GOVERNMENT OF BIHAR

Panchayati Raj Department, Patna

invites
Request for Proposal for

Selection of Agencies for supply of Furniture items though Original Equipment Manufacturers (OEMs) / Authorized OEM Dealers for Panchayat Sarkar Bhawan across Bihar State.

e-Procurement Mode Only
https://www.eproc2.bihar.gov.in/

Tender No:- RFP/PRD/Furniture Panchayat Sarkar Bhawan/2026-27/01
Date: 13/11/2026

Issued By-
Secretary
Panchayati Raj Department
4th Floor, New Secretariat, Vikas Bhawan, Patna - 800015

A. Table of Contents

Instructions related to E-procurement. **11**

A. Definition: **12**

1.1 Bid submission 12

1.2 Submission of Tender Offers 12

1.3 Method of Submission of Tender Form 13

1.4 Clarification of Bids 13

1.5 Format and Signing of Bids 13

1.6 Cost of Bidding 13

1.7 Tender document fee and Tender Processing Fee(Beltron)(Non refundable): 13

1.8 Earnest Money Deposit(EMD)/ Bid Security Deposit 13

1.9 Offer Validity period 14

1.10 Pre-bid conference 14

1.11 Erasure, Alteration & Signing of Tender 14

1.12 Costs & Currency 14

1.13 Offer Price 14

1.14 Right to Alter Items 14

1.15 Modification and Withdrawal of Offers 14

1.16 Preliminary Scrutiny 15

1. SCOPE OF WORK **16**

2.1.1 Award of Procurement Cluster – Cluster-Total L1 Evaluation 26

2.1.2 Rate Contract Validity and Price Firmness 27

3. General Terms and Conditions **29**

a. Clarification of Offers 29

b. Amendment of bidding Document 29

c. Language of Bid 29

d. Confidentiality 29

e. Performance Bank Guarantee (PBG): 30

f. STRATEGIC PAYMENT TERMS 31

g. SIGNING OF CONTRACT 32

h. CONTRACT AMENDMENTS 32

i. TERMINATION 32

1. State-wide applicability of Blacklisting and Debarment: **33**

2. NON DISCLOSURE AGREEMENT **33**

3. Dispute Resolution: **33**

4. Corrupt Practices: **34**

5. Termination & Blacklisting: 35

6. Penalties 35

7. Termination Payments: 36

8. Blacklisting without termination: 36

9. Foreclosure with Mutual consent: - 37

10. Transition and Exit Plan: 37

3 ITEM-WISE PRODUCTION CAPACITY & FACTORY/GODOWN INSPECTION 47

3.1 Mandatory Factory & Godown Inspection Parameters 47

3.2 Item-specific Manufacturing Capability 48

4 DETAILED FURNITURE SCHEDULE & TECHNICAL SPECIFICATIONS 48

4.1 F-01. Revolving Chair 48

4.2 F-02. S Chair/Visitor Chair 48

4.3 F-03. Plastic Chair 49

4.4 F-04. Medium Table 49

F-05. Small Table 49

F-06. 3-Seater – Perch 49

F-07. 3-Seater – Beam 49

F-08. Steel Almirah 50

5 GENERAL QUALITY REQUIREMENT 50

5.1 Experience in Supply of Similar Furniture 50

6 Inspection Particulars 51

7 Format-1: Manufacturing Unit & Capacity Inspection 52

7.1 Part A – Manufacturing unit & statutory status 52

7.2 Part B – Item-wise production capacity (Production Capacity Matrix) 52

7.3 Part C – Production machinery & process verification (item-specific manufacturing capability) 53

7.4 Part D – Manpower verification 55

7.5 Part E – Capacity cross-verification: records examined 55

8 Format-2: Factory, QC & Godown Verification 57

8.1 Part A – Mandatory Factory & Godown Inspection Parameters (15 points) 57

8.2 Part B – Area & layout measurement 59

8.3 Part C – Raw-material storage verification 59

8.4 Part D – Quality Control system verification 60

8.5 Part E – Finished goods, marking, colour & packaging verification 61

8.6 Part F – Fire & electrical safety checklist 62

8.7 Part G – Geo-tagged photograph log 62

9 Format-3: Testing, Calibration & Compliance Inspection 63

9.1 Part A – Testing facility availability 63

9.2 Part B – Measuring & testing equipment: calibration register 64

9.3 Part C – BIS, certification & statutory compliance verification 65

Section - I

GOVERNMENT OF BIHAR PANCHAYATI RAJ DEPARTMENT 4th Floor, New Secretariat, VikasBhawan, Patna - 800015		
	Bid Reference : RFP/PRD/Furniture PanchayatSarkarBhawan/2026-27/01	
1	Name of work	*Selection of Agencies for supply of Furniture items though Original Equipment Manufacturers (OEMs) / Authorized OEM Dealers for 8053 PanchayatSarkarBhawan across Bihar State*
2	Scope of work	The selected bidder/OEMs shall be responsible for manufacture, supply, transportation, delivery, installation/assembly, inspection and replacement of standardized furniture items at 8,053 PanchayatSarkarBhawan locations in Bihar, in accordance with the approved technical specifications, cluster-wise allocation and Supply Orders issued by PRD Headquarters.
3	Duration	**3+1+1 Years.** (PRD may extend it for up to two successive periods of one (01) year each, making the maximum aggregate period five (05) years, subject to satisfactory performance, continued requirement and approval of the Competent Authority.)
4	Earnest Money Deposit (Bank Guarantee)as per Bank Guarantee,Annex- 4	₹ 30,00,000/- (INR Thirty Lakh Only) on the e- Procurement Portal (https://www.eproc2.bihar.gov.in/)before 15/12/2026 at 06:00 PM.
