

The bidder or the OEM who fulfill the following PQ criteria shall be eligible to apply.

Criteria1-Experience and Past Performance:

- i. The bidder/OEM (*manufacturer or principal of authorized representative / Dealer – hereinafter referred simply as 'The Bidder'*) should have regularly within the last three years, ending 31st march of the last financial year (*hereinafter called 'The relevant Date'*), manufactured and supplied various kind of Office Furniture of the values as mentioned below to any Central /State Government organization /PSU /Public List Company (*hereinafter called 'The Product'*).
- Bidder/OEM shall have Single Order copy of 80% of Estimated Bid Value or
 - Two Order copies of 60% of Estimated Bid Value or
 - Three Order copies of 40% Estimated Bid Value

The agency shall submit the a) GeM Contract order, b) Consignee receipt and acceptance certificate (CRAC) and other relevant documents.

- ii. Similar work shall mean supply of Office Furniture of the values as mentioned above to any Central /State Government organization /PSU /Public List Company (*hereinafter called 'The Product'*).

Criteria2 - Earnest Money Deposit of 2% of bidding amount

Earnest Money of 2% of bidding amount in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or bank Guarantee (for balance amount as prescribed) from any of the Commercial banks shall be scanned and uploaded to the GeM website within the period of bid submission. The original EMD should be deposited either in the office of Executive Engineer inviting bids or division office of any Executive Engineer, CPWD within the period of bid submission. The EMD receiving Executive Engineer (including GeM bid issuing EE) shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format (enclosed) uploaded by bidding inviting EE. In Case if the EMD is drawn in the form of FDR, Insurance Surety Bonds, Bank Guarantee the EMD shall be drawn in favour of EE/C4D, CPWD, Chennai-40. In case if EMD is drawn in the form of Treasury challan/Demand Draft/Pay Order or banker's cheque /Deposit at call Receipt the same to be drawn in favour of **Executive Engineer, Chennai 4 Division, CPWD, Chennai-600040**. This receipt shall also be uploaded to the GeM website by the intending bidder up to the specified bid submission date and time. A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50%of earnest money or Rs. 20 lakh, whichever is less, shall have to be deposited in shape prescribed above, and balance may be deposited in shape of Bank Guarantee of any Scheduled Bank having validity for 6 months or more from the last date of receipt of bids which is to be scanned and uploaded by the intending bidders.

Criteria3:GST Registration Certificate:

The bidder should possess valid GST registration within Tamil Nadu State. The copy of the Registration Certificate should be scanned and uploaded. If the bidder has not obtained GST registration as applicable, then he shall scan and upload following undertaking along with bid documents.

"If work is awarded to me, I/we shall obtain GST registration certificate, as applicable, within one month from the date of receipt of award letter or before release of any payment by CPWD, whichever is earlier, failing which I/we shall be responsible for any delay in payments which will be due towards me/us on account of the work executed and/or for any action taken by CPWD or GST department in this regard".

Criteria 4:- Certificates

1. Bidder should be Original Equipment Manufacturer (OEM) of the Product or Its Authorized Reseller with a letter from OEM mentioning the specific bid authorization.
2. OEM / Bidder shall have followed ISO Certification:ISO9001:2015, ISO14001:2015, ISO45001:2018, & ISO50001:2018 to be from NACB accredited Certified Only.
3. OEM / Bidder shall have CII Certified Green Co Gold Certificate and IGBC membership from last 7 years (certificate copy to be enclosed for all 7years)
4. The bidder/OEM should be a member of BIFMA and at least ten (10) products of the OEM should be certified as BIFMA compliant, and an official product official link/screenshot of the product listing must be provided from www.bifma.org.
5. OEM/ Bidder shall have AIOTA certificate in category of Office Furniture, Seating System and Educational Furniture's.
6. OEM should have their own inhouse foam manufacturing facility. Factory license with necessary details and Geo tagged photos to be furnished along with technical bid
7. OEM/Bidder should have Green Pro certificate Issued by CII - Confederation of Indian Industries only. Any third-party certificate will not be considered for technical qualification.
8. Indian Design mark certificate for one or mode products to be submit along with technical bid.
9. OEM/Bidder should have Indoor Air advantage gold certificate, GRIHA and OEM should have ZED Gold or IEM Certificate for large units.
10. CPWD brand approval letter for furniture to be enclosed (ie. At least any one state of India)
11. OEM/Bidder should have BIS certificate for one or more products.
12. OEM/Bidder shall have GeM vendor assessed documents from RITES.

