



## **YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT**

### **ADMINISTRATION (YASHADA), PUNE.**

Add - Raj Bhavan Complex, Baner Road, Armament Colony,

Ganesh khind, Baner Rd,

Pune, Maharashtra 411007

Phone No: - [020 2560 8408/8268](tel:02025608408)

Web site: <http://www.yashada.org>

### **REQUEST FOR E-TENDER**

*For*

### **SUPPLYING OF MID BACK REVOLVING CHAIRS AT YASHADA**

**PUNE.**

1.	Security Deposit	5% of the Accepted Tender Cost
2.	Earnest Money Deposit	Rs. 45,000/- (Refundable)
3.	Cost of Tender Fee	Rs. 3,540/- (Non-Refundable) (Including 18% GST)
4.	Date of Upload e-Tender Form	16/01/2024 AM to 30/01/2024 up to 03.00 PM
5.	Date of Pre Bid Meeting	23/01/2024 (03.00 PM)
6.	Last Date of Submission of Tender	30/01/2024 up to 03.00 PM
7.	Date & Time of Opening of Tender	31/01/2024 up to 03:00 PM (If possible)
8.	Work Time Limit	60 days from the date of workorder

**DETAILED E- TENDER NOTICE**

**YASHWANTRAO CHAVAN YASHADA OF DEVELOPMENT  
ADMINISTRATION**

**Raj Bhavan Complex, Baner Road, Pune 411 007.**

**Phone No. (020) 25608408 & 25608268**

**E-Tender for Supplying of Mid Back Revolving Chairs in Yashada**

Online Item Rate e-tenders are invited, for above work, from Agencies having Certificate of registration as manufacturers/Authorized Dealers or Distributors/ Channel Partners for above mentioned work units as applicable, having experience of similar works for minimum 3 years period, by Yashada and will be received in the form of e-Tenders on or before 30/01/2024. Blank tender can be downloaded from <https://mahatenders.gov.in> on 16/01/2024 at payment of cost of tender form mentioned below. Tender is also available for perusal on [www.Yashada.org](http://www.Yashada.org).

**NAME OF WORK:- E-Tender for Supplying of Mid Back Revolving  
Chairs in Yashada**

Cost of each blank tender form	:	Rs. 3,540/- (Including 18% GST) to be paid online.
Time period	:	60 days
Earnest Money	:	Rs. 45,000/- to be paid online.
Security Deposit	:	5% (Five Percent) of accepted Tender cost
Last date and time up to which Blank Tender forms will be issued.	:	16/01/2024 to 30/01/2024 at 3.00pm
Date of Pre Bid Meeting	:	23/01/2024 (03.00 PM)
Date & time of receipt of e-tender	:	Up to 30/01/2024 at 3.00pm.
Date of Tender Opening	:	31/01/2024 at 3.00 Pm (If possible)

**1) INTRODUCTION :**

Yashwantrao Chavan Academy of Development Administration (YASHADA) is the Administrative Training Institute of the Government of Maharashtra and meets the training needs of government departments and rural and urban non-officials and stakeholders. Human resource development has traditionally been one of Maharashtra's major strengths.

## **2. Validity Period:-**

The offer of the Agency shall remain valid for acceptance for a minimum period of **120 days** from the date fixed for opening of Envelope No.2 (Price Bid) and thereafter, until it is withdrawn by the Agency by notice in writing duly addressed to the authority opening the tender and sent by Registered Post Acknowledgement Due.

The tender notice shall form a part of the contract agreement.

2.2 No Joint Venture allowed.

2.2 Right is reserved by Yashada to revise or amend the tender documents fully or part thereof prior to the date notified or amended for the receipt of tender. Such deviations/amendments if any shall be communicated in the form of corrigendum or by a letter as may be considered suitable and shall be part of tender.