5	Validity Period of EMD	180 Days from the date of bid submission.
6	Performance Guarantee	5% of Contract Value (Defect Liability Period +60 Days.)
7	Bid validity Period	180 Days from the last date of submission of RFP.
8	Date of publication of RFP on department's website & e-procurement website.	13/11/2026
9	Date & time of queries (Online Mode)	24/11/2026
10	Last date & Time for submission of bid	15/12/2026 at 06:00 PM
11	Date & time of opening of technical bid (Stage-I)	16/12/2026 at 03:00 PM
12	Detailed RFP	Can be downloaded from the Website https://state.bihar.gov.in/biharprd and submission through online https://eproc2.bihar.gov.in
13	Person of Contact	Ashutosh Kumar (Project Lead) Panchayati Raj Department, Bihar. Mobile : +91-9473073792 E-mail : secy-panchayat-bih@nic.in&**imis.biharpanchayatiraj@gmail.com**

Any corrigendum/addendum can be seen on website :https://state.biha.gov.in/biharprd.

(Special Secretary)
Panchayati Raj Department,
Bihar, Patna

SECTION-II

INSTRUCTION TO BIDDERS AND BID DATA SHEET

A. Invitation for bids

1. Selection of Agencies for supply of Furniture items though Original Equipment Manufacturers (OEMs) / Authorized OEM Dealers for PanchayatSarkarBhawan across Bihar State.
2. The contract against this published tender will be executed with PRD Bihar.
3. To participate in the e-tendering process, the bidders/agencies are required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e.,
4. **Schedule of Events:-**

Sl.no.	Event Description	Time line
1	Date of online publication of tender and Start date & Time for downloading the RFP	**13/11/2026,6:00 PM**
2	EMD Tender Document Fee Tender Processing Fee	Rs 30,00,000/-(Refundable, subject to RFP conditions) Rs 11800/-(Non refundable) As reflected on eproc2 portal (Non-refundable)
3	Last date to receive pre bid queries (through Online mode only)	**24/11/2026** (secy-panchayat-bih@nic.in&imis.biharpanchayatiraj@gmail.com)
4	Date & time for Pre-bid meeting (Virtual)	**25/11/2026** days at 03.00PM, Online (link will be provided on website https://state.bihar.gov.in/biharprd/)
5	Date of uploading of Pre- bid Clarification	**03/12/2026(Tentative) by 6:00 PM (Online)**
6	Last date & time for submission (upload) of online bidding document& EMD submission (Online through eproc portal only)	**15/12/2026 Days till 06:00 PM**, on the e- Procurement Portal (https://www.eproc2.bihar.gov.in/)
7	Time,Date of opening of Technical Bid	**16/12/2026 at 3:00 PM** on the e-Procurement Portal (https://www.eproc2.bihar.gov.in/
8	Method of Selection	Least Cost Selection(LCS)
9	Time, Date of openingof Financial Bid	To be announced later on the e-Procurement Portal (only to technically qualified bidder.) (https://www.eproc2.bihar.gov.in/)
10	Address for Communication	Contact Person Name:Mr.Ashutosh Kumar(PL) Phone No: +91-9473073792 Email ID :-secy-panchayat-bih@nic.in and **imis.biharpanchayatiraj@gmail.com**

Note – i) Interested tenderers may obtain further information about this Notice Inviting Tender (NIT) from the office of Secretary, Panchayati Raj Department, VikasBhawan, Govt of Bihar, Patna.

ii) No tender & EMD will be accepted after closing date and time in any circumstances.

5. Tenderer may also download the tender documents a complete set of document is available on website https://state.bihar.gov.in/biharprd/CitizenHome.html and from e-Procurement Portal (https://www.eproc2.bihar.gov.in/) and submit its tender by using the downloaded document.

6. The tender would be accompanied by Earnest Money Deposit (EMD) which need to be paid Online. No bidder(s) are exempted from submission of the EMD as mentioned in the tender document unless and other wise mentioned. Exemption to Micro and Small enterprises situated in Bihar only are exempted from submission of EMD as per Bihar Purchase Preference policy 2024 vide its notification 8550 dated 07.08.2024. Any other bidders not submitting EMD and seeking EMD Exemption shall not be entertained and its bid will be summarily rejected.

7. The Tender Inviting Authority (TIA) shall be following Least Cost Selection (LCS) method for selection of agency.

   I. The Department reserves the right to verify arithmetic calculations, quantities, taxes, quoted rates and execution capacity before finalizing the Cluster-wise award. Final award shall be subject to approval of the Competent Authority and applicable procurement rules.

   II. Financial Bid Format: The Financial Bid shall provide, for each PSB of a Cluster, item-wise quantity, unit rate, item-wise amount and total amount for the complete set for one PSB. The sum of above all furniture items shall determine the bidder's Cluster- evaluation.

