



Central Bank of India
BSD, Central Office, Mumbai

Request OF Proposal (Tender) Document

For

**Purchase of Godrej make chairs from authorized
dealers of Godrej & Boyce Mfg. Co. Ltd. at Mumbai**

Tender No. CO:BSD:P&S:2022-23:01

Date: **27th September 2022****Invitation for tender offers**

Central Bank of India, a body corporate constituted under the Banking Companies (Requisition and Transfer of Undertaking) Act 1970 having its Central Office at Chander Mukhi, Nariman Point, Mumbai-400021 hereinafter called "Bank" , intends to purchase 262 Office Chairs of various models as described in Annex I of Godrej & Boyce Mfg. Co. Ltd. for its use.

Central Bank of India invites sealed tender offers from Authorized Dealers of Godrej & Boyce Mfg. Co. Ltd. from Mumbai as specified in this tender document.

A complete set of tender documents may be purchased by eligible bidders upon payment of a non-refundable fee of Rs.2500/-(Rupees two thousand Five Hundred only) by Demand Draft/ Banker's Cheque in favour of "**Central Bank Of India**" and payable at **Mumbai**.

The details are given below:

Tender Reference Number	CO:BSD:P&S:2022-23:01
Cost of RFP – non refundable	₹.2,500/- (Rupees two thousand Five Hundred only) Free for Micro and Small Enterprises registered with any one or more bodies specified by Ministry of Micro, Small and Medium Enterprises and/ or registered under Udyog Aadhar.
Date of Issue of RFP	27th. September 2022
Tender Security (EMD)	₹. 25000/- (Rupees twenty five thousand only) Free for Micro and Small Enterprises registered with any one or more bodies specified by Ministry of Micro, Small and Medium Enterprises and/ or registered under Udyog Aadhar.
Pre-bid Queries, if any, to be mailed to	smarchco1@centralbank.co.in latest by 18.10.2022 up to 12:00 noon
Last Date and Time for receipts of tender offers	18th October 2022 up to 3:00 pm
Time & Date of Opening of Commercial Tender	18th October 2022 at 3.30 pm.
No. Of Envelopes	One Envelop. <u>Envelope containing:</u> Tender Document Cost+Tender Security + Signed and accepted copy of RFP Document + Documents as specified Tender Document +Commercial Bid.
Address for Communication	Asst. General Manager, BSD (Arch) Central Bank of India, 16 th floor ,Chander Mukhi Building Nariman Point, Mumbai Pin-400021

	E-Mail: smarchco1@centralbank.co.in Phone : 022-6638 7867 022-6638 7503 Mob: (Asst. General Manager-BSD) 9433150897
Place of Submission / Opening tender offers :	Central Bank of India, Central Office Tender Drop Box at 16 th Floor ,Chander Mukhi Building Nariman Point Mumbai-400021

The cost of Tender document is to be submitted at the time of submission of the Tender. Vendor may mail their queries to the above email addresses and their queries will be addressed.

Earnest Money Deposit mentioned above must accompany all tender offers as specified in this tender document (Except for Micro and Small Enterprises registered with any one or more bodies specified by Ministry of Micro, Small and Medium Enterprises and/ or registered under Udyog Aadhar.)

Tender offers will normally be opened half an hour after the closing time, in the presence of the vendor's representatives who choose to attend the opening of tender. Any Tender received without Document Cost and/or EMD, will be disqualified outright.

Technical Specifications, Terms and Conditions and various format and Proforma for submitting the tender offer are described in the tender document and its Annexures.

Asst. General Manager (BSD-ARCH)

DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Central Bank of India (Bank), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

1. Eligibility Criteria

The Bidder must have following eligibility criteria:

1. The vendor should be an AUTHORISED DEALER of Godrej & Boyce Mfg. Co. Ltd. having its sales outlet at Mumbai. The vendor must submit necessary documentary proof for the above.
2. The vendor should not have been blacklisted by any Government department /PSU /PSE or banks for non-implementation/delivery of the order. **Self-declaration to that effect should be submitted along with the Tender document.**
3. Vendor must not be an NPA holder in any Bank/Financial Institution. **Self-declaration to that effect should be submitted along with the Tender document.**
4. The Bank, if required, may call for additional documents during the evaluation process and the vendor will be bound to provide the same.