2.3 Pre-bid Meeting shall be held on the designated date. The Interested Bidders may attend the Pre Bid Meeting. Bidders may get their doubts cleared /clarification from Yashada. Minutes of the Pre Bid Meeting shall be uploaded onto the e-tendering portal and shall be available to all Bidders. The clarifications issued, corrigendum if any and the Minutes of the Pre Bid Meeting shall form part of the tender and contract document.

2.4 The bidder should enter his offer only at the stipulated place in the price bid.

2.5 Right is reserved to reject any or all tenders without assigning any reason thereof by  
Yashada.

2.6 Tenders which do not fulfill all or any conditions or are incomplete in any respect are  
liable to summary rejection by Yashada. Conditional tenders will be rejected outright.

2.7 No alteration in the form of tender, the schedule of tender and no additions in the scope or special stipulation will be permitted.

2.8 The tender should be submitted in Technical and commercial bids separately and uploaded online on e - Tender portal <https://mahatenders.gov.in>

### **3 GENERAL**

3.1 **Time limit:** The work contract is for 60 days as specified in the Notice inviting tender which shall be reckoned from the date of written order of commencing the work and shall be inclusive of monsoon period. The contract period may be extended with same rates, terms and conditions, if needed by Yashada.

3.2 **Tender Rate:** Tender rates should be filled in only in the Price Bid (Schedule -B)

3.3 **Tender Units:** The bidders should particularly note the tables/quantities/specifications mentioned in the SCHEDULE-B. No change in the tables/quantities/specifications shall be allowed. In the case of difference between rates written in figures and words, the correct rate will be the one, which is lower of the two.

3.4 The Income Tax/ GST (TDS) at the rate as prescribed by Architect /Consultant shall be deducted from bill amount, whether it is, measured bill, advance payment or secured advance and other charges, as per Government rules. All taxes imposed by the government will be recovered from the amount payable to the agency for services provided.

### **4 EARNEST MONEY:**

4.1 Earnest money of Rs. 45,000/- (in words Rupees Forty Five Thousand only) and nonrefundable tender fee of Rs. 3,540 (in words Rupees Three Thousand Five Hundred and Forty only) (Including 18%) should be paid online through respective portal in the software.

4.2 Earnest money of the un-successful bidders will be refunded only after an intimation of rejection of their tender is sent to them. Cost of bid will be borne by bidder.

4.3 The successful bidder will pay the security deposit amount (5% of accepted tender amount) and complete the tender documents as mentioned in the tender documents

4.4 If any technical difficulties arise while filling up e-tender, please contact on toll free No. **180030702232** at NIC.

- 4.5 Even though the bidders meet the requirements, they are subject to be disqualified, if they have made misleading or false representations in the forms, statements and attachments submitted in support of the qualification requirements, specified in the Technical Bid.
- 4.6 Price bid will be opened only in respect of those Agencies which are found eligible after scrutiny of technical bid.
- 4.7 In case of insufficient response to this offer, Yashada may extend the period of tender.

## **5 INVITATION FOR E- TENDER :**

Yashwantrao Chavan Academy of Development Administration (YASHADA), Pune has invited the online E- Tenders from manufacturers/ Suppliers who has experience .

### **TENDER PROCEDURE**

5.1 Blank tender forms are available for downloading on <https://mahatenders.gov.in> and also on [www.yashada.org](http://www.yashada.org) (for view only). Cost of bid to be borne by bidder.

5.2 Bids, complete all respects, to be prepared and submitted online in two separate online envelopes. Bids submitted by post/couriers/by hand will not be accepted or incomplete bid/s or bid/s submitted after the submission date and time of closure of the tender will not be entertained. If any assistance is required for e- tendering (upload/download), please contact Customer Support (022-27560149) for any technical related queries please call 24 X 7 helpdesk No. 0120-4711508 / 4001002 / 4001005 / 6277787.