   III. Payment Linkage: Payment milestones shall apply to the complete turnkey execution of the awarded Cluster. The 90% milestone shall be linked to successful delivery, placement, assembly and installation with Joint Confirmation by BPRO and Panchayat Sachiv; and the balance 5% + 5% shall be released as prescribed for satisfactory performance during the subsequent years.

   IV. Successful Completion: Dispatch or delivery alone shall not constitute successful completion. Completion shall require delivery, unloading, placement, assembly/installation wherever applicable, rectification of deficiencies and Joint Confirmation by the concerned BPRO and Panchayat Sachiv.

   V. Capacity: A bidder awarded two Clusters shall demonstrate adequate manufacturing, storage, logistics, manpower, installation and service capacity to execute both Clusters within the prescribed delivery schedule.

   VI. Item-wise Rates and Cluster-wise Evaluation: The bidder will **quote item-wise furniture rates uniformly applicable across all Procurement Clusters.** Transportation cost may vary from Cluster to Cluster. Item-wise rates shall be used solely to calculate the Furniture Cost of the complete set of 8 (eight) categories comprising 131 (one hundred thirty-one) furniture items required for one Panchayat Sarkar Bhawan (PSB) location.

   Furniture Cost: For each bidder, the Furniture Cost for one PSB location shall be calculated by applying the bidder's quoted item-wise rates to the prescribed quantities of all 131 furniture items. The resulting Furniture Cost shall remain uniform across all Procurement Clusters.

   Transportation Cost: The bidder shall quote the transportation cost applicable to each Procurement Cluster for delivery of the complete set of 131 furniture items to one PSB location. The Cluster-specific transportation cost shall be added to the Furniture Cost to arrive at the Total Evaluated Combined Cost for that Cluster.

   Cluster-wise L1 and Award: The bidder quoting the lowest Total Evaluated Combined Cost (Furniture Cost of all 131 items plus applicable Cluster-specific Transportation Cost) shall be declared Cluster-wise L1 for that Procurement Cluster. Item-wise L1 rankings shall not constitute an independent basis for L1 determination or award. Each Cluster shall be awarded as a single composite package to one successful vendor.

VII. Maximum Award of Two (02) Procurement Clusters and Re-allocation of Remaining Clusters:

(a) A bidder may participate and be evaluated for all Procurement Clusters, but no bidder shall be awarded more than two (02) Clusters under this RFP.

(b) Where the same bidder emerges as Cluster-wise L1 in more than two Clusters, PRD shall first determine the two Clusters to be awarded to that bidder, taking into account the bidder's stated cluster preferences, operational readiness, manufacturing and logistics capacity, geographical feasibility and the overall interest of the Department. The decision and reasons for allocation shall be recorded by the competent authority.

(c) For each remaining Cluster from which that bidder is excluded solely because of the two-Cluster cap, PRD shall offer the complete Cluster package to the next lowest evaluated, responsive and technically qualified bidder (L2) for that Cluster, at the same total evaluated Cluster L1 rate/price and on the same RFP terms and specifications. The L2 bidder shall provide unconditional written acceptance of the L1 price and the complete turnkey obligations within seven (07) working days of the Department's written offer, or within such other period as may be specified in the offer.

(d) If L2 declines, fails to respond within the prescribed period, or is unable to furnish the required PBG/capacity assurance, the offer may be made successively to L3, L4 and subsequent responsive and technically qualified bidders, in ascending order of their evaluated ranking, each at the same Cluster L1 price and on identical terms. The process shall be documented.

(e) If no such bidder accepts the Cluster L1 price and fulfils the requirements, PRD may decide the further course of action for the L2/L3 rate etc including retendering or other action permitted under applicable procurement rules. No bidder shall acquire an automatic right to award merely by being ranked L2/L3.

(f) The bidder accepting the L1 price shall execute the entire Cluster as a single composite turnkey package; no item-wise splitting shall be permitted. Before award, PRD shall satisfy itself regarding the bidder's capacity and obtain all required approvals. This mechanism shall be applied independently for each affected Cluster and shall remain subject to applicable Bihar procurement rules and approval of the Competent Authority.

- **Illustrative Example:** Assume Bidder A is declared Cluster-wise L1 in Clusters 1, 2 and 3. As the maximum award is two Clusters, PRD may award Clusters 1 and 2 to Bidder A, based on the recorded allocation criteria. For Cluster 3, assume the evaluated rankings are Bidder A (L1: ₹5,30,000), Bidder B (L2: ₹5,42,000) and Bidder C (L3: ₹5,48,000) per PSB location. PRD shall first offer Cluster 3 to Bidder B at the L1 price of ₹5,30,000 per PSB location, not at Bidder B's quoted price of ₹5,42,000. If Bidder B accepts in writing within the stipulated period and meets all requirements, Cluster 3 may be awarded to Bidder B at ₹5,30,000 per PSB location. If Bidder B declines or does not respond, the same offer may be made to Bidder C at ₹5,30,000 per PSB location. The figures are illustrative only; the actual evaluated Cluster L1 price shall govern.

VIII. The maximum two-Cluster award restriction and the procedure for offering any remaining Cluster to L2 and subsequent ranked bidders at the Cluster L1 price shall be governed by the detailed clause "Maximum Award of Two (02) Procurement Clusters and Re-allocation of Remaining Clusters" set out in this RFP. That procedure shall be applied consistently at the award stage.

