Chairs at NABARD Head Office, Mumbai
II	Estimated Cost	Rs. 1,00,00,000/-
III	Earnest Money Deposit	Rs. 2,00,000/-
IV	Time allowed for completion of the work	The time allowed for completion of total project is 45 days reckoned from the date of issue of work order.
V	Retention Money Deposit (RMD)/ Security Deposit (SD)	RMD at the rate of 5% of the billed amount (as per the award of work) will be retained with the buyer against every payment to the bidder. EMD and RMD put together (Security Deposit) at any time shall not be more than 5% of the awarded value of the contract. Security Deposit (SD) will be retained with the bank till the defect liability period (Warranty Period). All the defects during this warranty period shall be rectified by the awarded bidder at his cost and responsibility. The SD will be released after the warranty period on satisfactory rectification of defects. During the warranty period, SD shall be released on completion of work against performance bank guarantee drawn in favour of NABARD for an amount equal to the Security Deposit.

2. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and

provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the National Bank for Agriculture and Rural Development, the amount mentioned in the said Conditions.

3. I/ We hereby offer to execute and complete the works in strict accordance with the Tender documents at the rates quoted by me/ us in the attached Price Bid in all respects as per the Terms & Conditions and Scope of Works described in the Tender document and the Annexures containing Terms & Conditions.

4. I/ We enclose herewith interest-free Earnest Money Deposit (EMD) receipts of ₹ 2,00,000/- (Rupees Two Lakh only) by e-payment and the sum shall be forfeited in the event of our withdrawal of Tender before expiry of the validity period of offer and/ or in case of breach of contract in the event of our failure to execute the Contract when called upon to do so by accepting our Tender. I/ We agree that EMD shall not bear any interest.

5. I/ We agree to pay all Government (Central & State) taxes such as trade tax, excise duty, octroi, GST, etc. as applicable and the rates quoted by us in the tender are inclusive of the same

6. The rates quoted by me/ us are firm and shall not be subjected to variations on account of fluctuation in the market rates or any other reasons whatsoever.

Our Bankers are:

1.

2.

Name of the partner of the firm Authorized to sign:

OR

Name of person having Power of Attorney to sign the contract (certified copy of the Power of Attorney should be attached)

Yours faithfully

(Signature of Authorised Signatory of bidder firm along with the seal of the firm)

Name of the Authorised Signatory :

Designation of the authorised signatory :

PRE- QUALIFICATION CRITERIA OF BIDDERS

Sr. No.	Pre-qualification criteria	Supporting Document to be submitted
1	The Bidder should have registered office in Mumbai.	Office Address proof and document issued by Govt. Agency / other competitive authority.
2	Should have been in this business at least for the last 07 years as on 31.03.2024	Proof of experience as on 31.03.2024
3	The annual turnover of the bidder during each of the last 3 years (FY21-22, FY22-23, FY- 23-24) should be at least Rs. 30,00,000/-	Annual turnover of last three financial years (FY21-22, FY22-23, FY 23-24) duly certified by the Statutory Auditors / CA.
4	Should have Goods and Service Tax Registration No.	GST Registration Certificate and GST Returns for the last 3 years
5	Financial standing through a) ITR (Income Tax Returns), of last 3 financial years ending on 31 March 2024. b) Balance sheet and profit & Loss account of last 3 financial years ending on 31 March 2024	a) Income Tax Returns of last three financial years ending on 31 March 2024. b) Balance sheet and P & L Account statement certified by CA of last 3 financial years ending on 31 March 2024.
6	The firm, during the last 3 years ending on 31 March 2024 should have completed the supply and installation of Office Chairs for the following value of at least: i) three similar works each valuing not less than Rs.40,00,000/-. OR ii) two similar works each valuing not less than Rs. 50,00,000/-. OR iii) one similar work valuing not less than Rs. 80,00,000/-.	Copies of work order & Completion certificates issued by the clients, as on 31.03.2024 supporting the qualification criteria
7	Authorized / Certified dealer/ supplier.	OEM Authorization letter— to be submitted in prescribed format (Annexure-IV) . – <i>Not applicable in case of bid submitted by OEMs</i>
8	Backup Commitment from the manufacturer for maintenance	Backup Commitment from the manufacturer/ OEM for maintenance to be submitted in prescribed format. (Annexure-V) . – Not applicable in case of bid submitted by OEMs
9	Acceptance to Additional Terms & Conditions: The Bidder shall comply with the following Additional Terms & Conditions: a. OEM Requirements: i. ISO 9001:2015 (For Quality Management System- QMS), ii. ISO 14001:2015 (for Environment Management System- EMS), iii. ISO 45001:2018 or Latest (For Occupational Health and Safety Management System), b. Manufacturer should be a member of BIFMA (Business and Institutional Furniture Manufacturers Association)	

Manufacturers Association) for at least 07 years (If the bidders are the dealers of manufacturer, the relevant certificate of the OEM may be produced by the bidder).

- c. The ISO certificates must be produced along with the tender.
- d. Valid Certificate from **GreenPro (from CII) or GreenGuard certification (from Underwriters Laboratories)**. (If the bidders are the dealers of manufacturer, the relevant certificate of the OEM may be produced by the bidder) for the green rating compliance of the products to be supplied.
- e. All India Occupational Therapist Association (AIOTA) indicating that the products are designed ergonomically, and valid Certificate should be shared.
- f. **Bidder Requirements:**
 - i. If the dealers are participating, then above certificates are to be produced by the OEM through the dealer.
 - ii. **All the certificates submitted by the bidders should be valid at the time of submission of bid and through the entire duration of the bidding process and till the completion of delivery of goods & services tendered.**
- g. **Experience Requirements:**
 - i. The bidder should have demonstrable experience having carried out similar works (at least three similar works valuing not less than Rs.40,00,000/-; or two similar works valuing not less than Rs. 50,00,000/-; or one similar work valuing not less than Rs. 80,00,000/- to State/Central Government Autonomous Bodies/ Departments/ Undertakings/ Enterprises/ Corporates **in at least one of the last three financial years.**
 - ii. Work completion certificates issued by the clients for such projects must be submitted with the bid.
- h. **Manufacturing Capability:**
 - i. The manufacturer must have sufficient in-house plant, machinery, and equipment to ensure proper and timely execution of the tendered items. The client reserves the right to visit and inspect the manufacturing facilities.
 - ii. Manufacturers must submit documentary proof of their in-house plant and machinery. Dealers participating in the bid should include an affidavit from their parent manufacturer company.
- i. The Technical Bid will be liable for rejection if the following conditions are not met: The bidder must submit the technical specification sheet on their official letterhead, including the brands offered, and Bid Specific Authorization Letters from the OEMs on their letterhead for primary items. The technical specification sheet should not be copy-pasted or lack a genuine OEM catalogue, which must be issued by the OEM (not prepared by the bidder in a tabular form with images). The OEM catalogue should contain a variety of items with specifications and must be from the OEM's official release, with the item(s) listed on the OEM's website. If the item(s) are not listed, or if misleading or incorrect catalogues are found, the bid may be summarily rejected at the discretion of the buyer or evaluation committee, and their decision will be final and binding.
- j. Manufacturer's Authorization OEM (MA) as per **Annexure IV** & Backup Commitment from the Manufacturer as per **Annexure V** with all the supporting documents i.e., Certificate of Dealership and its Udyam Certificate for last 03 years. (Bids without Udyam may also be accepted in case good brands are offered, acceptance of such bid will be at the sole discretion of the buyer).
- k. **Financial Requirements:** Audited financial statements (profit and loss account, balance sheet, and income-expenditure statement) or a CA Certificate (with CA's seal and signature) are required.
- l. **Factory License:** Manufacturers must possess a valid Factory License. Dealers participating in the bid should enclose a copy of the license from their parent manufacturer company. This is required to ensure compliance with the Factory Act.