2. Earnest Money Deposit (Bid Security)

Vendors are required to submit a Demand Draft from any scheduled commercial Bank favoring **“CENTRAL BANK OF INDIA- EMD “for the amount mentioned above as Earnest money Deposit (EMD) payable at Mumbai** along with offer. Offers made without valid E.M.D as mentioned above will be rejected. **No interest will be paid by the Bank on the Earnest Money Deposit.** EMD can also be submitted in the form of Bank Guarantee as per the Bank’s approved format **for the period of fifteen months from the closing date of Tender. No Tender fees/EMD will be applicable for MSME, as the provisions on submission of necessary document.** Micro and Small Enterprises registered with any one or more bodies specified by Ministry of Micro, Small and Medium Enterprises and/ or registered under Udyog Aadhar are exempted for from payment of earnest money.

The EMD of the unsuccessful bidders will be returned on acceptance of the Purchase order by the successful bidders subject to written demand for the same and EMD of the successful bidders will remain with the Bank till one year from date of delivery and installation.

3. Terms / Scope of the tender

To supply office and other chairs as specified in Annex-I. Orders for the Chairs will be placed for delivery at maximum two locations at Belapur, Navi Mumbai, Maharashtra.

4. Bid

The bids must be submitted in one sealed cover giving full particulars and duly super-scribed **“Offer for Supplying Officer & other chairs to Central Bank of India“**. The cover should also indicate name and address of the vendor submitting the offers.

5. Commercial Offer:

The Commercial Offer (CO) should be complete in all respects and contain all information asked for this document. It should contain the price information as per Annexure - I.

The price to be quoted in individual items and it should be unit price in Indian rupees.

The price should be inclusive logistic, transportation and other incidental charges. etc

The price should be exclusive of GST, TCS and other taxes as applicable as per Government rules.

6. Evaluation and acceptance

Offers will be evaluated on the basis of compliance with eligibility criteria as mentioned in Annex-I and other terms and conditions stipulated in the tender. Only those vendors who qualify as per the tender terms, will be considered while evaluating the commercial bid. Bank may, at its sole discretion, waive any minor non-conformity or deviations.

Bank reserves the right to reject an offer under any of the following circumstances:

- If the offer is incomplete and / or not accompanied by all stipulated documents.
- If the offer is not in conformity with the terms and conditions stipulated in the RFP.
- Offer for partial supply of the indented chairs as specified in Annex-I

7. Process for selection of vendor

Based on quotes received L1, L2..... will be identified on Total Cost of Ownership (TOC). The rates shall be finalized with L1 bidder subject to satisfaction of the bank. The Bank shall be under no obligation to mandatorily accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning reason whatsoever.

8. Validity period: - Rates quoted shall be valid for at least **90 days** from the date of receiving the tenders.

9. Delivery Period: - The chairs shall be supplied within **30 days** from the date of order.

10. Payments: - No advance shall be paid. The payment shall be against the delivery and assembly of chairs at site.

11. Order Cancellation:

The Bank reserves its right to cancel the order in the event the services of vendor are not as per the scope defined in this tender document.

In addition to the cancellation of purchase order, Central Bank of India reserves the right to appropriate the damages from the earnest money deposit (EMD) given by the vendor and any other payment due from Bank to the vendor and may take appropriate action.

12. Cost of Bidding:

The bidder shall bear all the costs associated with the preparation and submission of bid and bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

13. Bidding Document:

The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Document. Submission of a bid not in conformity to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

14. Amendments to Bidding Documents:

At any time prior to the last Date and Time for submission of bids, the Bank may, for any reason, modify the Bidding Document by amendments at the sole discretion of the bank. All amendments will be **uploaded on the Bank's website and** will be binding on them. Bidders must provide name of the contact person, mailing address, e-mail address, telephone number on the covering letter sent along with the bids. All the bidders should continuously check the website and need not exclusively depend on communication.

In order to provide, prospective bidders, reasonable time to take the amendment if any, into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids.