IX. All-Inclusive Cost: The quoted Cluster cost shall include all costs necessary for complete turnkey execution, including freight, transportation, loading/unloading, insurance, handling, manpower, tools, equipment, assembly, installation and other incidental expenses, as applicable under the Financial Bid.

X. Turnkey Basis: The entire Cluster award shall be executed on a complete turnkey basis, including manufacturing/procurement, quality control, packing, loading, transportation, unloading, shifting, placement, assembly, installation, rectification/replacement, documentation, joint confirmation, warranty and after-sales service.

XI. Single-Vendor Cluster Award: Each Procurement Cluster shall be awarded to one single successful vendor. The Cluster L1 bidder shall be responsible for supply and execution of all furniture items included in the awarded Cluster.

XII. Determination of Cluster-wise L1 Bidder: The Lowest Evaluated Bidder (L1) shall be determined independently for each Procurement Cluster on the basis of the lowest Total Evaluated Combined Cost of the complete set of 8 (eight) categories comprising 131 (one hundred thirty-one) furniture items prescribed in this RFP for one Panchayat Sarkar Bhawan (PSB) location within the respective Cluster. The Total Evaluated Combined Cost shall comprise

XIII. (a) **Furniture Cost: aggregate cost of all 131 items and their prescribed quantities for one PSB location, calculated using the bidder's item-wise rates, which shall remain uniform across all Clusters;** and (b) Transportation Cost: transportation cost quoted by the bidder and applicable to the respective Cluster for supplying the complete set of 131 items to one PSB location. Furniture Cost and applicable Cluster-specific Transportation Cost shall be added to determine the Total Evaluated Combined Cost. The bidder quoting the lowest such combined cost shall be declared Cluster-wise L1 for that Cluster.

XIV. The evaluation shall be conducted on the basis of the consolidated cost of all 131 furniture items as a single composite procurement package for one PSB location, together with applicable Cluster-specific Transportation Cost. No individual furniture item or item-wise L1 ranking shall be considered an independently for the purpose of determination of the overall L1 bidder or awarding of contract. The same evaluation methodology shall be applied separately independently to each Procurement bidder Cluster.

XV. **Calculation of Total Evaluated Combined Cost:** For each bidder and each Procurement Cluster, the Furniture Cost shall be calculated by multiplying the quoted unit rate of each furniture item by the corresponding prescribed quantity for one PSB location and aggregating the amounts for all 131 items. The applicable transportation cost for that Cluster shall then be added to the Furniture Cost. This sum shall constitute the Total Evaluated Combined Cost for one PSB location in that Cluster.

XVI. Uniform Furniture Rates and Cluster-specific Transportation: The bidder shall quote item-wise unit rates for all furniture items in the prescribed BOQ. **Such furniture rates shall remain uniform across all Procurement Clusters.** Transportation cost shall be quoted separately for each Procurement Cluster and may vary according to location, distance and delivery conditions.

XVII. Cluster-wise L1 Determination and Single-Vendor Composite Turnkey Award

XVIII. Illustrative Example – Determination of Cluster-wise L1 Bidder

Bidder	Bidder Furniture Cost for 131 Items (₹) for 1 PSB Location	Transportation Cost—Cluster 1 (₹)	Total Evaluated Combined Cost (₹)	Ranking
Bidder A	5,00,000	40,000	5,40,000	L2
Bidder B	5,10,000	20,000	5,30,000	L1
Bidder C	4,95,000	60,000	5,55,000	L3

In this example, Bidder B quotes the lowest Total Evaluated Combined Cost of ₹5,30,000 (Furniture Cost ₹5,10,000 + Cluster–1 Transportation Cost ₹20,000) for one PSB location. Accordingly, Bidder B shall be declared Cluster-wise L1 for Procurement Cluster–1 and, subject to the RFP's other conditions and approval, shall be considered for the single-vendor turnkey award of that Cluster. The bidder will **quote item-wise furniture rates uniformly applicable across all Procurement Clusters.** Transportation cost may vary from Cluster to Cluster.

Note: The above figures are purely illustrative and do not represent actual BOQ rates or transportation charges. Actual L1 shall be determined from the financial bids submitted and the evaluation methodology prescribed in this RFP.

xix. Assume three technically qualified bidders (Bidder A, Bidder B and Bidder C) participate for Procurement Cluster–1. The following figures are illustrative for one PSB location:

8. The technical and financial bids must be submitted through e-Procurement Portal (https://www.eproc2.bihar.gov.in/) on or before the date and time specified in the NIT. The TIA doesn't take any responsibility for the delay/Non-Submission of Tender/Non-Reconciliation of online Payment caused due to non-availability of Internet connection, Network Traffic/Holidays, or any other reason.
9. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document, in the online standard formats given in e-Procurement Portal (https://www.eproc2.bihar.gov.in) at the respective stage(s) only.
10. The bidders shall upload the scanned copies of all the relevant certificates, documents etc. in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement Portal (https://www.eproc2.bihar.gov.in/).
11. The Bidding documents shall be submitted in the mode as mentioned below:

(1) Technical Bid	Online (Cover-Technical Stage)
(2) Financial Bid	Online (Cover-Financial Bid Stage)

12. The technical bids will be opened (in e-mode/online) on the scheduled date. In the event of any of the above-mentioned day being declared a holiday/closed day for the Department of Panchayati Raj, Government of Bihar, the bids will be opened on the next working day at the scheduled time.
13. The bids must be uploaded (e-mode/online) at the e-Procurement Portal (https://www.eproc2.bihar.gov.in/).
14. The TIA reserves the right to accept or reject any or all tender or change the terms and condition of NIT or cancel the NIT without assigning any reasons at any stage and time.
15. All further notifications/Corrigendum/Addendum, if any shall be posted on e-Procurement Portal (https://www.eproc2.bihar.gov.in/ & https://state.bihar.gov.in/biharprd) which will again form an integral part of this RFP.