	<p>m. Shops and Establishments Act Compliance: This requirement applies only to Manufacturer Companies and their Authorized Dealers. A Shops and Establishments Certificate is required.</p> <p>n. Product Testing: All products should be tested in accordance with standard operating conditions. Test certificates shall be produced by the bidder along with the supply. Photographs of the Quality Assurance (QA) Lab and relevant testing equipment should be attached with the tender.</p> <p>o. GST Registration: The bidder must have a valid GST (Goods and Services Tax) Registration Certificate (GSTN).</p> <p>p. Service Centre Requirements: Bidders must have their own service center in Mumbai with a minimum of 07 years of operation. Documentary proof of the address needs to be submitted with the bid.</p> <p>q. Data Sheets of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.</p> <p>r. Pre-Contract Integrity Pact - Bidder may ensure to execute a pre-contract integrity pact (duly stamped) as per Annexure-X of BID and submit along with the bid which is required as per directions of the Central Vigilance commission.</p> <p>Important Note - Prospective bidders are requested to submit a duly signed and stamped 'Integrity Pact' on a ₹200/- Stamp Paper. Compliance to 'Integrity Pact' is mandatory and shall be the pre-qualification criteria. Non-submission of 'Integrity Pact' or submission in different format (other than the prescribed one) and not duly authenticated by authorized signatory shall make the prospective bidder liable for disqualification from the bidding process.</p>
10	<p>The date and time for opening of the Price Bid shall be communicated to qualified bidders separately. All the preliminary qualified bidders based on the documents produced by them, are required to submit each sample of chair model quoted by them in the bid to NABARD Head Office, BKC, Mumbai, within 05 working days from the date of intimation by NABARD to bidders to enable us to examine whether sample chair models produced fulfil the technical specifications provided in the tender document. Final qualification of the bidders in the Technical Bid is based on the acceptance of the above samples by NABARD.</p>

Decision of the Bank regarding selection of Contractors will be final. The Bank is not bound to assign any reasons thereof. Any false and / or inadequate information can result in rejection of the tender. The selection of the bidders is based entirely upon the capability and resources of prospective bidders to perform the particular contract satisfactorily, considering above criteria.

INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS OF CONTRACT

1. Scope of Work – The work includes supply and Installation of Office Chairs for NABARD at their Head Office in Bandra Kurla Complex, Bandra East, Mumbai. This would also include any or all parts required for proper functioning and installation of the product.

2. Mode of submission of tender: Through GeM portal (<https://gem.gov.in/>)

3. Validity of tender: Validity of the quoted rates shall be **90 days** from the date of opening of price bid tenders.

4. Earnest Money Deposit (EMD)

Mode of depositing EMD: The Vendor/Bidder shall furnish an EMD of i.e. Rs. 2,00,000/- (Rupees Two Lakh Only) by transferring the amount in favor of 'NABARD' account No. NABADMN07 (IFSC: NBRD00000002). Documentary evidence of deposit to be enclosed along with the duly filled & signed tender complete in all respects. Tender without EMD shall be treated as 'Non-bonafide' tender and rejected.

Refund of EMD: The EMD shall be returned to the bidder if his tender is not accepted by the Bank but without any interest thereon. The Bidder shall furnish bank account details in the format given in this tender (**Annexure III**). The EMD paid by the successful bidder shall be retained by NABARD as part of Performance Security till the defect liability period. No interest shall be paid on this deposit.

Forfeiture of EMD: The EMD shall be forfeited in case the bidder fails to comply with any of the conditions of the Contract / Tender Document or if he withdraws his tender at any point of time before award of the work, in which case, he will also, not be allowed to participate in the event of any re-tender.

5. Retention money deposit (RMD): RMD at the rate of 5% of the billed amount (as per the award of work) will be retained with the buyer against every payment to the bidder. EMD and RMD put together (Security Deposit) at any time shall not be more than 5% of the awarded value of the contract. Security Deposit (SD) will be retained with the bank till the defect liability period (Warranty Period). All the defects during this warranty period shall be rectified by the awarded bidder at his risk, cost, and responsibility. The SD will be released after the warranty period on satisfactory rectification of defects. During the warranty period, SD shall be released on completion of work against performance bank guarantee drawn in favour of NABARD for an amount equal to the Security Deposit.

6. Non-Bonafide tender: The tender which is not accompanied by the prescribed EMD shall be called 'Non-Bonafide Tender'. Non-Bonafide tender shall not be considered.

7. Submission of documents: All the information required as per different formats and annexures of the bid along with the supporting documents may be submitted by the bidders to avoid disqualification and rejection of bid for want of information/ documents. If any of the documents required is found to be missing or unsigned, the tender shall be liable for rejection. A indicative check-list has been provided for submission of documents.

8. The tenderer/bidder shall submit two separate e-bids for the captioned Tender i.e. Technical Bid and Financial/Price Bid which should be complete in all respects. The National Bank for Agriculture and Rural Development (NABARD) does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reason(s) thereof.

9. Execution of contract: On receipt of intimation from NABARD of the acceptance of his/ their tender, by way of Work Order, the successful bidder shall sign an agreement in accordance with the format (**Annexure-VII**) prescribed herein and the Price Bid. Work Order issued by the National Bank for Agriculture and Rural Development in respect of the of a tender will constitute a binding contract between NABARD and the bidder, whether such formal agreement is or is not subsequently executed.

10. Agreement shall be executed in non-judicial stamp paper (for ₹200/-): The cost of such stamp paper is to be borne by the successful bidder. The agreement needs to be stamped as per latest provisions of the applicable Stamp Act and should be executed in duplicate in duplicate within 7 days of award of work.

11. The bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of making tender and for entering into a contract and inspect the site of the work, acquaint himself with all local conditions, means of access to the work, nature of work and all matters pertaining thereto.

12. Firmness of rates: The rates quoted in the tender/ offer shall be for the complete item including, supply, installation, assembling at site/ testing and commissioning (if any) at site. The rate shall also include all charges for storing, watch and ward, reinstating and making good the damaged work if any on the existing properties of NABARD to its original finish, etc. The rates quoted shall be deemed to be for finished work to be measured at site. The rates quoted in the tender shall include all charges for packing, transport, loading, unloading and for delivery at site. Bidders must include in their rates, GST or any other tax and prevailing duty or other levy as existing, levied by the Central Government or any State Government or Local Authority, if applicable, from time to time. No claim in respect of increase in any other tax, duty or levy during the duration of the contract shall be entertained by the Employer. The rates awarded will remain firm during the contract period.

13. The bidder shall note that unless otherwise stated the tender is strictly on item rate basis and his attention is drawn to the fact that rate should be correct, workable, and self-supporting. The bidder shall carry out all works necessary for completion of work and for delivering results. No claim shall be entertained on this account.

14. Time allowed for carrying out the work shall be strictly observed by the bidder. The work shall throughout the stipulated period of the contract be proceeded with all due diligence.

15. The successful bidder is bound to carry out any or all items of work necessary for the completion of the job even though such items are not included in the quantities and rates.

16. The successful bidder must cooperate with the other Contractors, if any, appointed by

NABARD for other works in the site so that the work shall proceed smoothly with the least possible delay and to the satisfaction of the Bank's Engineer/ Officials.

17. Defect Liability Period (Warranty Period): The successful bidder has to provide Comprehensive Post-installation warranty support (OEM warranty) for all the hardware, Installed & commissioned by them, for a period of minimum **3 (Three) years**, on site from the date of installation, testing and commissioning and the same may be factored in while quoting the price in the tender. In case where the bidder might have to source full or part of the components or services from the OEM, the bidder shall stay responsible for the entire solution at his risk and cost.

18. Completion Schedule: The work allotted to the Bidder is to be **completed within 45 days** from the date of acceptance of the Work Order. Bidders are advised to visit the site and get themselves fully acquainted with the general and local site conditions, particularly those bearing upon transportation, handling, storage and the like, prior to quoting for the work.

19. Liquidated damages: Liquidated Damages shall be recovered from the Contractor's dues for delay in completion of the work. The quantum of liquidated damages per week shall be calculated at 0.25% of the cost awarded (accepted tender amount) put to tender subject to a maximum 5% of the accepted tender amount.

