

Additional Terms and Conditions for uploading
on the GeM Portal

Sub: - **Approval of Additional Terms and Conditions for procurement of Academic and Official Furniture** from GeM - for the work of:- Construction of Institute's First Floor of Block 'B' (Vertical Extension) at Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), Shamla Hills, Bhopal (M.P.)

SH: Providing furniture for newly constructed floor at PSSCIVE, Shamla Hills, Bhopal.

Ref:- Technical Sanction by the Competent Authority vide No. 23(25) / मु.अ.(भोपाल) / 2025-26 / 1617-हि.,-दिनांक 19 / 08 / 2026.

With reference to above cited subject and letter following Additional Terms and Conditions for uploading on the GeM Portal for procurement of the furniture is proposed herewith please.

1. Bidder/OEM who fulfill the following requirements shall be eligible to apply. (Joint ventures are not accepted.)

(a) Should have satisfactorily completed the works as mentioned below during the last Seven years ending last date of the month previous to the one in which bids are invited.

Three similar completed works each of value not less than **Rs. 58 Lakh**

Or

Two similar completed works each of value not less than **Rs. 87 Lakh**

Or

One similar completed work of value not less than **Rs. 116 Lakh**

“Similar work” shall mean work of “**Providing and installation of factory-made branded Readymade / Customized/ Official Furniture**”. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple interest rate of 7% per annum; calculated from the date of completion to the previous day of last date of submission of bids.

The bidder is to upload scanned certified copy of agreement/ BOQ/Work Order and Completion Certificate highlighting desired component of work in support of their “Similar Work”.

(b) The bidder should have had average annual financial turnover of **Rs. 43.50 Lakh** on works during the last Three years ending 31st March 2026 duly audited by Chartered Accountant (scanned copy of Certificate from CA with Unique Documents Identification Number (UDIN) to be uploaded). The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum.

- (c) The bidder Should not have incurred any loss (profit after tax should be positive) in more than two years during last five years ending consecutive balance sheets / stand alone financial statement duly certified and audited by the Chartered Accountant 31st March 2026.
- (d) The bidder Should have a Banker's Certificate from a commercial Bank for Rs. **58.00** Lakhs OR Net Worth certificate from CA with Unique Document Identification Number (UDIN) of minimum **Rs. 14.50 Lakhs** (Scanned copy of original to be uploaded).issued by certified Chartered Accountant with UDIN.
- (e) The bidding capacity of the bidder should be equal to or more than the estimated cost of the work put to bid. The bidding capacity shall be worked out by the following formula:

$$\text{Bidding Capacity} = [A \times N \times M] - B$$

Where,

A =Maximum Turnover in works executed in any one year during the last seven years taking into account the completed as well as works in progress. The value of Annual Turn Over shall be brought to current costing level by enhancing at a simple rate of 7% annum.

N = Number of years prescribed for completion of work for which bids has been invited.

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bids have been invited.

M = Multiplying factor : (1) 1.50 for works up to 1000 Cr.

(2) 2.00 for works above 1000 Cr.& up to 2000 Cr.

(3) 2.50 for work having estimated cost above 2000 Cr.

2. The bidder should be the original equipment/ furniture manufacturer (OEM) or their authorized dealer of make Bonton, Steelcase, Durien, Godrej, Maple Moulding, Herman Miller.
3. Authorized dealers should submit the proof of being the authorized dealer of the original manufacturers. Authorized dealer shall be allowed to participate in bidding process provided they shall submit proof of valid authorization from OEM. Scanned copies to be uploaded.
4. The OEM/authorized dealer supplying the furniture must strictly adhere to the specifications mentioned in the bid. Deviation from the Specifications is not permitted and specifications regarding hardware & other material, if not mentioned in the bid shall be approved by the Engineer – in – Charge.