Criteria 5 - Financial Standing–under all conditions

- a) The average annual financial turnover of 'The bidder and OEM 'during the last three years, ending on 'The relevant Date', should be at least as mentioned below as per the annual report in attached proforma, (Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the relevant financial years duly authenticated by a Chartered Accountant as submitted by the applicant to the Income tax Department (Copies to be attached).

- Minimum Average Turnover of the bidder (for last 3 years)–Rs: 5 lakhs
- OEM minimum average Turnover (for last 3 years) – Rs: 10 lakhs

The format for Financial Turnover shall be submitted by the bidder in the following attached FORM- “A”.

b) The net worth of the Bidder firm (manufacturer or principal of authorized representative) should not be negative on ‘The Relevant Date’ and also should have not eroded by more than 30% (thirty percent) in the last three years, ending on ‘The Relevant Date’.

The format of net worth certificate shall be submitted by the bidder in the following attached format FORM “B1”:-

Criteria 6: Dedicated toll-free telephone number, service centre at Chennai and Escalation matrix for service support: -

1. Bidders/OEM must have dedicated toll-free telephone number for service support.
2. Bidders/OEM must have dedicated service centre at **Chennai** for service support.
3. Bidder/OEM must provide escalation matrix of valid telephone numbers and E-mail address for service support.

Criteria 7: Undertaking from Notarized Affidavit on a ‘Non-Judicial’ stamp paper worth Rs.100/- of ‘Non-black listing’

I/we undertake and confirm that our firm/partnership firm has not been blacklisted by any state/Central Departments/PSUs/Autonomous bodies during the last five (5) years of its operations. Further that, if such information comes to the notice of the department then I/we shall be debarred for bidding in CPWD in future forever. Also, if such information comes to the notice of department on any day before date of start of work, the Engineer-in-charge shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee (Scanned copy of this notarized affidavit to be uploaded at the time of submission of bid)

Criteria 8: Manufacturers authorization Form

Applicability in Special Cases:

a) Authorized Representatives: Bids of bidders quoting as authorized representative of a principal manufacturer would also be considered to be qualified, provided:

1. Their principal manufacturer meets all the criteria above without exemption, and
2. The principal manufacturer furnishes a legally enforceable tender-specific authorization in the prescribed form assuring full guarantee and warranty obligations as per the general and special conditions of contract; and
3. The bidder himself should have been associated, as authorized representative of the same or other Principal Manufacturer for same set of services as in present bid (supply, installation, satisfactorily commissioning, after sales service as the case may be) for same or similar ‘Product’ for past three year ending on ‘The Relevant Date’.
4. OEM / Manufacturer’s authorization is mandatory requirement and must be submitted along with technical bid. Non-compliance will result in bid rejection.

b) Joint Ventures and Holding Companies: Credentials of the partners of Joint ventures cannot (repeat cannot) be clubbed for the purpose of compliance of PQC in supply of Goods/ Equipment, and each partner must comply with all the PQC criteria independently. However, for the purpose of qualifying the Financial Standing Criteria, the Financial Standing credentials of a Holding Company can be clubbed with only one of the fully owned subsidiary bidding company, with appropriate legal documents proving such ownership.