20. Extension of time: If the Contractors desire any extension of time for completion of work on grounds of there, having been unavoidable hindrances in execution or any other ground, they shall apply in writing immediately after the occurrence of the hindrances. Such application shall contain complete details of hindrances, which hindered the Contractors in the execution of the work. If in the opinion of Bank's Officials, works be delayed by force majeure such as: (a) war/ hostilities, (b) riots or civil commotion, (c) earthquakes, fire tempest, lightening or other natural / physical disasters, etc., (d) restrictions imposed by the Government which prevent or delay the execution of the order or by any other reasons and in such cases, if any such extension of time in execution of work is granted by the Bank, the extension of time will be given without prejudice to Bank's right to recover liquidated damages or compensation under the relevant contract clause and no extra claim will be paid by the Employer whatsoever on account of delay or idle labour/machinery.

21. Compensation for delay: The bidder shall not be entitled to any compensation for any loss suffered by him on account of delays in commencing or executing the work, whatever the cause of delays may be including delays arising out of modifications to the work entrusted to him or in any subcontract connected therewith or delays in awarding contracts for other trades of the project or in commencement or completion of such works or in obtaining power connections for work purpose or for any other reason whatsoever and the Employer shall not be liable for any claim in respect thereof. The Employer does not accept liability for any sum besides the tender amount, subject to such variations as are provided for herein.

22. No escalation shall be allowed on the rates of this contract. Any extra item required for proper completion of work shall be got approved from NABARD and shall be paid on actual labour & material cost. Rate analysis regarding the same should be submitted by the Contractor to NABARD for approval.

23. Terms of Payment: Payment under this contract shall be made as follows:

100% after satisfactory supply, installation, testing and commissioning etc. of material at site and production of bill to the Bank, the bill should be accompanied with virtual completion certificate **(as per the Annexure IX)** duly certified by the AGM of NABARD and if required satisfactory quality test report issued by the independent test house approved by NABARD, **within 15 working days from the date of bill submission along with relevant document mentioned above.** The payment will be released as per the measurement in accordance with the schedule of quantities. Retention money deposit and deduction of statutory taxes shall be applicable while releasing the payment. **No advance shall be paid to the Contractor.**

24. The total retention money recovered from the bills shall be 5% of contract value including Earnest Money Deposited and will be retained for defect liability period (warranty period) from the date of completion work and will not bear any interest. Any defect in this period shall be rectified by the Contractor at their cost. In this regard the date of successful trial/ inspection of the works at site taken in presence of NABARD's Engineer /Official shall be considered as date of completion of work.

25. The Contractor shall use all the materials conforming to relevant BIS/ relevant Code and will use the best materials of approved manufacture.

26. Inspection of work: The Contractor shall at the instructions of NABARD within such time as notified, open up for inspection any work and should the Contractor refuse or neglect to comply with such instructions, the Employer may employ other workman to open the same. Such work if it is found not in accordance with approved specifications, or the instructions, expenses of opening up and redoing if required shall be borne by and recoverable from the Contractor from any money due or which may become due to the Contractor.

27. Notices: Notices of the Employer, to the Contractor, may be served personally or by being left at or sent by registered post to the last known place of the business of the party to whom the same is given or in the case of the Contractor by being left on the works, Notices may be served at or sent by registered post to the registered office of the Contractor. Any notice sent by registered post shall be deemed to be served at the time when in the ordinary course of post, it would be delivered.

28. Revision in tender: Any request for revision of original tender rates, specifications or conditions by a bidder received after opening of tenders shall not be entertained.

29. Deletion or Addition in quantities of items: The tender rates shall be fixed and applicable for any increase or decrease in the tendered quantities. The Employer can increase or decrease any quantities to any extent or even delete particular item as per requirements and the Contractor shall not be paid anything extra on this account. Nothing extra will be paid by the Bank on account of omission / deletion of items or decrease in the quantity of items. The Bank shall not entertain any claim whatsoever from the Contractor on this account.

30. Termination of contract by the Employer:

- a)** If the Contractor being an individual or a firm, commit any "Act of Insolvency" or shall be adjudged an insolvent or being an incorporated company shall have an order for compulsory winding up or applies for voluntary winding up or subject to the supervision of the court and of the official assignee or the liquidator, in such acts of insolvency or winding up shall be unable within seven days after notice to him requiring him to do so, to show to the reasonable satisfaction of the Employer that they are able to carry out and fulfil the contract, and to give security, therefore, if so required by the Employer. **OR**

If the Contractor (whether an individual Firm or Incorporated Company) shall suffer execution to be issued or shall suffer any payment under this contract to be attached by or on behalf of any of the creditors of the Contractor or shall assign or sublet the contract without the consent in writing of the Employer first obtained. **OR**

- b)** Shall charge or encumber this contract or any payments due or which may become due to the Contractor there under. **OR**

- c)** If the Contractor has:

Abandoned the contract, **OR**

Has failed to commence the works, or has without any lawful excuse under these conditions suspended the progress of the works for seven days after receiving from the Employer written notice to proceed, **OR**

Has failed to proceed with the works with such due diligence and failed to make such due progress as would enable the works to be completed within the time agreed upon, **OR**

Has failed to remove materials from the site or to pull down and replace work for seven days after receiving from the Employer written notice that the said materials of work were condemned and rejected by the Employer under these conditions, **OR**

Has neglected or failed persistently to observe and perform all or any of the acts, matters or things by this contract to be observed and performed by the Contractor for seven days after written notice shall have been given to the Contractor requiring the Contractor to observe or perform the same, **OR**

Has to the detriment of good workmanship or in defiance of the Employer's instructions to the contrary sublet any part of the contract.

- d)** Then and in the event of any of the aforesaid cases, the Employer may, notwithstanding any previous waiver, after giving seven-day notice in writing to the Contractor, determine the contract but without thereby affecting the powers of the Employer or the obligations and liabilities of the Contractor, the whole of which shall continue in force as fully as if the contract has not been so determined and as if the works subsequently executed has been executed by or on behalf of the Contractor. Further, the Employer may enter upon and take possession of the work and all plant, tools, scaffolding, sheds, machinery and materials lying upon the premises or the adjoining lands or roads and use the same as his own

property or may employ the same by means of his own servants and workmen in carrying on and completing the works or by employing any other Contractors or other persons to complete works, and the Contractor shall not in any way interrupt or do any act, matter or thing to prevent or hinder such other Contractor or other person or persons employed for completing and finishing or using the materials and plant for the works. When the works shall be completed or as soon thereafter as convenient, the Employer shall give a notice in writing to the Contractor to remove his surplus materials and plant, and should the Contractor fail to do so within a period of 14 days after the receipt thereof by him, the Employer shall sell the same by public auction, and shall give credit to the Contractor for the amount realized on deducting therefrom the costs of removal and sales.

- e) If any sum shall be due or payable to or by the Employer for the values of the said plant and materials so taken possession of by the Employer and the expense of loss which the Employer shall have been put to in requiring the works to be completed, and the amount, if any, owing to the Contractor and the amount which shall be so certified shall thereupon be paid by the Employer to the Contractor or by the Contractor to the Employer, as the case may be, and the Employer's certificate shall be final and conclusive between the parties. On termination of the contract, the Contractor shall forthwith remove himself and his workmen from the work site.

31. Termination of the contract by the Contractor: If the payment of the amount payable by the Employer shall be in arrears and unpaid for reasonable period after it has become due as per payment terms and after notice in writing requiring payment of the amount shall have been given by the Contractor to the Employer and if the Employer unreasonably withholds any such payment then Contractor shall be entitled to give a termination notice and terminate the contract and recover from the Employer payment for all works executed for the purpose of the contract. In arriving at the amount of such payment, the net rates contained in the Contractor's original tender shall be followed.

32. Matters to be finally determined by the Employer: The Employer's decision, opinion, direction, with respect to all or any of the matter such as scope of work, Contractor to provide everything necessary, materials and workmanship to conform the description, assignment of subletting, defects after completion, delay & extension of time, opened up works and the schedule of rates as contained in the Price Bid hereof and as to the exercise by them the right to have any works opened up shall be final and conclusive and binding on the Contractor. Employer's instructions if any, in this regard in case of any urgency, shall also be complied immediately.

