

### Bid Corrigendum

GEM/2025/B/6087219-C1

Following terms and conditions supersede all existing “Buyer added Bid Specific Terms and conditions” given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

### Buyer Added Bid Specific Additional Terms and Conditions

1. **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be  $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$ , subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.
2. Buyer Added text based ATC clauses

#### Corrigendum-1

The corrigendum document with the reference to GeM bid reference no. GEM/2025/B/6087219 for “**Supply and installation of Revolving Chairs at QCI Office, WTC, Nauroji Nagar, New Delhi**” can be found in the ATC Document. The bidders are advised to submit their proposal accordingly.

1. **Payment Milestones:** QCI will make payment to the vendor as per the following milestones:

S. No.	Milestone	Payment Schedule
1	On Supply and delivery of 100% items at site	65%
2	On Installation of items at designated places after joint measurement up to the satisfaction of QCI	30%
3	Completion of Defects Liability Period of 12 months	5%

i. Payment shall be made after submission of invoices within 15 days of receipt of invoice complete in all respect.

ii. **Incorrect Invoices, Under/Over Payment:** In case an invoice is found to have been rendered incorrectly after payment, any underpayment or overpayment will be recoverable by or from the vendor, as the case may be, and, without limiting recourse to other available means, may be offset against any amount subsequently due by QCI to the vendor under this contract.

1. 2. **Performance Security:** The selected Bidder shall submit irrevocable Performance security, within 15 days from the Notification of award, for a value equivalent to **5% of the contract value**. The Performance security submitted in the form of Bank Guarantee shall contain a claim period of three months from the last date of validity. The bank guarantee shall be valid for the period of 15 months from the date of issuance of work order. The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Bank Guarantee as and when it is due on account of non-completion of the delivery and Warranty period.

The selected bidder can submit e-PBG OR physical copy of Performance Guarantee should be submitted at QCI-HO within 15 days from the notification of award. The selected bidder would be required to send SFMS code while creation of PBG to the IFSC code provided by QCI. In case the selected bidder fails to submit a Performance Guarantee within the time stipulated, QCI at its discretion may cancel the order placed on the selected bidder without giving any notice. QCI shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or QCI incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

3. Buyer uploaded ATC document [Click here to view the file](#).

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer

is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

\*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

[This Bid is also governed by the General Terms and Conditions](#)

**BUYER ADDED BID SPECIFIC TERMS AND CONDITIONS**

**Name of the work: "Supply and installation of Revolving Chairs at QCI Office, WTC, Nauroji Nagar, New Delhi"**

**GeM Bid No: GEM/2025/B/6087219**

The bid is governed by the terms and conditions in the following order of precedence (i.e in case of same clause, the clause mentioned in Corrigendum 1 will supersede the clause mentioned in ATC)

- Corrigendum 1 and Response to pre-bid queries
- Original ATC

Date: March 28, 2025

**Corrigendum - Supply and installation of Revolving Chairs at QCI Office, WTC, Nauroji Nagar, New Delhi**

**Corrigendum-1**

This is with reference to the GeM bid reference no. GEM/2025/B/6087219 for “Supply and installation of Revolving Chairs at QCI Office, WTC, Nauroji Nagar, New Delhi”

Below are the changes in mentioned clauses issued vide this corrigendum notification:

S. no.	Description/ S. no./ Page no./ Reference	Original Clause	Revised Clause (Deletion are indicated with a <b>strikethrough</b> and addition are highlighted by an <b>underline</b> )
1	Technical Capability & Experience	The Bidder should have at least 3 work orders/projects in Ministries/ Departments/ Private Organizations for supplying at 50% of the required quantity of revolving chairs of Featherlite in the last three years	The Bidder should have <del>at least 3</del> <b><u>one</u></b> work orders/projects in Ministries/ Departments/ Private Organizations for supplying <del>at 50% of the required quantity</del> of revolving chairs of Featherlite in the last three years <b><u>with at least ₹ 70 lakhs work order value.</u></b>