Disclaimer: Please note in the "Estimated value box" on the e-Procurement Portal(https://www.eproc2.bihar.gov.in/), "Zero" has been mentioned, by TIA. The actual value of the project depends on the L1 rate decided by this tender and therefore due to this, it has been mentioned "Zero". However, the bidders will be required to do financial estimations on their own and quote the bids based on the terms and conditions mentioned in the tender document.

(.....)
Designation
Panchayati Raj Department
Government of Bihar

Instructions related to E-procurement.

Note "Submission of Proposals is permissible through electronic mode only.

1. The bidder should prepare and submit its offer as per instructions given in this section.
2. The Bidder shall submit his bid/tender on e-Procurement platform at www.eproc2.bihar.gov.in.
3. The Bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-ID of the e-Procurement website before participating in the e-Tendering process. To participate in the tender and upload the bid, the Bidder may use their DSC if they already have. If the bidder does not have the DSC then they can procure DSC from any of the authorized agencies available PAN India. For user-ID they have to get registered themselves on e-procurement website www.eproc2.bihar.gov.in and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority.
4. The Bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement website at the respective stage only. The Bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement website. The Bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The Bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
5. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the Bidder may be rejected. Tender Processing Fee (TPF) and Tender Document Fee to be paid through e-Payment mode (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) only through eproc portal. Earnest Money Deposit (EMD) shall have to be paid (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) only through eproc portal.
6. Bids along with necessary online payments must be submitted through e-Procurement portal www.eproc2.bihar.gov.in before the date and time specified in the NIT/RFP. The department / Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."
7. The tender opening will be done online, at Panchayati Raj Department, Vikas Bhawan, New Piunaichak, Patna-800015. Bidders or their authorized representatives, who choose to witness the opening of bids, would remain present during the opening of bids. Any corrigendum or date extension/ changes/amendment notice will be given on the e-Procurement website www.eproc2.bihar.gov.in only.

A. Definition:

In this tender document and associated documentation, the following terms shall be interpreted as indicated below:

1. "**The Bidder"** means company/firm participating in this bidding process.
2. "**Eligible Bidder**" means bidder satisfying qualifying criteria.
3. "**The Purchaser**" means Panchayati Raj Department (PRD), Govt. of Bihar.
4. **"The Purchase Order"** means the order placed by the PRD to the service provider for the required services as per the RFP. This shall be deemed as "Contract".
5. "**The Successful Bidder/Service Provider**" means the successful bidder and on whom PRD have placed a Letter of Intent/Purchase Order for rendering the services as per the RFP and with whom the Purchaser enters into contract against this tender.
6. "**The Contract**" means an agreement entered into, by the Purchaser with the successful bidder by signing a contract form in a given format by the parties, including all the attachments and appendices thereto, and all documents incorporated by reference therein.
7. "**The Contract Price**" means the price payable to the Successful Bidder under the contract for the full and proper performance of its contractual obligations.
8. "**Services**" means services to be provided as per the requirement mentioned in the scope of work.
9. "**Consignee**" or "Indenter" or "Buyer" means the officer authorized by the PRD, Government of Bihar for receiving services at the place of receipt.
10. "**Non-compliance**" means failure/refusal to comply the terms and conditions of the tender.
11. "**Non-responsive**" means failure to furnish complete information in a given format and manner required as per the tender documents or non-submission of tender offer in given Forms / Proforma or not following procedure mentioned in this tender or any of required details or documents is missing or not clear or not submitted in the prescribed format or non-submission of tender fee and EMD.
12. "**PRD**" means Panchayati Raj Department Government of Bihar.
13. **"PBG"** means Performance Bank Guarantee.
14. **"Letter of Intent (LoI)"** means a letter issued by the Tendering Agency(PRD) indicating his intention to place Purchase Order on the successful bidder.

1.1 Bid submission

Bidder will submit technical and financial proposal in online mode.

1.2 Submission of Tender Offers

Tender offers shall be received in online mode. Please refer the website as mentioned in NIT. Purchaser may, at its discretion, extend this deadline for submission of offers by issuing corrigendum and uploading the same on Departmental website and eproc2 website as well.

1.3 Method of Submission of Tender Form

Two bid system shall be followed as Technical Bid and Financial Bid. The Bid has to be submitted in online mode. The evaluation system followed, will be **Least Cost Based Selection (LCS)**. The detail of which is mentioned below:

Part1- "Eligibility document/Technical document+EMD+Tender Fee".

Part2-"Price Bid/Financial Bid"

(a) The Price bid/Financial bid shall be prepared as per the Price bid/Financial bid format at Annexure-B and shall be submitted in online mode.