33. Arbitration: If any dispute, difference or question shall at any time arise between the parties as to the construction of this Agreement or concerning anything or as to the rights, liabilities and duties of the parties hereunder, except in respect of matters for which it is provided hereunder that the decision of the Employer or its Engineer is final and binding, the same shall be referred to conciliation or arbitration after giving at least 30 day notice in writing to the other (herein after referred to as the "Notice for Conciliation / Arbitration") clearly setting out the items of dispute to a Conciliator or the Sole Arbitrator who shall be appointed as herein after provided for the purpose of appointing the Conciliator or the Sole Arbitrator who shall be appointing the Conciliator or the Sole Arbitrator referred above, the Employer shall send to the Contractors, within thirty days of the Notice of Conciliation / Arbitration, a panel of three

names of persons who shall be presently unconnected with the organization of the Employer or the Contractors.

The Contractor shall, on receipt of the names as aforesaid, select any one of the persons so named to be appointed as the Conciliator or Sole Arbitrator, as the case may be, and communicate his name to the Employer within fifteen days of receipt of the names. The Employer shall thereupon without any delay, appoint the said person as the Conciliator or Sole Arbitrator.

If the Employer fails to send to the Contractors, the panel or three names as aforesaid within the period specified, the Contractor shall send to the Employer, a panel of three names of persons who shall be unconnected with either party. The Employer shall, on receipt of the names as aforesaid, select any one of the person's names and appoint him as the Conciliator or Sole Arbitrator. If the Employer fails to select the person and appoint him as the Conciliator or Sole Arbitrator within thirty days of receipt of the panel and inform the Contractor accordingly, the Contractor shall be entitled to appoint one of the persons from the panel as the Conciliator or Sole Arbitrator and communicate his name to the Employer.

If the person so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever, another person shall be appointed as aforesaid.

The Conciliation / Arbitration shall be governed by the Conciliation and Arbitration Act, 1996 as in force from time to time. Where the parties do not agree with the Conciliator and appoint an Arbitrator (s) the award of the Arbitrator (s) shall be final and binding on the parties. It is hereby agreed that in all disputes referred to Arbitration, the Arbitrator shall give a separate Award in respect of each dispute or difference in accordance with the terms of the reference and the Award shall be a reasoned Award.

The fees, if any, of the Conciliator or the Arbitrator shall, initially are paid in equal proportion by each of the parties. The cost of the Conciliation / Arbitration including the fees, if any, of the Conciliator or the Arbitrator, shall be directed to be finally borne by such partly or parties to the dispute, in such matter or proportion as may be directed by the Conciliator or the Arbitrator, as the case may be in the Award.

The Employer and the Contractor also hereby agree that the Arbitration under this Clause shall be a condition precedent to any right to action under the contract with regard to the matters hereby expressly agreed to be so referred to Arbitration.

34. Insurance: The Contractor, is required to keep the supply/works duly insured from commencement to completion of works, the supplier /Contractor shall take full responsibility for the care of the work and for taking precautions to prevent loss or damage to the works and to minimize the loss or damage to the greatest extent possible and shall be liable for any damage or loss that may happen to the works or any part thereof from any cause whatsoever, inherent defects and failures due to poor workmanship and causes such as fire, lightening etc. and shall at his own cost repair and make good the same so that at all times the work shall be in good order and condition and in conformity in every respect with the requirements of the Contract. The successful bidder shall obtain CAR (Contractors all risk insurance policy) to the tune of

1.25 times of contract value and workmen compensation policy for the workmen to be employed at site for the period of contract. The policies should be in the joint name of NABARD and the bidder where first name should be NABARD. The original insurance policies should be handed over to NABARD within 7 days of award of work.

Explanation: For the purpose of this condition, the expression "from the commencement to completion of work" shall mean the time commencing from the issue of the work order to the Contractor and ending with successful commissioning of the work.

35. The Contractor shall observe all the safety precautions for the safety of the labour and the employees of the NABARD, during execution of works. He would be responsible for the safety of persons employed by him. The Contractor shall take all precautions to avoid accident and causes of accident. He must be careful regarding safety during working of his staff in the premises. NABARD shall not bear any responsibility in case of any accident to his worker in the premise due to no fault of NABARD's working but merely due to negligence of his worker or lack of safety provided to them by the Contractor.

36. The bank at its discretion if required will be carrying out testing of the office chairs randomly in reputed and accredited test houses or engineering institutions. The Bidder shall arrange the necessary logistics and conveyance for arranging the test. The cost for testing by the test houses will be borne by the bidder.

- a. The items (Office Chairs) will be accepted if the test results are meeting the specifications provided in the tender.
- b. If the test results are failure- The successful bidder has to replace the whole lot of supplied items to NABARD with a new lot of items meeting the specifications within 30 days failing which the contract will be cancelled and the EMD will be forfeited, and also the firm will be blacklisted from participating in future tenders of NABARD.

37. The bidders should provide the item wise detailed product specifications to be supplied and to be attached in the technical bid.

38. Delivery of the Items: Items procured by NABARD through this tender are to be delivered at NABARD Head Office, Gr. Floor, A-Wing, C-24, G Block, Bandra Kurla Complex, Bandra (E) Mumbai – 400051. To be installed and setup department wise at different wings/floors in the office as per the instructions of the concerned NABARD officer.

Declaration by The Bidder

I/we hereby declare that I/we have read and understood the above instructions to the bidders and that the same are binding on me/us.

(Signature of Authorised Signatory of bidder firm along with Seal of the firm)

Name :

Designation of the authorised signatory :

Place:

Date :

Annexure I

Checklist for submission of bid & supporting documents

(Checklist is indicative and not exhaustive and bidder may ensure that all the required documents duly signed on all pages are submitted as required in the bidding process)

Sl. No.	Details of bid documents to be submitted	Mark <input checked="" type="checkbox"/>
1	Proof of Earnest Money Deposit as mentioned in the Tender. (Exempted for MSEs.)	<input type="checkbox"/>
2	Covering letter for submission of Tender (Letter to NABARD on Tenderer/Bidder's letterhead)	<input type="checkbox"/>
3	Form of Tender	<input type="checkbox"/>
4	Vendor/Bidder's letter giving technical clarifications (if any).	<input type="checkbox"/>
5	Proof of experience as on 31.03.2024	<input type="checkbox"/>
6	Annual turnover of last three financial years (FY21-22, FY22-23, FY 23-24) duly certified by the Statutory Auditors / CA.	<input type="checkbox"/>
7	GST Registration Certificate and GST Returns for the last 3 years	<input type="checkbox"/>
8	Income Tax Returns of last three financial years ending on 31 March 2024.	<input type="checkbox"/>
9	Balance sheet and P & L Account statement certified by CA of last 3 financial years ending on 31 March 2024.	<input type="checkbox"/>
10	Copies of work order & Completion certificates issued by the clients, as on 31.03.2024.	<input type="checkbox"/>
11	ISO 9001:2015 (For Quality Management System- QMS),	<input type="checkbox"/>
12	ISO 14001:2015 (for Environment Management System- EMS),	<input type="checkbox"/>
13	ISO 45001:2018 or Latest (For Occupational Health and Safety Management System),	<input type="checkbox"/>
14	Manufacturer should be a member of BIFMA (Business and Institutional Furniture Manufacturers Association) for at least 07 years (If the bidders are the dealers of manufacturer, the relevant certificate of the OEM may be produced by the bidder).	<input type="checkbox"/>
15	Valid Certificate from GreenPro (from CII) (If the bidders are the dealers of manufacturer, the relevant certificate of the OEM may be produced by the bidder) for the green rating compliance of the products to be supplied.	<input type="checkbox"/>
16	Valid Certificate from GreenGuard (from UL) (If the bidders are the dealers of manufacturer, the relevant certificate of the OEM may be produced by the bidder) for the green rating compliance of the products to be supplied.	<input type="checkbox"/>
17	Manufacturers must submit documentary proof of their in-house plant and machinery. Dealers participating in the bid should include an affidavit from their parent manufacturer company.	<input type="checkbox"/>
18	Manufacturer's Certificate of Dealership for last 03 years.	<input type="checkbox"/>
19	Manufacturer's Udyam Certificate for last 03 years, if MSE.	<input type="checkbox"/>
20	OEM catalogue must be provided on OEM's released material with varieties produced and the item must be available on the OEMs website.	<input type="checkbox"/>