5. The bidder should not be under liquidation, court receivership of similar proceedings, should not be bankrupt. Bidder has to upload undertaking to this effect with the bid.
6. GST REQUIREMENTS: The bidder/OEM participating should also have service center in Madhya Pradesh and valid GSTIN certificate in name of firm/OEM.

If the bidder has not obtained GST registration in the State in which the work is to be taken then in such a case the bidder shall scan and upload following undertaking along with other bid documents.

“If work is awarded to me, I/we shall obtain GST registration Certificate of the State, in which work is to be taken up 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.

7. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regard. All quoted rates are inclusive of all applicable taxes/levies etc.
8. The bidder/OEM should furnish an affidavit on Non-Judicial Stamp paper of Rs. 100/- that the bidder has never been black listed/de-listed or debarred for any of the product by any Central Government/State Government/Semi Government/ PSU/ Banks/ Universities/ Educational Institute/ Autonomous body etc. Pan India due to any reason. The bidder who is blacklisted/ de-listed/ debarred once is not eligible to participate in this bid with any kind of justification/judgement taken later on.
9. The bidder/OEM should furnish an affidavit on Non-Judicial Stamp paper of Rs. 100/- that the bidder has never been supplied inferior quality material for any of the product to any Central Government/State Government/Semi Government/ PSU/ Banks/ Universities/ Educational Institute/ Autonomous body etc Pan India. The bidder who has supplied inferior quality material for any of the product once to any department is not eligible to participate in this bid with any kind of justification/judgment taken later on.
10. Without prejudice to buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the contract or any part thereof by a written notice to the seller, if:
 - i) The Seller fails to comply with any material term of the Contract.
 - ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery period or such inability otherwise becomes apparent.
 - iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery period and/or to replace/rectify any rejected or defective Material(s) promptly.

or Banker's cheque or Fixed Deposit Receipt or/ and Bank Guarantee including e-Bank Guarantee (For Balance amount as prescribed) from any of the Commercial Bank @ 5% of Bid amount after completion of work and valid for five years from the date of completion. The same shall be released after Five years warranty period subjected to removal of all defects within warranty period.

46. TERMS OF PAYMENTS

Payment shall be made on delivery of materials/articles in good condition at site, inspection by the CPWD Authorities, Complete Installation, Testing, Commissioning and handing over to the Client Department and to the Complete Satisfaction of Engineer-in-Charge.

47. The bidder shall submit the relevant test certificate at the time of supply of equipment.

48. DURING INSPECTION AND TESTING

All Furniture items shall be offered for initial inspection of the engineer-in-charge or officer authorized by him at manufacturer's Workshop/Factory in India. The department may or may not inspect the material at its discretion. The bidder will intimate the date of testing of equipment's at the manufacturer's Workshop/Factory before dispatch. Bidder shall make all arrangements for inspection of material at Workshop/Factory. The department reserves the right to get the equipment inspected by third party inspection also. Such inspection shall be of following categories:

- a) Inspection of materials/equipment to be witnessed at the manufacturer's premises/factory at its authorized workshop / factory in India, in accordance with relevant BIS/ Agreement Inspection Procedure.
- b) To receive material at site with manufacturer's Routine & Type Test certificates.
- c) To inspect material at the authorized dealers, go-down to ensure delivery of genuine material.
- d) To receive material after physical inspection at site.

Adequate care to ensure that only tested and genuine materials of proper quality are used in work shall be ensured by firm. The firm shall ensure that:

Material will be ordered and delivered at site only with the prior approval of the department. The bidder shall, however, be responsible for timely delivery of material. As and when the order is placed for the items, it shall be endorsed to the engineer-in-charge alongwith details of Agency, model no. and other delivery details.

49. COMPLIANCE WITH REGULATIONS AND INDIAN STANDARDS.

Nothing in this specification shall be construed to relieve the successful bidder of his responsibility for the design, manufacture and installation of the equipment with all accessories in accordance with currently applicable statutory regulations and Indian Standards.