(b) PRD will first open the Technical Bids, and the Bidders qualifying in the technical evaluation will be shortlisted. The evaluation of the Bids will be carried out by the Bid Evaluation Committee appointed by PRD to assess and finalize the acceptability of the Bids. The Price Bids/Financial Bids of all technically qualified Bidders will be opened for further processing.

1.4 Clarification of Bids

A prospective bidder requiring any clarification of the bidding documents may notify the PRD in writing or through E-mail to the address provided above within stipulated time. The PRD will respond in writing to any request for clarification of the bidding documents through corrigendum. Requests for clarification on telephone will not be entertained. Reply to clarifications / amendments / addendum if any, will be published in the website of the tendering agency as corrigendum to RFP. The bidder has to submit any query before due date mentioned in the tender document. Clarifications given in the pre bid shall form part of the RFP.

1.5 Format and Signing of Bids

Each and every page of the technical bid documents shall be signed by authorized person or persons before uploading on the eproc2 portal. Failing to sign on any page of the technical document shall be presumed as violation/non acceptance of tender terms & conditions which may lead to disqualification at the technical bid evaluation stage and no further communication may be accepted thereon. The authorization for signing the Bid document shall be indicated by a duly notarized written power of attorney in a legally valid stamp paper of minimum denomination of Rs. 1000.00 (One thousand only) in case of firm/ Pvt Ltd/Limited firms from the competent authority of bidder accompanying the eligibility bid. Proprietorship are exempted from submission of the authorization if the bid is signed by the proprietor himself else it's mandatory to submit the authorization letter.

1.6 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its tender, and the Purchaser will, in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

1.7 Tender document fee and Tender Processing Fee(Beltron)(Non refundable):

Non Refundable tender Fee of **Rs. 11800/-** (Rupees Eleven Thousand Eight Hundred Only) and Non refundable tender processing fee of **Rs 590** (Five Hundred Ninety Only or as reflected on e-proc2 portal) to be paid online.

1.8 Earnest Money Deposit(EMD)/ Bid Security Deposit

- The **EMD of Rs. 30,00,000 (Rupees Thirty Lakhs only)** may be submitted through the mode permitted in the e-Procurement process, including online payment as specified in the

NIT/RFP. The EMD in the digital form of online transfer through available link on eproc2 shall be acceptable. Bidder should not make any direct NEFT/RTGS transfer to the account else the responsibility of false payment/lapses in payment shall be entirely levied on bidders itself and PRD will not be responsible for such lapses of the bidder.

- The EMD / Bid Security may be forfeited in case, if a successful bidder fails:

i. To execute the agreement / contract within given period of time from the date of the issue of the Letter of Intent.
ii. To submit **Performance Bank Guarantee** (PBG) as specified in the terms and conditions.
iii. In case of withdrawal of bid after opening.

- Exemption **for submitting of the EMD is not allowed to any bidder. However the exemption in EMD to Micro & Small scale enterprises situated in Bihar as per Bihar Purchase preference policy 2024 shall only be applicable and apart from these two, other scale enterprises will not get any exemption benefits of EMD relaxation.**
- EMD will be returned to the successful bidders once bidder submits Performance security deposit (Performance Bank Guarantee) as specified in tender document. For the unsuccessful bidders, EMD will be returned within 30 days of finalization of bids/award of the contract.

1.9 Offer Validity period

The tender offer must be valid for minimum **180 days** from the date of opening of the tender. However, the Purchaser may extend this period at its sole discretion, information of which will be communicated to the participating bidder.

1.10 Pre-bid conference

A Pre-Bid conference/meeting of all the interested bidders will be held at the scheduled date and time. The bidders will have to submit their queries through email to the address specified in the Section of Invitation for Tender. In pre-bid meeting queries of general nature will be entertained. Any changes decided in the pre-bid shall be communicated to bidders through corrigendum. The corrigendum and pre-bid clarifications will also form an integral part of this bid document and the same will be uploaded on the PRD website.

1.11 Erasure, Alteration & Signing of Tender

Tender documents should contain no interlineations, erasures or overwriting. Only authorized person shall sign on all pages of tender documents.

1.12 Costs & Currency

The Price/offer must be given in Indian Rupees (INR) only. The price will remain fixed for the period of the contract and no changes for any reason whatsoever will be allowed. The bidder shall bear all the costs associated with the preparation and submission of its bid, and the purchaser will in no case be responsible or liable for these costs, regardless of conduct or outcome of bidding process.

1.13 Offer Price

The Price bid/Financial bid will be inclusive of GST, Income taxes and other applicable taxes (If any). This is a firm price contract hence no price variation shall be allowed in case of increase/decrease in any taxes, cess, levy or duty.

1.14 Right to Alter Items

The Purchaser reserves the right to include or exclude any tender item(s), and also the Purchaser reserves the right to make change in specifications up to the pre bid meeting closure.

1.15 Modification and Withdrawal of Offers

The bidders will not be allowed to modify their bids after final submission. Withdrawal of original offer will not be allowed after opening of bid. No offer can be modified by the

Bidder, once bid/bids are finally submitted. However, a bidder can withdraw from the bid process before opening of bids.

1.16 Preliminary Scrutiny

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each offer to the tender documents. For purpose of this clause, a substantially responsive bid is one, which is in conformity with all the terms and conditions of the Tender Documents without any material deviations as per Annexure-A. The Purchaser's determination of an offer's responsiveness will be based on the contents of the tender offer itself without recourse to extrinsic evidence.