21	Manufacturers must possess a valid Factory License. Dealers participating in the bid should enclose a copy of the license from their parent manufacturer company.	<input type="checkbox"/>
22	A Shops and Establishments Certificate is required. This requirement applies only to Manufacturer Companies and their Authorized Dealers.	<input type="checkbox"/>
23	All products should be tested in accordance with standard operating conditions. Test certificates shall be produced by the bidder along with the supply. Photographs of the Quality Assurance (QA) Lab and relevant testing equipment should be attached with the tender.	<input type="checkbox"/>
24	Bidders must have their own service centre in Mumbai with a minimum of 07 years of operation. Documentary proof of the address by Govt. Agency / other competitive authority needs to be submitted with the bid.	<input type="checkbox"/>
25	Detailed product specifications to be supplied and to be attached in the technical bid along with OEM product catalogue	<input type="checkbox"/>
26	Organizational / Financial Profile of the Vendor/Bidder	<input type="checkbox"/>
27	Proforma for Bank Account Details	<input type="checkbox"/>
28	Manufacturer's Authorization Form (MAF)/ OEM Authorization Form	<input type="checkbox"/>
29	Backup Commitment from the Manufacturer for System Maintenance (on Manufacturer's letterhead) –Applicable in case the Vender/Bidder is not OEM (Original Equipment Manufacturer)	<input type="checkbox"/>
30	Pre-Contract Integrity Pact	<input type="checkbox"/>
31	Technical Specifications & Compliance Sheet	<input type="checkbox"/>
32	Certificate/Affidavit of Correctness & Non-Blacklisting Certificate	<input type="checkbox"/>
33	All India Occupational Therapist Association (AIOTA) valid Certificate should be shared.	<input type="checkbox"/>
34	Preamble to Bill of Quantities & Financial Bid	<input type="checkbox"/>

(Signature of Authorised Signatory of bidder firm along with Seal of the firm)

Name :

Designation of the authorised signatory :

Place:

Date:

Annexure- II

Organizational / Financial Profile of the Vendor/Bidder

S. No.	Particulars	Bidder's response
A	General Information	
1	Name of the Bidder/ Agency/ Contractor	
2	Date of Establishment	
3	Registered Office Address 1. Postal Address 2. Telephone/ Mobile No. 3. Email	
4	Name and Designation of In-charge through which the proposed work of the Bank will be handled.	
5	Type of Agency (whether Sole Proprietorship/ Partnership/ Private Limited/ Limited or Cooperative Body, etc.) (copy of supporting documents to be enclosed)	
6	Name of Proprietor/ Partners/ Directors, etc.	
7	Details of Registration a. Whether Partnership firm, company, etc. b. Registering Authority c. Date of Registration d. Registration No. (copy to be enclosed)	
8	Whether registered/ empanelled for similar works/ service with a. Govt./ Semi-Govt./ Municipal Authorities or any other public organisation b. If Yes, Name of organisation c. And, since when?	
9	Classification: Original Equipment Manufacturer/ Dealer	
10	If Joint Venture, then specify names of Partners in the Service Support Co, JV	

11	Number of Engineers/ Technicians familiar with the Product offered	
12	Number and addresses of locations where Service Support Centers are available for the Product being supplied.	
13	Total Number of Employees	
14	Products (details of the products being manufactured/produced / supplied by the bidder)	
15	Have you in the past carried out any works for NABARD? If Yes, give details.	
B	Financial Information	
16	Annual Turnover of last 03 years (copies to be submitted) a. FY 2021-22 b. FY 2022-23 c. FY 2023-24	
17	Permanent Account Number (PAN) (copy to be enclosed)	
18	Goods & Services Tax Registration No. (GSTIN) (copy to be enclosed)	
19	Whether any civil suit/ litigation has arisen in the contracts executed by the applicant during the last 05 (five) years (Yes/ No)? If Yes, then please give details.	

20 List of Government entities incl. RBI/AIFIs/Private and Public Sector Banks/Corporates to whom the similar products were supplied by the bidding firm (along with supporting documents). *Please furnish details as per the following format. Important: Indicate the contact details of at least 3 customers.*

Sl. No	Name and address of the Customer with phone number	Total numbers of Furniture Items supplied in Customer's Organization	Year of Supply	Brief details of Furniture equipment supplied	Approx. Value of order (₹ Lakh)	Whether the Customer is continuing under Warranty /AMC
1						
2						
3						

(Signature of Authorised Signatory of bidder firm along with Seal of the firm)

Name :

Designation of the authorised signatory :

Place:

Date:

Note: Documents supporting Financial Statement (like Copies of published Annual Reports / audited financial statements etc.) should necessarily be submitted along with Technical Bid.

ANNEXURE - III

Proforma for Bank Account Details

(Details of Bank Account to be furnished by the bidders for effecting e-payments)

Name of Vendor / Contractor / Service provider / Bidder firm :

Phone number :

Email-ID :

Bank Account details :

Sl. No.	Particulars	Details
1	Name of the account holder (as appearing in the Bank account)	
2	Name of the Bank	
3	Name of the Branch	
4	Account Number	
5	IFSC Code	
6	Type of account	
7	PAN Number	
8	GST Identification Number	
9	Email ID	

Please enclose following documents along with this sheet

- i. One cancelled cheque leaf
- ii. Copy of PAN and Aadhar Card
- iii. Copy of GST Identification Number

(Signature of Authorised Signatory of bidder firm along with Seal of the firm)

Name :

Designation of the authorised signatory :

Place:

Date:

Annexure- IV

(Not applicable in case of bids submitted by OEM)

Manufacturer's Authorization Form (MAF)/ OEM Authorization Form

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are legally binding on the Manufacturer.]

Ref. No. _____ dated _____

To,
The Chief General Manager,
DPSP, NABARD, Head Office,
Mumbai

Dear Sir,

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract against the Bid Document.

We hereby extend our full guarantee and warranty in accordance with Warrant Clause of the terms & Conditions of Contract, with respect to the Goods offered by the above firm against this BID. We as a manufacturer of [insert type of goods manufactured] confirm to provide the spare & service support for a minimum period of 5 years after supply & commissioning of the goods offered by the above firm against this BID.

Yours faithfully,

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Designation: [insert official designation]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated: [insert date of signing]

Note – If the supply consists of number of items, indicate the specific item (s) for which alone the above authorization is required.

Mandated Enclosure: UDYAM Certificate of Manufacturer/OEM/support document to be an OEM.

Annexure–V

Backup Commitment from the Manufacturer for Maintenance of Goods Supplied (on Manufacturer's letterhead)

(Applicable in case the Vender/Bidder is not OEM (Original Equipment Manufacturer))

The Chief General Manager,
DPSP, NABARD, Head Office,
Mumbai

Dear Sir,

“Tender for Supply and Installation of Office Chairs at NABARD Head Office, Mumbai”

We [insert complete name of Manufacturer] hereby confirm that in the unlikely event of M/s. [insert complete name of Bidder] failing to fulfill their obligations with respect to warranties/ guarantees for products [names of products supplied/ to be supplied by the bidder] to be supplied and installed in your premises, we undertake to render post supply & installation services including warranties/ guarantees directly (or through another reputed Dealer) to you at the same terms and conditions as Proposed by M/s. [insert complete name of Bidder] This assurance will be valid for entire warranty period after handing over of the installation and for a further period as may be decided based on a joint review after expiry of one year.

We assure that the spare parts and accessories shall be available for the entire period of warranty, from the time of supply & installation of the goods. If any of the peripherals/components/ spare parts are not available during the said period, the peripherals/ components of equivalent or higher capacity shall be made available.

We also understand that this letter will form the part of the contract documents to be executed between M/s [insert complete name of Bidder] and NABARD.

Yours faithfully

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Designation: [insert official designation]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated: [insert date of signing]

Note – If the supply consists of number of items, indicate the specific item (s) for which alone the above authorization is required.

Note: This letter should be on the letterhead of the manufacturer(s) and should be signed by a competent person representing the manufacturer in prescribed format only.