5.3.1 Bidder should scan & upload all required papers and documents for technical evaluation, in proper sequence as mentioned in Technical Offer (Envelope No.1). If any of the required papers / certificates as specified in the Tender are not included, disqualification of the bidder can be done without providing any clarification in this regard and envelope No.2 shall not be opened.

5.3.2 Envelope No.2 should be uploaded online and should contain duly filled in and complete offer taking into consideration all terms and

conditions mentioned in the Tender Document.

5.3.3 Technical offer (Envelope No.1) shall be opened first. The Financial Offer (Envelope No. 2) of those bidders whose Technical Bids are found complete and valid in all respects as per Tender Conditions and qualified in technical evaluation shall be considered for Opening of Envelope No. 2.

5.4 Offers should be valid for 120 days from the date of opening of the financial bid.

5.5 The amount of earnest money of unsuccessful Bidder will be refunded online after AOC (Award of Contract) or cancellation of tender. In case of the successful Bidder, EMD will be refunded after paying the non-interest-bearing security deposit and completing the tender agreement. If successful Bidder does not pay the security deposit in the prescribed time limit and not complete the agreement within stipulated period, earnest money deposit will be forfeited to YASHADA & will not be refunded. Also, Director General, YASHADA reserves right to initiate appropriate action in such cases.

5.6 The Director General, YASHADA, Pune, reserves the right to reject any or all tenders without giving any reasons at any stage.

## 6 ENVELOPES

### 6.1 ENVELOPE NO.1 (Technical Bid)

The Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid. The Agency is required to scan the originals of the following documents and upload it in the Technical Bid (**Envelope No. 1**), failing which bid shall be summarily / out rightly rejected and will not be considered any further.

Sr. No.	Below Documents shall be submitted.	Documentary Proof Page No. From – To
1.	Proof regarding submission of tender fee and EMD, online challan copies need to be uploaded.	
2.	Certificate of registration as Furniture manufacturers /Authorized Dealers or Distributors/ Channel Partners are applicable	
3.	Certificate of this product is certified with ISO9001, ISO14001, ISO45001 and BIFMA membership certificate.	
4.	Certificate of registration of GST	
5.	Certificate of registration of PAN/TAN Number	
6.	Latest work experience of previous any Three year out of Five years (2018-19, 2019-2020, 2020-2021, 2021-22 and 2022-23) with completion certification.	
7.	Turnover certificate from CA (Chartered Accountant) for any three financial years out of the last five financial years (2018-19, 2019-2020, 2020-2021, 2021-22 and 2022-23) showing minimum turnover not less than Rupees Rs. 30 Lakhs if any of one year in respect of related to Furniture work, As per Annexure-1 (Do not upload Balance Sheet). along with UDIN number	
8.	Self-declaration by bidder that they have not been blacklisted by any Ministry/Department/Govt. Organization of Central/State or any Public Sector Organization or there is no litigation with any Organization on account of similar type of services as per Annexure-2.	
9.	Self-declaration by bidder that no Judicial case is pending in court of law against firm as per Annexure-2.	
10.	Duly signed declaration regarding acceptance of terms and conditions of the tender by bidder as per Annexure-3.	
11.	Firm Bank Details as per Annexure-4	
12.	Bidder's registered address should be located in Maharashtra State.	

#### Note:

- The bidders should upload all above documents. Only technically qualified tenders Price Bid will be opened. Any Bidder if mentions any Financial rates in Technical Documents shall be disqualified.**
- Bidder shall put page No. on all pages of the documents and then scan and upload the same in same sequence as mentioned in the above chart.**

## **6.2 ENVELOPE NO. 2 (Price Bid/ Commercial envelope) “( BOQ)”:**

The bidder should quote total amount inclusive of all taxes with GST in BOQ at appropriate place, after taking into consideration the quality parameters and specifications mentioned as per **Schedule -B** . In case of difference in amounts quoted in figures and words and total, due to any arithmetical errors, the lowest of figures or words shall be considered.