**Date: 28.03.2025**

**Response to pre-bid queries**

<b>S. no.</b>	<b>Clause no./ Page no.</b>	<b>Original Clause in the RFP</b>	<b>The point on which clarification required</b>	<b>Response</b>
1	<b>Eligibility Criteria S.N. 5</b>	The Bidder should have at least 3 work orders/projects in Ministries/ Departments/ Private Organizations for supplying at 50% of the required quantity of revolving chairs of Featherlite in the last three years	We request you to kindly ask Past Performance /Experience criteria as per CPWD Norms i.e.; 1. 1 PO of 80% Quantity of chairs 2. 2 PO of 60% Quantity of Chairs 3. 3 PO of 40% Quantity of Chairs Requesting you to kindly amend the same	Kindly check corrigendum 1

## BUYER ADDED BID SPECIFIC ADDITIONAL TERMS & CONDITIONS

### PAC Bid for Procurement of Featherlite High Back and Mid Back Chairs

#### Terms & Conditions

1. **Delivery Timeline:** Two (02) weeks from the date of award of contract.
2. **Delivery Address:** 2<sup>nd</sup> & 3<sup>rd</sup> Floor of Tower J and 1<sup>st</sup> & 2<sup>nd</sup> Floor of Tower K World Trade Centre Nauroji Nagar New Delhi -110029
3. **Warranty:**
  - i. The vendor must provide OEM Warranty certificates in the name of QCI for all the items as mentioned in the BOQ. Warranties shall be in the form of Certificates issued by the Manufacturer/OEM in the name of QCI clearly specifying the period of warranty, quantity & description of items. The items/equipment procured under this package shall not be before the date of work order.
  - ii. The agency has to produce Manufacturer Test Certificates (MTC), Warranty Certificates/Invoices for material/equipment supplied for certification and approval. The warranty of all the items should be transferred to QCI as a part of the handover of the site.
  - iii. The warranty period shall commence for a minimum period of **5 years** from the date of completion certificate.
4. **Defects Liability Period:** The vendor shall be responsible for the rectification of defects in the works for a period of **12 calendar months** from the date of completion certificate. Any defects discovered and brought to the notice of the vendor shall be attended to and rectified, by the vendor at his own cost and expense.
5. **Force Majeure:** Any delay in or failure of the performance of either party hereto shall not constitute default hereunder to give rise to any claims for damages, if any to the Extent such delay or failure of performance is caused by occurrences such as acts of God or the public enemy, expropriation, compliance with any order or request of Government authorities, acts of war, rebellions, sabotage fire, floods, illegal strikes, pandemic, epidemic or riots (otherwise than among the vendors employees). Only extension of time shall be considered for Force Majeure conditions as accepted by QCI. No adjustment in contract price shall be allowed for reasons of force majeure.

Force Majeure shall not include:

  - i. any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
  - ii. any event which a diligent Party could reasonably have been expected both to take into account at the time of the signing of the Contract and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
  - iii. Insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.
6. **Earnest Money Deposit (EMD)/ Bid Security:** Bidders shall submit, along with their Bids, Bid Security (EMD) of **INR 3 lakhs** as per the details mentioned below:
  - i. By demand draft in favour of Quality Council of India, payable at New Delhi, or
  - ii. Deposit through RTGS/ NEFT as detail under\*\*: -

\*\*For payment of EMD through Bank transfer:

Name of the Bank	ICICI Bank, Gurgaon Millennium Plaza Branch
Name of the Account	Quality Council of India
Saving Bank Account	739301000237
IFSC Code	ICIC0007393

**Note:**

- i. NO CHEQUES WILL BE ACCEPTED. The applicant whose EMD has been deposited by NEFT/RTGS, must enclose the transaction details/ evidence along with their technical bid, otherwise the bid will be rejected.
- ii. Bid security in any other form will not be entertained.
- iii. No interest will be payable to the Bidder on the amount of the EMD. Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, but not later than 30 days of completion of the process
- iv. In case bid is submitted without the bid security then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned. The EMD may be forfeited:
  - If a bidder withdraws its bid during the period of bid validity.
  - Bidder does not respond to requests for clarification of its Proposal.
  - Bidder fails to provide required information during the evaluation process or is found to be nonresponsive.
  - In case of a successful bidder, if the bidder fails to sign the contract in accordance with the GeM bid and ATC.