OTHER CONDITIONS:-

1. The work is to be carried out at the "NSG Campus, Nedunkundram, Chennai-600127". Any supply of materials of this supply order also to be made at "NSG Campus, Nedunkundram, Chennai-600127". Rate quoted is inclusive of all lead, loading, unloading, installations, assembling up to all floor level of the building etc., complete as directed by Engineer-in-charge and nothing extra shall be paid.
2. The work shall be carried out as per the direction of the Engineer-in-charge.
3. The intending bidders have to submit the Pre-Qualification Documents and financial bid.
4. The financial bid will be opened only for the bidders who fulfill the Pre-Qualification criteria.
5. All the bidders are required to submit/upload the mandatory pre-qualification documents mentioned elsewhere in this notification. All the uploaded documents should be properly authenticated by the authorized persons with name and designation seal. The failure to upload any of the mandatory pre-qualification documents or failure to authenticate any of the PQ document will lead to rejection of his bid summarily. The decision of Engineer-in-charge shall be final in this regard.
6. The Engineer-in-charge, at any stage of bidding/execution of the supply order, reserves the right to seek clarifications on the Pre-Qualification documents uploaded by the bidder and also reserves right to seek any additional documents proofs which are required to ascertain the Pre-Qualification Criteria. The failure on the part of any of the intending bidder to submit such clarification and additional documents will lead to rejection of his bids summarily. The decision of Engineer-in-charge shall be final in this regard.
7. The rates to be quoted is inclusive of all taxes including GST. All GST percentage will be as per respective HSN codes.
8. Time allowed for completing the supply order is 60 days from the date of issue of supply order. Delivery/installation should be strictly completed within the stipulated period from the date of issuing supply/purchase order or readiness of site whichever is later.
9. Bidders will not be permitted to change the models quoted once submitted.
10. No extension of time on any ground shall be entertained.
11. The purchaser also reserves the right to increase the ordered quantity by upto 25% of the contracted quantity during the period of the contract at the quoted rates. Bidders are bound to accept the orders accordingly.
12. The guarantee period shall be 12 months for all products and the guarantee will be of "ON-SITE" nature. All equipment shall be guaranteed for a period of 12 months from the date of taking over the installation by the department against unsatisfactory performance and / or breakdown due to defective design, workmanship or material. The equipment's or components or any part thereof, so found defective during guarantee period shall be forth with repaired or replaced free of cost, to the satisfaction of Engineer-in-charge. In case it is felt by the department that undue delay is being caused by the contractor in doing this, the same will be got done by the department at the risk and cost of the contractor. The decision of the Engineer-in-charge in this regard shall be final & binding on the bidder. The successful bidder shall guarantee among other things, the following

- a) Quality, strength and performance of the materials used as per manufacturer standards.
 - b) Satisfactory performance during the maintenance period.
13. The contractor has to arrange all the materials, T&P and labour required for the work and the samples of the material shall be got approved by the Engineer in charge well in advance, prior to making use of it in the work.
 14. The rate(s) quoted shall be net inclusive of all charges as applicable, taxes as per State and Central Govt. norms including GST all complete and nothing extra shall be paid on any account. All the recoveries will be made as applicable.
 15. Along with the supply of the materials, the warranty cards/ guarantee card are also to be handed over to the Engineer-in-charge on completion of the supply.
 16. The undersigned shall however reserve rights to accept or reject any or all the quotations without assigning any reason thereof.
 17. The contractor shall comply with all labour and other regulations related to work of CPWD and local Administration.
 18. No advance payment shall be made on any account.
 19. Conditional quotation including conditional rebates shall be summarily rejected.
 20. The bidder has to make their own arrangement for water and other T & P required for this work.
 21. The bidder while executing the work on acceptance shall not disturb the existing Structure/work of other offices/work of other agencies, if any made, the same shall be got rectified at the risk and cost of the contractor.
 22. The bidder has to execute the work in co-ordination with the other Agencies/contractors/agencies working on the same site.
 23. The bidder shall adjust the work schedule and site activities in consultation with the Engineer-in-charge and other contractors to suit the overall scheduled completion.
 24. The bidder shall conduct his work so as not to interfere with hinder the progress or completion of the work being performed by the other contractor(s) by the Engineer-in- charge and shall as far as possible arrange his work and disposal of materials of the work being used removed so as not to interfere with the operations of other contractor or he shall arrange his work with that of others in an acceptable and in a proper co ordinate manner and shall perform it in a proper sequence to complete satisfaction of others and Engineer-in-charge.
 25. After award of work, if the successful bidder fails to start the work or fail to perform the work at any point of time, the Engineer-in-charge is empowered to cancel the supply order at any point of time without giving any prior notice to the successful bidder. The decision of the Engineer-in-charge is final in this regard and no appeal in this regard shall be entertained.
 26. Engineer-in-charge is empowered to reduce the scope of work at any point of time fully or partly and no claim what so ever may be made by the contractor on this regard.
 27. The contractor has to abide by all safety standards while executing the work.
 28. Scope of work including supply of all the items mentioned in the tender, safe transportation to project site, installation and acceptance of buyer. The bidder should carry out the final placement of the assembled items as per the user requirement or layout.
 29. All general terms and conditions on GeM 4.0 (Version 1.12) updated up to last date of submission of Bid is applicable.
 30. The bidder will comply with the "Make in India" policy of Government of India while supplying the materials.
 31. The Tender can be cancelled within 3 Working days without any prior information as per the direction of Engineer-in-charge.