Annexure VI

Technical Specifications & Compliance Sheet

(Models of Chairs indicated under Technical Specifications are for the minimum purpose of reference to the bidders)

(All furniture needs to be of reputed brands like Godrej, Durian, Featherlite or equivalent)

Sl. No	Item Particulars	Technical specification of Office Chairs as issued by the buyer	Brand Offered & Model No. (along with product catalogue & certifications)	Manufacturer Authorization Provided (Yes/No/Not Applicable)	Complied with specifications (Yes/ No), if any deviation is there, please mention
1	a.) Category I – Revolving Type Office Chairs	<p>Reference Chairs: Godrej Thrill Mesh Full Back Chair With Headrest, Featherlite Amaze HB Chair</p> <p>Ergonomically designed office chairs with twin wheel injection moulded Nylon/ polypropylene castors(50mm), injection moulded Nylon 5 arm pedestal, polyurethane foam seat cushion(density = 44-53 kg/metre cube) with fabric made up of 12-15mm thick hot pressed plywood, polypropylene/polyamide high back upholstered with mesh with head rest, center tilt synchro mechanism with multi-locking, pneumatic height adjustment system, adjustable up and down soft armrest (under structure material-glass filled nylon, top material-PU moulded over glass filled nylon insert), adjustable/automatic lumbar support, 360 degree revolving type and all the chairs should have the same shade of black colour.</p>			

Sl. No	Item Particulars	Technical specification of Office Chairs as issued by the buyer		Brand Offered & Model No. (along with product catalogue & certifications)	Manufacturer Authorization Provided (Yes/No/Not Applicable)	Complied with specifications (Yes/ No), if any deviation is there, please mention								
		<table><tr><th>Size</th><th>Range</th></tr><tr><td>Width</td><td>in between 48-55 cm</td></tr><tr><td>Depth</td><td>in between 50-53 cm</td></tr><tr><td>Height (without headrest)</td><td>Min.Height-98cm Max. Height-112 cm</td></tr></table>	Size	Range	Width	in between 48-55 cm	Depth	in between 50-53 cm	Height (without headrest)	Min.Height-98cm Max. Height-112 cm				
Size	Range													
Width	in between 48-55 cm													
Depth	in between 50-53 cm													
Height (without headrest)	Min.Height-98cm Max. Height-112 cm													
	b.) Category II – Revolving Type Office Chairs	<p>Reference Chairs: Godrej Thrill Mesh Medium Back Chair, Featherlite Amaze MB Chair</p> <p>Ergonomically designed office chairs with twin wheel injection moulded Nylon/ polypropylene castors(50mm), injection moulded Nylon 5 arm pedestal, polyurethane foam seat cushion(density = 44-53 kg/metre cube) with fabric made up of 12-15mm thick hot pressed plywood, polypropylene/polyamide medium back upholstered with mesh, center tilt synchro mechanism with multi-locking, pneumatic height adjustment system, adjustable up and down soft armrest (understructure material-glass filled nylon, top material-PU moulded over glass filled nylon insert), adjustable/automatic</p>												

Sl. No	Item Particulars	Technical specification of Office Chairs as issued by the buyer	Brand Offered & Model No. (along with product catalogue & certifications)	Manufacturer Authorization Provided (Yes/No/Not Applicable)	Complied with specifications (Yes/ No), if any deviation is there, please mention								
		<div>lumbar support and 360 degree revolving type and all the chairs should have the same shade of black colour.</div> <table><tr><th>Size</th><th>Range</th></tr><tr><td>Width</td><td>in between 48-55 cm</td></tr><tr><td>Depth</td><td>in between 50-53 cm</td></tr><tr><td>Height (without headrest)</td><td>Min.Height-98cm Max. Height-112 cm</td></tr></table>	Size	Range	Width	in between 48-55 cm	Depth	in between 50-53 cm	Height (without headrest)	Min.Height-98cm Max. Height-112 cm			
Size	Range												
Width	in between 48-55 cm												
Depth	in between 50-53 cm												
Height (without headrest)	Min.Height-98cm Max. Height-112 cm												
	c.) Category III – Revolving Type Office Chairs	Reference Chairs: Godrej Sally Mid Back Chair, Featherlite Alpha MB Chair Ergonomically designed office chairs with polyurethane foam seat cushion (density = 48-52 kg/metre cube) with fabric made up of 12-15mm thick hot pressed plywood, polypropylene back upholstered with mesh fabric, fixed armrest (made up of injection moulded polypropylene/polyurethane), pneumatic height adjustment, polyamide/nylon 5 arm pedestal, twin wheel polyamide/ polypropylene castors (50 mm), centre tilt mechanism, mid back and 360 degree revolving											

Sl. No	Item Particulars	Technical specification of Office Chairs as issued by the buyer	Brand Offered & Model No. (along with product catalogue & certifications)	Manufacturer Authorization Provided (Yes/No/Not Applicable)	Complied with specifications (Yes/ No), if any deviation is there, please mention								
		<div>type and all the chairs should have the same shade of black colour.</div> <table><tr><th>Size</th><th>Range</th></tr><tr><td>Width</td><td>in between 46-52 cm</td></tr><tr><td>Depth</td><td>in between 44-50 cm</td></tr><tr><td>Height (without headrest)</td><td>Min. Height -87cm Max. Height-110 cm</td></tr></table>	Size	Range	Width	in between 46-52 cm	Depth	in between 44-50 cm	Height (without headrest)	Min. Height -87cm Max. Height-110 cm			
Size	Range												
Width	in between 46-52 cm												
Depth	in between 44-50 cm												
Height (without headrest)	Min. Height -87cm Max. Height-110 cm												
	d.) Category IV – Non-revolving type Office Chairs	Reference Chair: Godrej Sally Chair Ergonomically designed office chairs with polyurethane foam (density = 48 ± 3 kg/metre cube) seat with fabric made up of 12-15mm thick hot-pressed plywood, polyurethane foam back upholstered with fabric, fixed armrest (made up of injection moulded polypropylene),mid back, powder coated MS tube base support frame with high density PVC bush (2 pair) for proper seating and all the chairs should have the same shade of black colour.											

Sl. No	Item Particulars	Technical specification of Office Chairs as issued by the buyer			Brand Offered & Model No. (along with product catalogue & certifications)	Manufacturer Authorization Provided (Yes/No/Not Applicable)	Complied with specifications (Yes/ No), if any deviation is there, please mention
			Size	Range			
			Width	in between 46-51 cm			
			Depth	in between 44-49 cm			
			Height (without headrest)	Min. Height -87 cm Max. Height-100 cm			
2	Comprehensive warranty	The successful bidder must provide Comprehensive Post-installation manufacturer's product warranty support for minimum period of 3 years					
3	Delivery and Installation	All items to be delivered at specified locations of NABARD, Head Office, Mumbai and installed as per the direction of concerned NABARD official without any extra cost.					

(Signature of Authorised Signatory of bidder firm along with Seal of the firm)

Name :

Designation of the authorised signatory :

Place:

Date:

ANNEXURE VII

ARTICLES OF AGREEMENT

(to be executed on non-judicial stamp paper of value Rs. 200/-)

THIS AGREEMENT is made at Mumbai in this ___ day of _____ 2025

BETWEEN

National Bank for Agriculture and Rural Development, a body corporate established under an Act of Parliament viz. the National Bank for Agriculture and Rural Development Act, 1981 having its Head office at C-24, 'G' Block, Bandra - Kurla Complex, Bandra (East), Mumbai-400051, hereinafter referred to as "NABARD" (which expression shall, unless repugnant to the context or meaning thereof, means and includes its successors and assigns) of the ONE PART.

AND

M/s. _____, a firm/ company registered/ incorporated under the Companies Act, 1956 Act and having its registered office at _____ (GST No. – _____; PAN no. – _____) hereinafter referred to as the "**Vendor/Contractor**" which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors, liquidators, administrators and assigns) of the **OTHER PART**.