7. **Exemption of EMD for MSEs/ Startups applicant:** "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)" are exempted from submission of EMD (Bid security) in this tender. Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 24 months from being eligible to submit Bids for tenders with QCI. Scan copy of the signed documents related to exemption of EMD along with Bid Security Declaration shall be submitted at the time of submission of bid.

**Note: MSEs with trading as major activity will not be allowed exemption for payment of EMD.**

8. **EMD Refund:**

- **For Unsuccessful Bidders:** The EMD of all unsuccessful bidders would be refunded, without interest, by QCI on finalization of the bid in all respects by the successful bidders, within 45 days after finalization of tender.
- **For Successful Bidders:** The EMD of successful bidders would be returned within 30 days, without any interest upon submission of Performance Bank Guarantee by the successful bidders within the stipulated timeline.
- Bid submitted without EMD (except for exempted categories) shall be treated as Non-responsive and will be liable for rejection.

9. **Performance Security:** The selected Bidder shall submit irrevocable Performance security, within 15 days from the Notification of award, for a value equivalent to **5% of the contract value**. The Performance security submitted in the form of Bank Guarantee shall contain a claim period of three months from the last date of validity. The bank guarantee shall be valid for the period of 15 months from the date of issuance of work order. The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Bank Guarantee as and when it is due on account of non-completion of the delivery and Warranty period.

The selected bidder can submit e-PBG OR physical copy of Performance Guarantee should be submitted at QCI-HO within 15 days from the notification of award. The selected bidder would be required to send SFMS code while creation of PBG to the IFSC code provided by QCI. In case the selected bidder fails to submit a Performance Guarantee within the time stipulated, QCI at its discretion may cancel the order placed on the selected bidder without giving any notice. QCI shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or QCI incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.



10. **Insurance:** Goods supplied under the Contract shall be fully insured against loss by theft, destruction or damage incidental to manufacture or acquisition, transportation, storage, fire, flood, under exposure to weather and delivery at the designated project locations, in accordance with the applicable terms. The insurance charges will be borne by the vendor and QCI will not be required to pay such charges if incurred. The goods will be delivered and stored at the destination in perfect condition.
11. **Confidentiality:** The bidder(s) must not divulge any confidential information and ensure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted bidder(s) must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the bidder must comply with these conditions. Confidentiality clause shall survive for a period of one year after the termination of contract or contract expiry period.
12. No part of this document including the Annexure can be reproduced in any form or by any means, disclosed or distributed to any person without prior written consent of QCI, except to the extent required for submitting the bid and no more. The information contained in this document is only disclosed for the purposes of enabling potential Vendors to submit a proposal to QCI. This document should not therefore be used for any other purpose. This document contains proprietary information furnished for evaluation purposes only; except with the written permission of the QCI, such information may not be published, disclosed, or used for any other purpose. The bidding firms acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of QCI. The title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with QCI. Vendors must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.