15. Last Date and Time for Submission of Bids:

Bids must be received by the Bank at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document. Bank reserves the right to extend the date & time without showing any reason.

16. Late Bids:

Any bid received by the Bank after the deadline for submission of bids will be rejected and/or returned unopened to the Bidder, if so desired by him.

17. Modifications and/or Withdrawal of Bids :

- Bids once submitted will be treated, as final and no further correspondence will be entertained on this.
- No bid will be modified after the deadline for submission of bids.
- No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

18. Clarifications of Bids:

To assist in the examination, evaluation and comparison of bids the bank may, at its discretion, ask the bidder for clarification and response, which shall be in writing and without change in the price, shall be sought, offered or permitted.

19. Bank's Right To Accept Or Reject Any Bid Or All Bids:

The bank reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the bank's action.

If, at any time after opening the tender it is found that the information submitted by the bidder/s is false, the Financial Bid submitted by the said bidder, even though he is L-I bidder, is liable to be rejected by the Bank and no orders will be placed with such bidder/s. Moreover, the bank will be at liberty to take appropriate action including black listing against selected bidder and the said bidder will not be allowed to participate in any tender process of our bank for a period of three years.

20. Defect Liability :

The supplier is liable for inherent or manufacturing defects in quality of the product, observed at a later date, through it might not be apparent or observed at the time of acceptance of stock. In such an eventuality, the supplier will have to replace the stock in part or full/or compensate for the loss or inconvenience that might have already been caused or might cause to the Bank on account of such defects or deviation from the Bank's specifications. This is notwithstanding the return of Security Deposit after twelve months of supply and this time period is not a restraining.

23. Forfeiture of EMD

The EMD may be forfeited:

If a Bidder withdraws his Bid during the period of Bid validity specified in this RFP;

or

If a Bidder makes any statement or encloses any form which turns out to be false/incorrect at any time prior to signing of Contract;

or

In the case of a successful Bidder, if the Bidder fails to adhere to the delivery schedule stipulated.

The EMD of the successful bidder will be returned after twelve months, if not already invoked.

24. Force Majeure

The vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, acts of Central Bank of India either in fires, floods, earthquake, strikes, lock-outs and freight embargoes.

If a Force Majeure situation arises, the Vendor shall promptly notify Central Bank of India in writing of such conditions and the cause thereof within twenty calendar days. Unless otherwise directed by Central Bank of India in writing, the Vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, Central Bank of India and the vendor shall hold consultations with each other in an endeavor to find a solution to the problem.

Notwithstanding above, the decision of Central Bank of India shall be final and binding on the vendor.

27. Resolution of Disputes

• Arbitrations

All disputes and differences of any kind whatsoever arising out of or in connection with the purchase order shall be referred to arbitration. The arbitrator may be appointed by both the parties or in case of disagreement each party may appoint an arbitrator and such arbitrators shall appoint an Umpire before entering on the reference. The decision of the Umpire shall be final. Such arbitration shall be governed by the provisions of Indian Arbitration and Conciliation Act 1996. All arbitration proceedings shall be at Mumbai. Both the parties shall bear the cost of arbitration equally for sole arbitrator. In case of reference Arbitral Tribunal the fees of the

arbitrators appointed by each party should be borne by the party so appointed the arbitrator and the fees of the third both the parties shall equally bear the cost.

28. **Basis of Allotment :**

Amongst other regulatory guidelines/mandates, Bank will follow the guidelines mentioned below on Public Procurement,.