32. Performance Guarantee (5% of contract amount):

The amount of PG is 5% of contract amount with validity of 12 months. 3% of contract amount will be released after date of completion of contract. The balance 2% will be released after 12 months after date of taking over the installation of department.

NOTE FOR BIDDERS:-

a) Doctrine of Substantial Compliance:

The Pre-Qualification Bidding (PQB) and Pre-Qualification Criteria (PQC) are for short listing of sources who are competent to perform this contract to ensure best value for money from expenditure of Public Money. This process is neither intended to bestow any entitlement upon nor to create any rights or privileges for the Bidders, by way of overly hair-splitting or viciously legalistic interpretations of these criteria, disregarding the very rationale of the PQB and PQC. Keeping this caveat in view, interpretation by Procuring Entity would be based on the common usages of terminologies and phrases in public procurement in accordance with the 'Doctrine of Substantial Compliance' and would be final.

b) Along with all the necessary documents/ certificates required as per the tender conditions, the bidder should furnish a brief write-up, backed with adequate data, explaining his available capacity (both technical and financial), for manufacture and supply of the required goods/equipment, within the specified time of completion, after meeting all their current commitments.

c) Supporting documents submitted by the bidder must be certified as follows:

i) All copy of supply/work order; respective completion certificate/CRAC Report and contact details of clients; documents issued by the relevant Industries Department/National Small Industries Corporation (NSIC)/ manufacturing license; annual report, etc., in support of experience, past performance and capacity/capability should be authenticated by the person authorized to sign the tender on behalf of the bidder. Original Documents must be submitted for inspection, if so demanded.

ii) All financial standing data should be certified by certified accountants, for example, Chartered Accountants/ Cost Accountants or equivalent in relevant countries; and Indian bidder or Indian counterparts of foreign bidders should furnish their Permanent Account Number.

Receipt of deposition of original EMD

(Receipt No...../date.....)

Name of Work: Supplying and Installation of Office furniture at NSG Campus, Nedunkundram, Chennai-600127.

(**To be filled by Tender inviting authority/NIT approving authority at the time of issue of NIT and uploaded along with NIT)

1. Bid Number
2. Name of Bidder.....
3. Form of EMD.....
4. Amount of Earnest Money Deposit.....
5. Date of submission of EMD.....

Signature, Name and Designation of EMD receiving officer along with Office stamp

(#To be filled by EMD receiving EE/DDH)

AFFIDAVIT

NAMEOFWORK: Supplying and Installation of Office furniture at NSG Campus, Nedunkundram, Chennai-600127.

I/we undertake and confirm that our firm/partnership firm has not been blacklisted by any state/Central Departments/PSUs/Autonomous bodies during the last 5 years of its operations. Further that, if such an information comes to the notice of the department, then I/we shall be debarred for bidding in CPWD in future forever. Also, if such information comes to the notice of department on any day before date of start of work, the Engineer-in-charge shall be free to cancel the agreement and to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee (Scanned copy of this notarized affidavit to be uploaded at the time of submission of bid)

NOTE: Affidavit to be furnished on a 'Non-Judicial' stamp paper worth Rs.100/-

FORM-A FINANCIAL INFORMATION

Financial Years	Gross Annual Turnover on supply of office furniture	Profit/Loss (Standalone financial statement and consolidated financial statement both)
2024-2025		
2023-2024		
2022-2023		

Unique Document Identification Number (UDIN).....

Signature of Chartered Accountant.....

Name of Chartered Accountant.....

Membership No. of ICAI.....

Date and Seal

Signature of Bidder

FORM-B1

FORM FOR CERTIFICATE OF NETWORTH FROM CHARTERED ACCOUNTANT

"It is to certify that as per the audited balance sheet and profit & loss account during the financial year, the Net Worth of M/s..... (Name and Registered Address of individual/firm/company), as on (the relevant date) is Rs. after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30% in the last three years ending on (the relevant date)."

Unique Document Identification Number (UDIN).....

Signature of Chartered Accountant.....

Name of Chartered Accountant.....

Membership No. of ICAI.....

Date and Seal

Signature of Bidder