1.17 Time period for supply

The complete supply, delivery, unloading, placement, assembly and installation of the furniture shall be completed within three (03) months (90 days) from the date of issuance of the respective Supply Order/Work Order, unless an extension is granted by PRD in accordance with this RFP. The Rate Contract/Empanelment shall initially remain valid for three (03) years and may be extended by PRD for two successive periods of one (01) year each (3+1+1), subject to satisfactory performance, approval of the Competent Authority and applicable rules. The minimum production-capacity assessment shall be calculated on the basis of the prescribed six-month supply period with a 25% production buffer.

Schedule of requirements

1. SCOPE OF WORK

The selected bidder/OEMs shall be responsible for manufacture, supply, transportation, delivery, installation/assembly, inspection and replacement of standardized furniture items at 8,053 Panchayat Sarkar Bhawan locations in Bihar, in accordance with the approved technical specifications, cluster-wise allocation and Supply Orders issued by PRD Headquarters.

Complete Furniture Set at Each PSB: Supply and installation shall be made as a complete set of all furniture items and quantities prescribed for each Panchayat Sarkar Bhawan under the applicable Supply Order. Fragmented, partial or item-wise delivery at a location shall not be accepted as completion, and no location shall be treated as successfully supplied until its complete prescribed furniture set has been delivered, assembled/installed and jointly confirmed.

Mandatory Marking / Identification of Furniture: - Each furniture item supplied under this contract shall bear a permanent, legible and durable marking/stamp in the following format:

बिहार सरकार/पंचायती राज विभाग/पंचायत सरकार भवन/जिला – _____/प्रखंड – ___पंचायत-_____

The above identification shall be **permanently embossed, engraved or stamped on each furniture item at a visible and reasonably accessible location.** The marking shall be legible, durable and resistant to ordinary cleaning and use; adhesive labels, paper stickers or easily removable markings shall not be accepted as a substitute. Where the material or construction of an item makes embossing technically impracticable, a durable metal identification plate or another method specifically approved in writing by PRD may be used. The marking shall not damage the item or compromise its structural strength or finish.

The furniture schedule covered under this RFP shall comprise only the following eight (8) furniture items. The quantities are indicative and based on 8,053 Gram Panchayats.

List of furniture Items to be provided for Functionality of PSB:-

S. No.	Furniture Item	Qty. per GP
1	Revolving Chair	2
2	S Type / Visitor Chair	48
3	Plastic Chair	50
4	Medium Table	4
5	Small Table	11
6	3-Seater – Perch	2
7	3-Seater – Beam	4
8	Steel Almirah	10
	TOTAL	131

State-wide Uniform Colour and Finish: All furniture supplied under this RFP shall conform to a uniform colour and finish approved in writing by PRD and shall remain identical throughout the State of Bihar, irrespective of Procurement Cluster or Supplier. The Supplier shall not dispatch or install furniture in any colour/finish without prior approval of PRD.

Colour schedule (subject to prior written approval by PRD before commencement of supply): (i) Wooden/laminated furniture set (Medium Table and Small Table): natural wooden colour/wood finish; (ii) Metal/iron frame of furniture: grey; (iii) Revolving Chair upholstery/seat and back cushions: blue; (iv) Steel Almirah—exterior and interior: grey; (v) Plastic Chair: orange; and (vi) Polythene/mesh net of Revolving Chair: white shade. Before bulk production or dispatch, the Supplier shall submit physical colour/finish samples for written approval by PRD. The approved sample, shade, texture and finish shall be followed uniformly at every location, in

every Procurement Cluster and in all subsequent supplies, repairs and replacements. No deviation or substitution shall be permitted without prior written approval of PRD.

Random Sampling, Third-Party Testing and Cluster-wide Quality Rejection:

(a) PRD or an officer/committee authorized by PRD may, at any stage of manufacture, supply, installation or warranty, draw random samples of any furniture item or category from any location, batch or Procurement Cluster and arrange inspection/testing through an independent competent third-party testing/inspection agency, preferably NABL-accredited for the relevant test or otherwise appropriately accredited/recognized.

(b) The Supplier shall provide reasonable access, technical documents, batch details and cooperation for sampling and testing. Samples shall be identified and recorded through a sampling memo mentioning the item, make/model, batch/lot, location, date and persons present. (c) The quality and conformity of the supplied furniture shall be assessed against the technical specifications, approved sample/colour/finish, applicable BIS requirements and other requirements of this RFP. The third-party agency's test/inspection report shall be considered the basis for the Department's quality determination, subject to verification by the competent PRD authority.

(d) If the report establishes material non-conformity, defective material, substandard workmanship, deviation from approved specifications or failure of any prescribed test, PRD may reject the affected batch/lot. Where the defect indicates a common manufacturing or quality-control failure, or is found in representative samples from the Supplier's supplies, PRD may reject the complete furniture supply/set supplied by that Supplier across all affected locations of the concerned Procurement Cluster. Such rejection shall apply to the affected Supplier's entire relevant supply in that Cluster and shall not be limited to the individual sample tested.