Record of poor performance such as abandoning the work, not properly completing the contract, inordinate delay in completion of work or litigation history or blacklisting history or financial failures etc., shall be adequate grounds for disqualification of bidder.

## **7 ACCEPTANCES OF TENDER:**

### **7 CRITERIA FOR L1 :**

- 7.1 The price bid of technically qualified bidders shall be opened and lowest offer of technically qualified bidder shall be accepted. The total bid amount offered in price bid by the bidder in total shall be on the basis of computation of the L1 rates. The acceptance of tender shall be communicated to the Agency by email or otherwise.
- 7.2 The successful bidder will have to sign the original copy of the tender papers according to which the work is to be carried out. Such a bidder shall also have to give a declaration to the effect that the bidder has fully studied the site, specifications, local conditions and availability of labour and materials and that the bidder has quoted their amount with the consideration to all these factors.

### **8. SECURITY DEPOSIT:**

- 8.1 The successful bidder shall have to pay 5% of accepted tender amount , as security deposit in the form of Demand Draft drawn on any Nationalized Bank in favour of The Director General, Yashada payable within 10 days of communication of acceptance of tender and complete the contract documents within 10 days of payment of security deposit, failing which his earnest money deposit and security deposit will be forfeited to Yashada and Yashada may decide to blacklist such agency for future tenders.
- 8.2 All compensation or other sums payable by the Agency under the terms of this contract or any other contract or on any account may be deducted from Agency's Security Deposit or from any sums which may be due to him or may become due to him by Yashada on any account and in the event of the security amount being reduced by reason of any such above noted



deductions, the Agency shall submit within 10 days of receipt of notice of demand from the HoD Estate make good the deficit.

- 8.3 There shall be no liability on Yashada to pay any interest on the Security amount Deposited by or recovered from the Agency.
- 8.4 The Security Deposit shall be refunded after Defect Liability Period. Defect Liability Period shall be start from date of Final bill payment paid.
- 8.5 **Defect Liability period for the work is of 1 (One) year.**

## **9. TERMS AND CONDITIONS**

### **9.1 SCOPE OF WORK:-**

The Contractor shall carry out and complete the Providing / Supplying **Mid Back Revolving Chairs** in Yashada in every respect in accordance with this Tender & Contract and as per the directions of and to the satisfaction of the Yashada. The approval of Yashada or Yashada issue further drawings and/or written instructions, detailed directions and explanations which hereafter collectively referred to as 'Instructions' in regard to:

- a)The Bidder should guarantee that the item and its accessories supplied are complete in every respect and confirm to the technical specification mentioned in the Bill of material.
- b)The bidder/Principal company/Manufacturer of the offered product should be in the business of the supply and installation of same/allied Furniture products for the past Five years.
- c ) The catalogue technical literature, drawing, etc should be enclosed along with tender.
- d)The variation or modification of the design quality or quantity of works or the addition or omission or substitution of any work.
- e)Any discrepancy in the drawings or between the schedule of quantities and / or drawings and / or specification.
- f)The removal from the site of any defective material brought thereon by the contractor and the substitution of any other material thereof.
- g)The demolition removal and / or re-execution of any work executed by the contractor/s.
- h)The dismissal from the work of any persons employed there upon.
- i)The opening up for inspection of any work covered up.

j)The rectification and making good of any defects under clauses hereinafter mentioned and those arising during the maintenance period (Defect Liability Period).

k) The contractor shall forthwith comply with and duly execute any work comprised in such Yashada's instructions, provided always that verbal instructions, directions and explanations given to the contractor's or his representative upon the works by Yashada shall, if involving a variation, be confirmed in writing to the contractor within seven days. No works, for which rates are not specifically mentioned in the price schedule of quantities, shall be taken up without written permission of Yashada. Yashada shall fix rates of items not mentioned in the state schedule of rates.

l) The required makes of materials/products to be used in the work should be as per Schedule -B

### **9.2 Defect Liability Period:**

Defect Liability Period for the work is 1(One) Year from the date of completion of work. In which Comprehensive warranty is applicable for one year from the date of completion of work. During this period breakdown maintenance work shall be carried out on an as and when required basis. Also, preventive maintenance shall be carried out during the warranty period on a quarterly basis as per standard norms. All breakdown / preventive maintenance related Technicians' visits shall be registered with dates in the book kept in Estate Dept. Yashada.