50. PLACING AT FINAL LOCATION

The bidder shall examine the final locations for placement of furniture items. He will take the measurement of door widths to pass the furniture items. If assembled furniture item does not pass through the door then the bidder has either to de-assemble the furniture item or to bring the furniture item in de-assembled condition from the manufacturer's Workshop/Factory. The furniture item in this case would be reassembled at final location for placement.

51. In the event of prolongation of agreement due to delay or reduction in scope of work, no claim on account of reduction in scope of work, loss of business, loss of profit consequently overheads and any type of interest etc. shall be entertained.
52. Visitors to Site: No visitor is allowed to enter the site without the permission of the Engineer-in-charge. All authorized visitors should report at the site office and bidder shall provide visitor's helmet (White helmet with visitor sticker) and other PPEs like safety shoe, reflective jacket, and respiratory protection etc. as per requirement of the site. All visitors shall be accompanied at all times by a responsible member of the site personnel. The bidder shall be fully responsible for all visitors' safety and health within the site.
53. All documents which require the certification from Chartered Accountant must be endorsed with Unique Document Identification Number (UDIN).
54. Purchase preference to Central Public Sector Undertaking shall be applicable as per the directive of Govt. of India prevalent on the date of acceptance.
55. **Local Support:** To ensure immediate after-sales service and replacement of defective goods, the Bidder or OEM must maintain a registered service center or authorized partner network within the state of the consignee. A dedicated toll-free service number and an explicit escalation matrix must be provided.
56. Bidder's offer is liable to be rejected if they don't upload any of the certificate / documents sought in the Bid document, Additional Terms and Condition and Corrigendum if any.
57. The Bid Inviting Authority reserves the right to ask for a free demonstration of the quoted equipment at a pre-determined place acceptable to the Bid Inviting Authority for Eligibility bid acceptability as per the bid specifications before the opening of the Financial Bid.
58. The bid procedure will be in double bid system i.e., Eligibility Bids and Financial Bids. The Eligibility Bid should contain comprehensive Eligibility details of the items being provided. Eligibility Bids would be opened first and Financial Bids will be opened subsequently of only those bidders who qualify in the Eligibility Bids. Incomplete/conditional bids not received as per guidelines of Gem Portal will be rightly rejected.
59. The Bidder must enclose attested copies/proof of Pan Card, GST, Registration/Authorization of the firm etc.

60. The OEM shall have in house testing laboratory.

61. The OEM / Bidder must have following certificates:

- (I) ISO 9001-2015, ISO 14001-2015, ISO 45001-2018, ISO 50001-2018 by NABCB accredited Agencies.
- (II) BIS Certification (ISI Marked) IS: 17631, IS: 17632, IS: 17633, IS: 17634 for office furniture, cabinets etc.
- (III) AIOTA Certificate for office furniture range.
- (IV) The OEM / Bidder should have BIFMA membership, BIFMA Compliant and BIFMA Level-2 for any product. An official link of any product listing must be provided from www.bifma.org.
- (V) Green Co-Certificate by CII.

62. The time allowed for completion of the work shall be 4 (Four) months from award of work.

Sent up for further personal & approval file

कार्यालय कार्यपालक अभियंता-1 के.लो.नि.वि., भोपाल	
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आवक क्रमांक	

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कार्य अभि-1, के.लो.नि.वि., भोपाल	
AECD	46
कार्यालय अधीक्षक	24/9/26
कार्य अभियंता	

I'm sending that. Proposal may be approved Pl.

Az
24/09/2026

Az
24/09/2026
CE Bhopal

CE(E)

Executive Engineer(C.)

O/o CE(Bhopal), CPWD, Bhopal

Approved

सुभाषी

23/9/26

File No. 23625/मु.अ. (भोपाल) / 2026/1803-IE dt 24/09/2026
To EE - I CPWD Bhopal.

Az
कार्यपालक अभियंता (सि.)
कार्यालय मुख्य अभियंता (भोपाल)
के.लो.नि.वि., भोपाल