(NABARD and the Contractor are collectively hereinafter referred to as "**the parties**")

WHEREAS

1. NABARD is desirous of carrying out the work **for Supply and Installation of Office Chairs at NABARD Head Office, Mumbai** supply and installation of Furniture as indicated in furniture specifications and financial bid of tender document at NABARD Head Office Premises situated at Plot No. C-24, 'G' block, Bandra Kurla Complex, Bandra East, Mumbai – 400 051 had issued a "Notice Inviting Tender" (hereinafter referred to as "the NIT") dated 24 January 2025 inviting bids for providing the said works at the said premises.
2. The Vendor/ Contractor had, vide its letter dated _____, submitted its Tender for undertaking the said works at the said Premises.
3. NABARD, vide its Work Order letter no. ___ dated _____ has selected the Contractor for carrying out the said works at the said premises.
4. The parties hereby, agree, record and confirm the various items and conditions for carrying out the said works as mentioned in the NIT, Complete tender document containing the scope of work, terms & conditions and special terms & conditions of the contract document (hereinafter referred to as "**the said conditions**") at the said premises hereinafter appearing.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. In consideration hereinafter mentioned, the Tenderer will upon and subject to the conditions annexed, carry out and complete the supply/works shown in the contract, described by or referred to in the Schedule of Quantities and in the said conditions.

2. The Employer shall pay the Tenderer the said contract amount or such sum as shall become payable at the times and in the manner specified in the said conditions.
3. The said Conditions thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreements on their part respectively in the said conditions and the documents contained herein.
4. This Agreement and documents mentioned herein shall form the basis of this contract.
5. This contract is neither a fixed lump sum Contract nor a Piece Work Contract but is a Contract to carry out the work in respect of Supply, and installation of furniture items as mentioned in furniture specifications and financial bid at National Bank for Agriculture & Rural Development, Head Office Premises situated at Plot No. C-24, 'G' block, Bandra Kurla Complex, Bandra East, Mumbai – 400 051 and to be paid for according to necessary installation carried out at site, at the rate contained in the Schedule of Rates or as provided in the said conditions.
6. The Tenderer shall afford every reasonable facility for carrying out of all works of other Contractors employed by the Employer and shall make good any damage done to walls, floors, etc. after the completion of such works.
7. The Employer reserves to itself the right of altering the nature of work by adding to or omitting any items of works or having portions of the same carried out without prejudice to this contract.
8. Time shall be considered as the essence of this contract and the Tenderer hereby agrees to commence the work/ job within **45 days** of receipt of the work order as provided for in the said conditions and to complete the entire work within the time period prescribed in the tender, reckoned from the date of receipt of such work order subject nevertheless to the provision for extension of time.
9. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Mumbai and only Courts in Mumbai shall have the jurisdiction to determine the same to the exclusion of all other courts.
10. That the tenderer has visited the site and fully understood the existing conditions of site for execution of work.
11. That the several parts of this contract have been read by the tenderer and fully understood by the tenderer.

IN WITNESS WHEREOF NABARD and Vendor/contractor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.

IN WITNESS WHEREOF NABARD has set its hand to these presents through its duly authorized official and the Vendor/contractor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first herein above written.

Signature Clause

SIGNED AND DELIVERED by the National Bank for Agriculture and Rural Development by the hand of

(Name & Designation) :

In the presence of:

Witness #1	Witness #2
Signature	Signature
Name of the Witness #1 :	Name of the Witness #2:
Address :	Address :

SIGNED AND DELIVERED by the Bidder By the hand of

(Name and Designation) :

In the presence of:

Witness #1	Witness #2
Signature	Signature
Name of the Witness #1 :	Name of the Witness #2:
Address :	Address :

ANNEXURE - VIII

INDEMNITY BOND

(to be executed on non-judicial stamp paper of value Rs. 200/-)

Know all men by these presents that I, Shri.....of M/s do hereby execute Indemnity Bond in favour of National Bank for Agriculture and Rural Development (hereinafter referred to as 'NABARD'), having their Registered Office at C-24, G Block, Bandra-Kurla Complex, Bandra(E) Mumbai-400051 and M/s having their registered office at on this day of 2025.

Whereas NABARD have appointed M/s as the Vendor/ Contractor for their proposed work relating to “ Supply & Installation of Office Chairs at NABARD Head Office, Mumbai”.

THIS DEED WITNESSETH AS FOLLOWS: -

I/ We, on behalf of M/s (Tenderer/ Contractor) hereby declare and certify that we are the rightful owners/ licensees of the said furniture offered for sale to NABARD and that the sale of the said furniture to NABARD by us and the use thereof by NABARD does not infringe the property or other intellectual property or copy rights of any other person and that the same does not infringe the Copy Rights Act.1957 or any other Act for the time being in force.

I/We, on behalf of M/s hereby do indemnify *to keep NABARD and its Employees harmless* against and from:

any third-party claims, civil or criminal complaints liabilities, site mishaps and other accidents or disputes and/or damages occurring or arising out of any mishaps at the site due to faulty work, for our negligence, faulty construction and/or for violating any law, rules and regulations in force, for the time being while executing/executed works by me/us,

any damages, loss or expenses due to or resulting from negligence or breach of duty on the part of me/us or any *of our* sub-contractor/s if any, servants or agents.

any claim by an employee of mine/ours or of sub-contractor/s, if any, under the Workmen Compensation Act and Employers Liability Act, 1939 or any other law, rules and regulations in force for the time being and any Acts replacing and/or amend the same or any of the same as may be in force at the time and under any law in respect of injuries to persons or property arising out of and in the course of the execution of the contract work and/or arising out of and in the course of employment of any workmen/employee.

any act or omission of mine/ours of sub-contractor/s if any, our/their servants or agents which may involve any loss, damage, liability, civil or criminal action.

IN WITNESS THEREOF M/s has set their hands on thisday of

SIGNED AND DELIVERED BY THE AFORESAID M/s through
their authorized representative (Shri).

Signature of the Authorised Signatory

IN THE PRESENCE OF WITNESSES:

1. Name & Signature:

2. Name & Signature:

ANNEXURE - IX

FORMAT OF VIRTUAL COMPLETION CERTIFICATE

To,
The Chief General Manager
DPSP, NABARD Head Office
Mumbai

Dear Sir,

Supply and Installation of Office Chairs at NABARD Head Office, Mumbai

Ref. No. : [Indicate Work/ Purchase Order No.]

1. Having executed the work in terms of the contract, we hereby certify and affirm that we have virtually completed the contracted works.
2. We hereby certify that the work has been executed wholly to our satisfaction and with materials and workmanship in accordance with the contract.
3. We do certify further that we have executed the work in accordance with the applicable laws and without any transgression of such laws.

(Signature of Authorized Signatory of bidder firm along with Seal of the firm)

Name :

Designation of the authorised signatory :

Place:

Date:

ANNEXURE – X

INTEGRITY PACT

Between

National Bank for Agriculture and Rural Development (NABARD) hereinafter referred to as “**The Principal**”

And

..... hereinafter referred to as “**The Bidder/Contractor**”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

- (1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the

following principles during participation in the tender process and during the contract execution :

- a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
 - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
 - e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 – Disqualification from tender process and exclusion from future contracts

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

Section 4 – Compensation for Damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 – Equal treatment of all Bidders / Contractors/ Subcontractors

- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors
- (3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitors appointed for NABARD are:

Shri Jagdeep Kumar Ghai, P&TA, FS (Retd), Falt 1032, A Wing, Vanashree Society, Sector 58 A&B, Palm Beach Road, Nerul, Navi Mumbai – 400706.
Email : jkghai@gmail.com

(Name & Address of the Monitor)

- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABARD.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The monitor will submit a written report the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman NABARD has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word '**Monitor**' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

Section 10 – Other provisions

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)
(Office Seal)

(For & on behalf of the Bidder/contractor)
(Office Seal)

Place _____

Date _____

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)

ANNEXURE - XI

Certificate/Affidavit of Correctness & Non-Blacklisting Certificate

(To be executed on Rs.100/- Stamp paper & attested by Notary Public/Executive Magistrate and submitted by the bidder)

I / We Proprietor/ Partner(s)/ Director(s) of M/S. *[Full Name of the Bidder Firm]* hereby declare that the information and documents submitted online as technical bid for the Bid No. *[Enter GeM Bid No.]* are true and correct to my knowledge and belief and I/We are fully responsible for the correctness of the information and documents submitted by us in the Technical Bid.