13. **Payment Milestones:** QCI will make payment to the vendor as per the following milestones:

S. No.	Milestone	Payment Schedule
1	On Supply and delivery of 100% items at site	65%
2	On Installation of items at designated places after joint measurement up to the satisfaction of QCI	30%
3	Completion of Defects Liability Period of 12 months	5%

- i. Payment shall be made after submission of invoices within 15 days of receipt of invoice complete in all respect.
  - ii. Incorrect Invoices, Under/Over Payment: In case an invoice is found to have been rendered incorrectly after payment, any underpayment or overpayment will be recoverable by or from the vendor, as the case may be, and, without limiting recourse to other available means, may be offset against any amount subsequently due by QCI to the vendor under this contract.
14. **Penalty:** Penalty may be imposed on non-performance/ violation of any of the terms and conditions. The quantum of such penalty shall be as decided by the committee of officials (constituted by QCI). The following shall be the treatment in case of damages and delays:
- i. Any damage to the building or to any equipment which might result during the repair shall be repaired by the Vendor.
  - ii. If the job is not completed within the stipulated time penalty amount @ 1% (of the contract value) per week or part thereof, subject to cap of 10% of total contract value will be applicable on the vendor, provided such delay is not attributable to QCI.

The work must be completed as stipulated in the acceptance of the tender should be deemed to be the essence of the contract and delivery must be completed no later than the dates specified therein. Extension will not be given except in exceptional circumstances. However, if the work is completed after expiry of the contracted completion period without prior concurrence of QCI, such delivery will not deprive QCI of the right to recover liquidated damages.

15. The Vendor shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondence from the Vendor will not be entertained.
16. If at any stage of the tendering process or during the carrying out of the agreement any suppression / misrepresentation of such information is brought to the knowledge of QCI, QCI shall have right to reject the bid or terminate the agreement, as the case may be, without any compensation to the Vendor.
17. The Vendor shall be deemed to have complied with all clauses in this ATC. Evaluation shall be carried out on the available information in the bid.
18. The firms / agencies submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. QCI shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
19. The proposals submitted by the firms/agencies shall remain valid for a period of 120 days after the closing date (deadline) for submission of proposals prescribed in this document.
20. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.
21. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
  - i. Submitted the proposal after the response deadline
  - ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
  - iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
  - iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive, failed to provide clarifications related thereto, when sought
  - v. Submitted more than one proposal
  - vi. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
22. **Disclaimer:** QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.
23. QCI reserves the right
  - i. To reject any/all applications without assigning any reasons thereof.
  - ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
  - iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise
  - iv. To adopt method deemed fit to evaluate the proposals
  - v. To select multiple Vendors for the project for allocation of work in different areas if it meets the essential criteria for qualification.

### Eligibility Criteria:

The eligibility criteria detailed below shall prevail and supersede the one displayed in the GeM Bid.

S. No.	Basic Requirements	Specific Requirements	Documents Required
1	Legal Entity	<p>The Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity in India, under any one of the following categories: -</p> <ul style="list-style-type: none"> <li>• A Limited Liability Partnership ("LLP") registered under the LLP Act, 2008;</li> <li>• an Indian Company ("Company") registered under the Companies Act, 1956/ 2013;</li> <li>• a "Partnership Firm" registered under the Indian Partnership Act, 1932;</li> <li>• a Sole Proprietorship firm, registered as such under the Applicable Laws of India</li> </ul> <p>With minimum 3 years of existence at the time of submission of the bid.</p>	<p>Registration documents of the Bidder as a company/firm or any legal entity along with:</p> <ol style="list-style-type: none"> <li>i. Incorporation Certificate of the company</li> <li>ii. PAN Card of the registered legal entity</li> <li>iii. GST certificate of the registered legal entity</li> <li>iv. Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm</li> <li>v. MSME Certificate (if applicable)</li> <li>vi. Any other supporting document, as may be required</li> </ol>
2	Manufacturer's Authorization Form	Bidder must be OEM or Authorized reseller of OEM	<p>Declaration of bring an OEM on the company letterhead OR Valid Bid Specific Manufacturer's Authorization Form (MAF) on the letterhead of OEM.</p>
3	Average Annual Turnover - Bidder	The bidding entity must have minimum average annual turnover of ₹ 86 lakhs or more in the last three financial years (i.e., 2021-22, 2022-23 and 2023-24).	<ol style="list-style-type: none"> <li>i. Audited Financial Statements of FYs 2021-22, 2022-23 and 2023-24; or</li> <li>ii. Turnover certificate by CA (original) with FRN Number and UDIN Number for FYs 2021-22, 2022-23 and 2023-24</li> </ol>
4	Average Annual Turnover - OEM	The OEM must have minimum average annual turnover of ₹ 7 crores or more in the last three financial years (i.e., 2021-22, 2022-23 and 2023-24).	<ol style="list-style-type: none"> <li>iii. Audited Financial Statements of FYs 2021-22, 2022-23 and 2023-24; or</li> <li>iv. Turnover certificate by CA (original) with FRN Number and UDIN Number for FYs 2021-22, 2022-23 and 2023-24</li> </ol>
5	Technical Capability & Experience	The Bidder should have at least 3 work orders/projects in Ministries/ Departments/ Private Organizations for supplying at 50% of the required quantity of revolving chairs of Featherlite in the last three years.	Work Order / Work Completion Certificates issued by Client.