The manufacturer's warranty for installed items as applicable shall be made available by the Agency.

### **9.3. PAYMENT:**

1)All payments shall be made in Indian currency. The payment will be released after ascertaining that, YASHADA have certified the measured work and bill as satisfactory. After certifying the same, and thoroughly checking by Engineer- In-Charge HoD Estate shall process the bill for payment. HoD Estate and shall be paid accordingly. No payment shall be made in advance.

During execution of work, if the additional and altered work includes any class of work for which no rate is specified in this contract, then such class of work shall be carried out at the rates entered in the current schedule of rates of the PWD. For such additional and altered work if rate are not present in current schedule of rates of the PWD , then Rate Analysis shall be YASHADA as per rates which are

mutually agreed by Yashada & Contractor. Only with prior approval in writing by Yashada, such additional and altered work shall be executed.

- 2) Yashada shall have right to forfeit the amount of the security deposit or the part thereof in case of breach of contract by the agency. Yashada, in such cases of breach of contract reserves right to blacklist the agency.
- 3) After submitting the bill to Estate Dept. Yashada, payment against the work done shall be paid provided bills being in order, and as per tender conditions. Unsatisfactory work shall be redone by agency as per instructions given by the Engineer in charge . Unsatisfactory work shall be considered as breach of contract.

#### **9.4 RISK PURCHASE:**

If Agency fails to complete the work within time limit/extended time limit given with prior sanction, uncompleted/ balance work shall be carried out by third party at risk and cost of Agency, with prior 30 day's notice by Yashada. Such amount shall be debited from the Agency's bill / due amount.

#### **9.5 PENALTY**

(1) In case of breach of contract, Yashada reserves the right to terminate the contract after forfeiting the security deposit and getting the balance contract executed from third party at the risk and the cost of the agency terminated and Yashada may take action of blacklisting the agency for future tenders.

(2) In case of delay beyond the contract period fine amount of Rs.1000/- per day shall be levied by Yashada.

#### **9.6 LEGAL INSTRUCTIONS**

(a) Any error in description or in quantity or omission of the item in the Schedule-B shall not vitiate this contract.

(b) Agency shall be liable for any accident, loss, death, injury to persons at Yashada or any place for damages of any kind to life or property in the course of this work. The Agency shall indemnify Yashada against any claims related to the above.

(c) The Agency shall not sublet the work.

(d) Agency has to submit the documents related to Agency's office address, telephone number, mobile number and FAX number in respect of which the documents related to bank have been submitted in writing to YASHADA. If it is to be changed, it will be mandatory for the Agency to provide prior intimation to YASHADA.

(e) During the course of work under this contract, the Agency shall ensure that no Damages to YASHADA's property and personnel occurs. If any such damage occurs of this work, the Agency shall be liable to make good the same to Yashada and the affected persons. In case of default, the recovery of such damages will be made from agency's bills. The Agency shall indemnify Yashada from any claim arising due to any such incident caused by the agency.

(f) The employees deployed by the agency at the Yashada shall be its own employees under their exclusive management, supervision and control and Yashada shall in no way be responsible or liable for their wages.