And

I / We Proprietor/ Partner(s)/ Director(s) of M/S. *[Full Name of the Bidder Firm]* hereby declare that the I/We have not been Blacklisted by any Centra/ or State Govt. Department/ Public Sector Undertakings/ Public & Private Sector Banks & Financial Institutions/ Regulatory Authorities/Autonomous Bodies /Govt. Undertakings/ Institutions/Universities.

(Signature of Authorised Signatory of bidder firm along with Seal of the firm)

Name :

Designation of the authorised signatory :

Place:

Date:

Part- II

PRICE BID

Preamble to Bill of Quantities/ Financial Bid

“Supply and Installation of Office Chairs at NABARD Head Office, Mumbai”

1. Preamble to bill of quantities/ financial bid form a part of the bill of quantities/ financial bid for contractual purpose and should be studied carefully prior to filling up the schedule of quantities.
2. Items are described to the best possible extent in the bill of quantities. However, should there be any clarifications required about any item, the same should be obtained by the bidder during pre-bid meeting prior to quoting the rate for a particular item. No claim for any unclear and missing information shall be entertained after opening of the financial bid and also once the contract is awarded.
3. If no rate/amount is mentioned against any of the items in Bill of Quantities, the tender will be summarily rejected.
4. Notes given in the Bill of Quantities should be read carefully before quoting the rates.
5. All quoted rates shall be inclusive of all taxes including goods and service tax (GST) and transportation costs, installations costs or any other costs, unless otherwise stated. No other claim whatsoever in this respect shall be entertained.
6. Income Tax, IT(TDS), GST(TDS), Works Contract Tax or any other Tax as applicable will be deducted from any payment due to the Contractors as per the applicable law. The Contractor shall furnish necessary documentary evidence related to PAN and Certificate for Registration under Works Contract Tax/ Goods and Service Tax.
7. Rates to be filled in Bill of Quantities – The bidder is requested to fill up rates both in figures and word. If on check there are differences between the rates given by the contractor in words & figures or in the amount worked out, the following procedure shall be followed:
 - a. When there is a difference between the rates in figure and in words, the rates, which correspond to the amounts worked out by the bidder shall be taken as correct.
 - b. When the amount of an item not worked out by the bidder or it does not correspond with the rate written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.
 - c. When the rates quoted by the bidder in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the bidder shall be taken as correct and not the amount.
8. The Bank do not bind itself to accept the lowest or any tender and reserve its right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.

9. Rates quoted by the firm should be valid for a minimum period of **90 days** from the date of opening of price bid.
10. The Bidder in their own interest and expense may visit the site and see and understand the site before quoting the rates.

Declaration by the Contractor/Bidder

We/ I have read and understood all the instructions/conditions stated above and we / I accept all the above terms and conditions without any reservation. We/ I have taken in to account the above terms and conditions while quoting the rates.

Accepted all Terms & Conditions

Place:

Authorised Signatory

Date:

Signature & Seal of Tenderer

PRICE BID (SCHEDULE OF QUANTITIES)

(Amount in Indian Rupees)

Sl. No.	Component (As per the Technical specification in Annexure VI)	Make & Model Name	Quantity (Nos.)	Price per Unit in figures (₹) including GST	Price per Unit in words (₹) including GST	Total Amount (₹) (including GST)
			A	B		C=A*B
1	Category I Chairs		113			
2	Category II Chairs		600			
3	Category III Chairs		259			
4	Category IV Chairs		80			
5	Total (1+2+3+4)		1052			
	Total Bid Value in words	Rupeesonly)				

Note: If no rate/amount is mentioned against any of the items in Bill of Quantities, the tender will be summarily rejected.

Accepted all terms and conditions of the tender.

(Signature of Authorised Signatory of bidder firm along with Seal of the firm)

Name :

Designation of the authorised signatory :

Place:

Date:

Corrigendum

GeM BID Reference Number GEM/2025/B/5863480

Tender for Supply and Installation of Office Chairs at NABARD Head Office, Mumbai

Clarifications on queries raised by the bidders through GeM portal and during pre-bid meeting held on 31/01/2025.

Sr. No.	Query Raised by the Bidders	Clarification Issued by NABARD
1.	Request for allowing other approved agencies equivalent to UL for Green Guard Certification.	The Green Guard certification can be provided by UL or any other equivalent approved agency for the purpose accredited by The National Accreditation Board for Certification Bodies (NABCB) to the satisfaction of NABARD.
2.	Request for a change in the delivery completion time, i.e., from 45 days to 60 days.	The delivery completion date will remain as mentioned in the tender conditions, i.e., 45 days.
3.	How will the installation of office chairs take place?	Installation of office chairs will take place immediately upon the arrival of

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

परिसर सुरक्षा और अधिप्राप्ति विभाग

DEPARTMENT OF PREMISES SECURITY AND PROCUREMENT

प्लॉट क्र सी-24, 'जी' ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई - 400 051. टेली: +91 22 2653 9022 • फ़ैक्स: +91 22 2653 0071 • ई मेल: dpsp@nabard.org
Plot No. C-24, 'G' Block, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051 • Tel.: +91 22 2653 9022 • Fax: +91 22 2653 0071 • E-mail: dpsp@nabard.org



		each lot of chairs. NABARD will endeavour to provide a suitable place for assembling of the chairs prior to installing the same at the designated areas. After assembling, the bidder should install the chairs at the designated office space as per the instructions of the concerned officer of NABARD.
4.	Will lot-wise payment be made?	Lot wise payment will not be made. Payment will be made as per the payment terms in the tender document.
5.	Can the warranty be extended by providing an AMC for additional years, and what will be the period up to which the security deposit will remain with the bank?	A comprehensive warranty for 3 years to be provided by the bidder as per the terms of the tender. The security deposit will remain with the Bank until the defect liability period (warranty period).

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

परिसर सुरक्षा और अधिप्राप्ति विभाग

DEPARTMENT OF PREMISES SECURITY AND PROCUREMENT

प्लॉट क्र सी-24, 'जी' ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई - 400 051. टेली: +91 22 2653 9022 • फ़ैक्स: +91 22 2653 0071 • ई मेल: dpsp@nabard.org
Plot No. C-24, 'G' Block, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051 • Tel.: +91 22 2653 9022 • Fax: +91 22 2653 0071 • E-mail: dpsp@nabard.org



6.	Request for an extension of time for the supply of sample chairs.	The time for the supply of sample chairs will remain as stated in the terms of the tender, i.e., within 5 days from the date of intimation by NABARD for providing the sample.
7.	In case of multiple agencies (bidders) associated with the same OEM, can one sample per OEM be provided to the bank for samples required as part of the technical bid?	In the case of multiple agencies are associated with the same OEM, OEM may provide one sample for each category on behalf of all their bidders.
8.	Clarification required on the EMD release time for bidders rejected in the technical and price bid, respectively.	EMD will be released immediately if a bidder is rejected in the technical bid. EMD of unsuccessful bidders in the price bid will be released immediately after the award of work to the successful bidder.
9.	Can we get exemption for vendor assessment against	No. Only MSEs, with valid registrations are exempted from EMD as per the terms of the tender.

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

परिसर सुरक्षा और अधिप्राप्ति विभाग

DEPARTMENT OF PREMISES SECURITY AND PROCUREMENT

प्लॉट क्र सी-24, 'जी' ब्लॉक, बांद्रा-कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई - 400 051. टेली: +91 22 2653 9022 • फ़ैक्स: +91 22 2653 0071 • ई मेल: dpsp@nabard.org
Plot No. C-24, 'G' Block, Bandra-Kurla Complex, Bandra (E), Mumbai - 400 051 • Tel.: +91 22 2653 9022 • Fax: +91 22 2653 0071 • E-mail: dpsp@nabard.org



EMD against this bid? Please confirm.	
--	--

* This document will be part of the tender.

(A.K. Pittan)

Deputy General Manager

Department Of Premises, Security and Procurement

National Bank for Agriculture and Rural Development (NABARD)

Plot C-24, G Block, Bandra Kurla complex, BKC Road, Bandra East, Mumbai,
Maharashtra 400051

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

परिसर सुरक्षा और अधिप्राप्ति विभाग

DEPARTMENT OF PREMISES SECURITY AND PROCUREMENT

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