6	Non-Blacklisting declaration	The bidder shall not have been blacklisted by any central or state government agency, PSU etc. in the last 5 years preceding the proposal due date.	As per format in Form 4 of Annexure-A signed and stamped on company letterhead
7	Service Support	Bidder/OEM should have a 24X7 service support to address any issues faced by Client	Details of Contact persons along with Escalation Matrix should be provided along with the bid.

**Note:** Only technically qualified bidders will be considered for opening and evaluation of financial bid. In financial bid evaluation, bidder who have quoted lowest rate in totality will be the successful bidder and declared as L1 bidder as per GeM portal.

24. The bidders are required to submit the **Form 1, 2, 3, and 4 as given in Annexure-A** along with their technical bids.
25. The bidders are required to submit the **signed and stamped ATC document** along with their technical bids for technical compliance.

#### Financial bid format

S. No.	Type of Chairs	Qty (A)	Per chair Cost (₹) (inclusive of taxes) (B)	Total Cost (₹) (inclusive of taxes) (C) = (B)*(A)
1	Featherlite Amaze Grey High Back Chair (Product id: 5116877-1960351738)	49		
2	Featherlite Amaze Medium Back Chair Grey (Product id: 5116877-89389052778)	1554		
	<b>Total Cost</b>			<b><i>This total to be put in "Price offer" section on GeM portal</i></b>

**Note** – The Technical bid should not include any information related to the Price Bid. If any information related to the Price Bid is contained in the Technical Part of the Bid, the bid shall be declared non-responsive.

#### Submission Details

- The Applicants shall submit the proposals online through GeM Portal (<https://gem.gov.in>) as per the date and time mentioned on the GeM portal. It is the responsibility of the Applicant to submit the bid before the last date and time on the online portal, and QCI shall not be responsible for any delay due to any of the technical/server issues.
- The Applicant shall submit the Proposal in the form and manner specified in ATC. Bid proposals received in the physical form at the client's address will not be accepted.

For any queries, you may contact the below:  
Procurement Team, QCI

Email id: [procurement@qcin.org](mailto:procurement@qcin.org)

**ANNEXURE – A**

**Form 1: Covering letter**

(To be submitted on the Letterhead of the responding firm)

To,  
Deputy Director (Accounts),  
Quality Council of India,  
Institution of Engineers Building,  
2<sup>nd</sup> Floor, 2, Bahadur Shah Zafar Marg,  
New Delhi-110002

Subject: Submission of proposal in response to the GeM bid for **“Procurement of Featherlite High Back and Mid Back Chairs”**  
Dear Sir,

1. Having examined the GeM bid and ATC document, we, the undersigned, herewith submit our proposal in response to your GeM bid for **“Procurement of Featherlite High Back and Mid Back Chairs”**, in full conformity with the said GeM bid and ATC document.
2. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
3. We have read the provisions of GeM bid and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
4. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
5. We agree to unconditionally accept all the terms and conditions set out in the GeM bid and ATC document and also agree to abide by this bid response for a maximum period of 120 days from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
6. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
7. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.
8. We confirm that we have not been blacklisted by any central or state government agency, PSU etc. in the last 5 years preceding the Proposal Due Date.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of (Year)

(Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Vendor

**Form 2: Relevant Project Experience for completed projects**

**Completed Projects:**

S. No.	Area/ Location	Client name	Name and Size of the project	Executed Contract Value	Completion date	Nature of works

**Form 3: Details of the responding firm**

Section No.	S. No.	Particular	Detail
<b>I</b>	<b>COMPANY PROFILE:</b>		
	1.	Name of the Organization * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	<b>SPOC for the bid submitted:</b>	
		Name:	
		Mobile no.:	
		Email Address:	
	4.	<b>Address for Billing Office*</b>	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	
	5.	<b>Name of Contact Person (Finance &amp; Accounts) *</b>	
		Contact no.	
		Mobile no.	
		E mail ID *	

<b>II</b>	<b>STATUTORY DETAILS:</b>		
	1.	<b>GST Details: -</b>	
		Whether Registered Assessee (Yes or No)	
		<b>If Yes: -</b>	
		GSTIN Number # *	
		Type of Assessee	
	2.	<b>MSME</b>	
		Whether Registered under MSME (Yes or No) *	
		<b>If Yes: -</b>	

		MSME Registration No. and validity date # *	
	3.	Permanent Income Tax No. (PAN) #	
	4.	<b>NATURE OF ENTITY: *</b> <b>PROPRIETOR/PARTNERSHIP/ LPP/ PRIVATE LIMITED /PUBLIC LIMITED/GOVERNMENT</b>	
	5.	<b>WHETHER FUNCTIONING IN A SPECIAL ECONOMIC ZONE. (SEZ) (YES/ No) *</b>	

<b>III</b>	<b>BANK DETAILS: -</b>		
		Name of Bank	
		Address of Bank	
		Bank Account No.	
		IFSC Code	
		SWIFT CODE (If party's billing address is outside India)	

<b>IV</b>	<b>Details of responding Company</b>		
1.	Current Year Turnover (Rs Crores) from application development and audit related operations in India;		
2.	Company Profile (Operations in India)		
2.1	Average turnover from Indian Operations	(Turnover in Rs Crores)	
2.2	Full-time professional staff engaged in related services	(Number of Staff)	
2.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	
3.	Company Experience		
3.2	Experience of working on similar Specifications		(Number of Projects and their brief description)

**Declaration by Director/ Proprietor/ Partner:**

I/We declare that the information furnished above are correct to the best of my/our knowledge / belief. I/We undertake to inform you of any change in above particulars at the earliest.

**Form 4: Format for Non-Blacklisting Undertaking**

(To be submitted on the Letterhead of the responding firm)

To,  
Deputy Director (Finance & Accounts),  
Quality Council of India,  
Institution of Engineers Building,  
2<sup>nd</sup> Floor, 2, Bahadur Shah Zafar Marg,  
New Delhi-110002

**Subject:** Non-Blacklisting declaration in connection with GeM bid Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for “**Renewal of Microsoft ERP licenses**”

Dear Sir,

This is to notify you that our Firm/Company/Organisation \_\_\_\_\_ intends to submit proposal in response to invitation for Tender Ref. No. \_\_\_\_\_ for <>. In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities in the last 5 years preceding the Proposal Due Date

Dated this Day of (Year)

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Bidder



**Format for Pre-bid query form**

S. No.	Clause no., Page no.	Original clause in GeM bid/ATC document	The point on which Clarification required	Reason for amendment (if any)

Bidders are required to submit their queries as per the above format on their letter head duly signed and also share the word file of the above to the [procurement@qcin.org](mailto:procurement@qcin.org) within 1 day from the date of conducting of pre-bid meeting.