### **9.7 INDEMNITY –**

The agency shall at all times keep Yashada effectually indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or by reason of anything done or omitted to be done by the Agency and against all costs and expenditure incurred by YASHADA in that respect. The Agency shall also keep YASHADA indemnified against all claims for compensation under the provision of any law for the time being in force / brought in to force by or in respect of any Employee deployed by the Agency in carrying out the obligations under the contract and against all costs and expenditure incurred by YASHADA in connection there with. YASHADA shall be entitled to deduct any amount due from all money payable to the agency by way of compensation as aforesaid or of any other nature and costs and expenses in connection with any claim thereto. For this purpose an Indemnity Bond will have to be executed by the Agency, before commencement of work.

### **9.8 INSTRUCTIONS FOR CONTRACT EXECUTION**

(a) The Agency shall take instructions from the HoD Estate/ Engineer In charge under this contract and complete the work within the time specified. The Agency shall ensure proper co-ordination with the Estate department of Yashada.

(b) The material storage space, supply of water and use of electric energy required for work shall be made available by Yashada. All the materials used in the works under the contract shall be genuine, original, new and of the same make as mentioned in Bill of Quantities and Specifications. The workmanship and material shall be as per specifications and as prescribed in relevant **latest edition of B.I.S.** code and to the entire satisfaction of the HoD Estate/ Engineer In charge. Safe storage of the Agency's material in Yashada campus will be Agency's sole responsibility.

(c) The Agency shall be responsible for removing the debris arising out of the works under this contract and shall ensure that the site is cleared of all such debris by proper disposal without any extra payment, whatsoever.

## **9.9 SAFETY MEASURE**

- a) The Agency shall take all necessary precaution for the safety of the workers and preserving their health while working in such job as require special protection and precautions. The Agency shall also comply with the direction issued by the HoD Estate/ Engineer In charge in this behalf from time to time.
- b) It is responsibility of Agency, the workmen employed by agency should at all times during work shall wear appropriate safety equipment. Every incidence of non compliance of such instructions will be penalized. Agency shall be liable and responsible for any compensation or damages to its workmen employed at the site for execution of this work against injury or loss of life. Agency shall indemnify Yashada from any cost or legal actions resulting from such injuries, loss of life to agencies workman.
- c) Agency is required to keep strict vigilance on their provided furniture's, if any defect to any units is noticed same shall be immediately reported to Engineer In Charge. The agency itself to decide the monitoring schedule for detecting defect related to provided furniture unit depending on their experience. No payment shall be paid by Yashada due to such incidences for any damages.
- d) The License or permits for the material etc. required for this Contract shall be obtained by the Agency directly from the authority concerned at Agency's own cost.
- e) All the workmen deployed by the Agency at Yashada shall abide by the disciplinary procedures, rules and regulations laid down by Yashada from time to time.
- f) All persons deployed by the Agency shall at all times be medically fit. The employees deployed by the agency should always wear prescribed uniforms while on duty if any.
- g) The Agency should co-operate with all other agencies working in the project. It would also ensure that its activities do not disturb officials, participants and campus residents of YASHADA.

**9.10 Agreement** – The successful bidder has to execute Agreement on Stamp paper. The necessary stamp duty charges shall be borne by the Agency whose tender is accepted, as per Govt. of Maharashtra Circular, नोंदणी महानिरीक्षक व मुद्रांक नियंत्रक, पुणे, महाराष्ट्र राज्य, यांचे अ.शा.पत्र क्र. 005/मु./प्र.क्र.20/17, दिनांक 18/8/2017.

**9.11 Dispute:**

Any dispute arising out of the terms and conditions of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the Yashada and the authorized representative of the Agency.

1. **Settlement of Disputes** All disputes or differences of any kind whatsoever that may arise between the YASHADA, and the Agency in connection with or arising out of the contract or subject matter thereof, whether during the progress of contract or after its completion shall be settled as under;
2. **Mutual Settlement** All such disputes or differences shall in the first place be referred by the Agency to the YASHADA in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences.

**9.12 Settlement through Court**

It is a term of this contract that the Agency shall not approach any Court of Law for settlement of such disputes or differences.