- I. Guidelines on **Public Procurement (Preference to Make in India)**, Order 2017 (PPP-MII Order) as amended, issued vide Central Vigilance Commission Order No.018/VGL/022-377353 dtd. 20th. April, 2018 and basis of allotment will be done in terms of instructions on Public Procurement (Preference to Make in India) Order 2017 – Revision; issued vide GOI, Ministry of Commerce and Industry, Department of Industrial Policy and Promotion letter No. P-45021/2/2017(BE-II) dated May 28,2018, **Department for Promotion of Industry and Internal Trade, in partial modification [Paras 2, 3, 5, 10 & 13] of Order No P-45021/2/2017-B.E.II dated 15.6.2017 as amended by Order no. P-45021/2/2017-BE dated 28.05.2018, Order no. P.45021/1/2017-BE-II dated 29/05/2019 and Order no. 45021/2/2017-BE-II dated 04.06.2020 hereby issued the revised “Public Procurement (Preference to Make in India), Order 2017” dated 16.09.2020 effective with immediate effect.**
- II. Guidelines on **Public Procurement Policy for Micro and Small Enterprises (MSEs) order, 2012** issued by GOI, Ministry of Micro, Small and Medium Enterprises Office of Development Commissioner (MSME) vide order dated 23rd. March, 2012.
Salient features are given below :-
 - The Public Procurement Policy shall apply to Micro and Small Enterprises registered with any one or more bodies specified by Ministry of Micro, Small and Medium Enterprises and/ or registered under Udyog Aadhar.
 - **Price quotation in tenders.-**
 - (1) In tender, participating Micro and Small Enterprises quoting price within price band of L1 +15 per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 per cent of total tendered value.
 - (2) In case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity)
 - Reduction in transaction cost.- To reduce transaction cost of doing business, Micro and Small Enterprises shall be facilitated by providing them tender sets free of cost, exempting Micro and Small Enterprises from payment of earnest money.
 - Bidders are required to adhere all the clauses relating to the order mentioned above dated 23rd. March, 2012. For details refer to order of Ministry of Micro, Small and

Medium Enterprises Office of Development Commissioner (MSME) dated 23rd. March, 2012.





29. **Relationship:** This RFP does not intent to create, constitute or evidence any partnership, joint venture, and trust or employer/ employee relationship amongst the parties and will constitutes an agreement between principals.




30. The usual terms and conditions of the Bank/ RBI as may be in force and available in web sites of Bank/ RBI/ IBA from time to time shall be applicable.

31. Any Corrigendum issued will be uploaded in Bank's Website.

Annexure-I

SPECIFICATION OF CHAIRS:-

Sr. no.	Description		Qty	Rate	Per	Amount(in Rs.)
1	Providing and supplying revolving Nilgiri blue colored BRAVO MID BACK model Chairs.		113		Each	
2	Providing and supplying Nilgiri blue colored revolving BRAVO HIGH BACK model Chairs		5		Each	
3	Providing and supplying black colored revolving AERO MID BACK model Chairs with wire mesh back arrangement.		82		Each	
4	Providing and supplying blue colored fixed BRAVO VISITORS model Chairs		26		Each	

5	Providing and supplying UNWIND CAFÉ model Chairs. The chairs will be in the combination of blue and white color.		30		Each	
6	Providing and supplying revolving black colored PRIME model Chairs with head rest		5		Each	
7	Providing and supplying revolving black colored KAREENA model Chair		1		Each	
	TOTAL					
	GST					
	GRAND TOTAL					

Signature of the bidder with Seal

Annexure -II**Bidder's Information and Eligibility Criteria**

S.No	Particulars	Details
1	Name of bidder	
2	Constitution	
3	GST No.	
4	Address	
5	Authorized Dealership ID No. of Godrej & Boyce Mfg. Co.Ltd.	
6	If the bidder comes under Micro or Small Enterprise under MSME Act, Registration No./Other relevant Information	
7	Contact Person	
8	Contact Details	

Signature:**Seal of company:****Date**

Annexure-III

Letter to be submitted by Bidder along with Bid Documents

To
The Asst. General Manager-BSD-Arch
Central Bank of India,
16th floor, Chandermukhi Building,
Nariman Point
Mumbai – 400 021

Sir,

Reg: Purchase of Godrej make chairs from authorized dealers of Godrej & Boyce Mfg. Co. Ltd.

We submit our Bid Document herewith. If our Bid for the above job is accepted, this bid together with your written acceptance thereof shall constitute a binding contract between us.

We understand that if our Bid is accepted, we are to be jointly and severally responsible for the due performance of the Job.

Dated at _____ / _____ day of _____ 2022

Yours faithfully

For _____

Signature _____

Name _____

Address _____

(Authorized Signatory)

END OF THE DOCUMENT