**9.13 Jurisdiction of Courts**

Jurisdiction of courts for dispute resolution shall be PUNE only.

**9.14 Termination of Agreement**

During the period of this agreement, Yashada shall have the right to terminate this agreement, if Yashada is not satisfied with the performance of the Agency by giving 30 days' notice in writing, uncompleted/ balance work shall be carried out by third party at Risk and Cost of Agency terminated, also Security Deposit shall be forfeited in such incidents.

**9.15 Force Majeure**

When an extraordinary event or circumstance beyond the control of the parties such as a war, strike, riot, crime, or an event described by the legal term “act of God” (such as flooding, earthquake, or volcanic eruption), prevents one or both parties from fulfilling their obligations under the contract. In such situations decision of “Director General YASHADA” will be a final decision & binding on both the parties.

## **SPECIAL INSTRUCTIONS TO BIDDERS**

- i. The bidder should study all the tender documents carefully and understand the tender contract conditions and specifications etc. before quoting the tender. If there are any doubts, they should get clarifications by contacting with Engineer In charge in Estate Dept. Yashada but this shall not be a justification for submission of late tender or extension of opening date.
- ii. The bidder must obtain for himself on his own responsibility and at his own expense, all the information which may be necessary for the purpose of filling this tender and for entering into a contract for execution of the same and visit the site and acquaint himself with the site conditions before quoting.
- iii. The bidders are requested to visit the site of works familiarize themselves with the locality and ascertain the availability and cost of all the materials and labour and any other information necessary for quoting for the work. No excuse regarding lack of information or details, affecting the tender cost shall be entertained after receipt of tender and the bidder shall be deemed to have full knowledge of all relevant details.
- iv. The bidder should quote his offer as stipulated in Price Bid SCHEDULE-B in tender document
- v. The quoted rates in Schedule-B shall be valid for acceptance by Yashada for 120 (One hundred and twenty) days from the date of opening of the Tenders.
- vi. Within 10 days of the receipt of the LoA, the successful bidder shall be bound to deposit security deposit as described earlier and Implement the contract by signing an agreement in accordance with the Terms and Conditions of Contract work order shall be issued immediately after signing the agreement.
- vii. Yashada do not bind itself to accept the lowest or any tender and reserve to themselves the right to accept or reject any or all the tenders either in whole or in part without assigning any reason for doing so.
- viii. **DRAWINGS AND SPECIFICATIONS**

The works shall be carried out to the entire satisfaction of the YASHADA, in accordance with the signed drawings and specifications and such further drawings and details as may be provided by the Yashada, and in accordance with such written instructions, directions and explanations as may from time to time be given by the Yashada, whose decision as to the sufficiency and quality of the work

and materials shall be final and binding upon the Agency. If the work shown on any such further drawings or work that may be necessary to comply with any such instructions, directions or explanations, be in the opinion of the Agency extra action than that comprised in or reasonably to be inferred from the contract, Agency shall before proceedings with such work, give notice in writing to this effect to Yashada in such instance if Agency's contention is accepted in writing by Yashada, Agency shall obtain orders in writing from Yashada before commencing such work.

#### **ix. INSPECTION OF DRAWINGS**

Before filling in the tender, the contractor will have to check up all drawings/specification and schedule of quantities, and will have to get an immediate clarification from the Yashada on any point that he feels is vague or uncertain. No claim of damages or compensation will be entertained on this account.

#### **x. EXECUTION OF WORK (PRICES TO INCLUDE)**

The whole of the work is described in the contract (including the schedule of Quantities, the specifications and all drawing pertaining there to) and as advised by Yashada from time to time is to be carried out and completed in all its parts to the entire satisfaction of the Yashada . Any minor details of the work which may not have been definitely referred to in this contract, but which are usual in practice and essential to the work, are deemed to be include in this contract. Rates quoted in the Schedule shall be exclusive of all freights, taxes, such as GST, Royalties, duties, excise, turnover tax, sales tax on works contract, etc., so as to execute the contractor as per the rules and regulations of Local Bodies, State Government and Government of India.

The rates quoted in the tender should include all charges and taxes.

#### **xi. SITE SUPERVISION**

The contractor shall appoint at his own cost competent .

#### **xii. DIMENSIONS**

Figures, dimensions, are in all case to be accepted preferences to scaled sizes. Large-scale details take precedence over small scale drawings. In case of discrepancy, the contractor is to ask for a clarification before proceeding with the work. Accordingly if any work is executed without prior clarification it is liable to be rejected and shall not be paid for.



**Annexure – 1**  
(To be scanned and uploaded in technical Envelope)  
(Printed on letter head of Chartered Accountant)  
**Turnover Certificate**

**Name of the Company/Firm/Agency :**

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**Address of the Company/Firm/Agency :**

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This is to certify that I have verified the annual turnover of the  
Company/firm/Agency named above for business related Furniture work and  
it is as mentioned below; and that it is correct.

Sr.	Description	F. Y. 2018-19 Rs. (both, in figures and words)	F. Y. 2019-20 Rs. (both, in figures and words)	F. Y. 2020-21 Rs. (both, in figures and words)	F. Y. 2021-22 Rs. (both, in figures and words)	F. Y. 2022-23 Rs. (both, in figures and words)
1.	Annual Turnover in respect of Supply, Installation Furniturer companies					

Place :-

Date :-

Name, Address, Signature and

Seal of the Chartered Accountant

**Annexure-2**

(To be scanned and uploaded in technical Envelope)

(Printed on letterhead of firm/ company)

**Self-Declaration regarding not being blacklisted**

I Shri / Smt. ----- Proprietor/Director/Authorised signatory of the Company/ firm/ Agency M/s.-----  
-----, hereby declare that we are not black-listed by any Central/State Government/Public Sector Undertaking or any other organization for business related Furniture work and maintenance work in India.

We are not involved in any litigation that may have an impact on execution of contract or may compromise the delivery of service as required under this tender.

There is no Judicial case pending in court of law against this Company/ firm/ Agency in the last 3 years.

**(Signature of Authorized Person)**

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

Name \_\_\_\_\_

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

Designation \_\_\_\_\_

Address: \_\_\_\_\_

Seal \_\_\_\_\_

**Annexure-3**

(To be scanned and uploaded in technical Envelope)  
(Printed on letterhead of firm/ company)

**SELF DECLARATION**

**6.1. Declaration as regards acceptance of terms and conditions of contract**

1. I Shri. /Smt. -----Proprietor / Director / authorized signatory of the Company/Firm/Agency M/s -----  
-----am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage, besides the liabilities towards prosecution under appropriate law.

**(Signature of Authorized Person)**

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

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

Designation \_\_\_\_\_

Address: \_\_\_\_\_

Seal \_\_\_\_\_

#### Annexure-4

(To be scanned and uploaded in technical Envelope)

#### Personal & Bank Details for RTGS

All columns are mandatory

Sr .No.	Personal Detail	
1.	Name Of The Competent Person & Agency	
2.	Address Of The Agency	
3.	Contact Details	1) Landline No. : 2) Mobile No.: 3) E-Mail Id :
5.	<b>Pan No.</b>	
6.	<b>GST No. –</b>	
<b>Bank Details –</b>		
1.	Name Of The Agency For RTGS	
2.	Name Of The Bank	
3.	City Of The Bank	
4.	Account No	
5.	Account Type	
6.	Branch Code	
7.	Address Of The Branch	
8.	Ifsc Code	
9.	Micr No.	

(Signature of Authorized Person)

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

Name \_\_\_\_\_

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

Designation \_\_\_\_\_

Address: \_\_\_\_\_

Seal \_\_\_\_\_



**Sample Chair**