(e) Upon written communication of the confirmed report and rejection decision, the Supplier shall, at its own cost, remove/replace the rejected furniture with brand-new conforming furniture of the approved make/model/specification/colour and complete the replacement at all affected locations within thirty (30) calendar days. **All costs of sampling, testing, transportation, removal, replacement, reinstallation and re-inspection arising from confirmed non-conformity shall be borne by the Supplier.**

(f) PRD may withhold the corresponding payment, recover testing/replacement costs, invoke the PBG and/or initiate other contractual action, including termination or debarment, in accordance with this RFP and applicable rules. Acceptance or payment shall not waive PRD's rights in respect of latent defects, misrepresentation or non-conformity discovered subsequently.

2. List and Specification of Furniture

The detailed technical specifications and item-wise quantities are provided in Annexure-B/Technical Specifications. PRD reserves the right to modify specifications only up to the pre-bid clarification stage through corrigendum/addendum.

Below is a concise and tender-friendly **Key Technical Specifications Summary** for your Financial Bid (Annexure-B). The detailed specifications can remain in the Technical Specifications section, while this summary provides sufficient reference for financial evaluation.

Item No.	Item Name	Key Technical Specifications Summary	Unit	Qty. per GP
F-01	Revolving Chair	Overall size: approx. 610 W × 610 D × 900–1,000 H mm; seat width not less than 500 mm and seat depth not less than 450 mm; adjustable seat height approx. 400–500 mm. Medium backrest width not less than 450 mm; backrest height approx. 450–550 mm. Seat base: minimum 12 mm hot-pressed plywood. Seat PU foam density: minimum 40 kg/m³; foam thickness minimum 40 mm. Upholstery: durable polyester fabric, minimum 200 GSM. Back: breathable mesh fabric on a rigid supporting frame. Fixed armrests of moulded PP or equivalent. Centre-tilt/swivel mechanism with upright lock and tension adjustment; pneumatic height adjustment approximately 100 mm. Five-star nylon pedestal with minimum 650 mm base diameter and five twin-wheel castors, each minimum 50 mm diameter. Stable, smooth operation without abnormal noise or wobble.	Nos.	2
F-02	S Type Chair/Visitor Chair	Overall dimensions: approx. 600 W × 620 D × 820–870 H mm; seat height 450–470 mm; seat size not less than 450 W × 430 D mm. Frame: MS/CRCA tubular steel, minimum 25.4 mm outside diameter and 1.2 mm wall thickness, with continuous/secure welding and smooth joints. Seat and back: moulded virgin PP, High-elasticity, ergonomic, and breathable **mesh net fabric upholstery** stretched tightly over an imported engineering plastic/nylon frame minimum nominal thickness 4 mm at load-bearing portions, with ribbed/reinforced underside. Epoxy-polyester powder coating, minimum 50 microns, after suitable surface preparation. ,Anti-skid floor-protection bushes; stackable without damaging the finish. Minimum safe load capacity 120 kg. No sharp edges, burrs, exposed weld spatter, cracks or unstable rocking.	Nos.	48
F-03	Plastic Chair	Overall dimensions: approx. 560 W × 560 D × 850 H mm; seat height 440–460 mm; seat size not less than 440 W × 420 D mm. One-piece injection-moulded chair made from virgin polypropylene (PP) or equivalent engineering-grade polymer. Legs and seat junctions shall have integral reinforcement/ribs. Minimum safe load capacity 120 kg. Anti-skid feet; stackable design; UV- and stain-resistant colour compound. Minimum average chair weight shall be declared by the OEM in the bid and maintained consistently across the supply lot. No recycled polymer unless specifically approved in writing by the Department. No cracks, sink marks affecting strength, flash, deformation or sharp moulding edges.	Nos.	50
F-04	Medium Table	Overall dimensions: 1,200 L × 600 D × 750 H mm (±10 mm). Worktop: 18 mm pre-laminated particle	Nos.	4

		board (PLPB), both faces laminated, with minimum 2 mm PVC edge banding on exposed edges. Frame: CRCA/MS steel section, minimum 25 × 25 × 1.2 mm, powder-coated minimum 50 microns. Provide lockable steel pedestal approximately 400 W × 450 D × 600 H mm, with smooth telescopic drawer channels, central/individual locking arrangement, keyboard tray and CPU provision. Adjustable levelling glides. Worktop shall withstand normal office use without sagging, delamination or sharp edges. Submit sectional drawing and hardware details.		
F-05	Small Table	Overall dimensions: 900 L × 600 D × 750 H mm (±10 mm). Worktop: 18 mm PLPB, both faces laminated, with minimum 2 mm PVC edge banding on exposed edges. CRCA/MS frame minimum 25 × 25 × 1.2 mm, powder-coated minimum 50 microns. Provide steel-frame storage drawer with telescopic channel and lock, keyboard tray, CPU provision and adjustable levelling glides. Drawer shall operate smoothly under normal use. All exposed edges and corners shall be rounded/finished; no sharp edges, loose fittings or visible delamination.	Nos.	11
F-06	3-Seater – Perch	Overall dimensions: approx. 1,800 L × 600 D × 800 H mm; seat height 450 ± 20 mm; provide three usable seating positions, each approximately 500–550 mm wide. Heavy-duty MS frame: legs/support members minimum 40 × 40 × 1.5 mm; connecting members minimum 40 × 20 × 1.5 mm. Seat shall be perforated CRCA/MS sheet minimum 1.2 mm thick with formed edges, or an alternative cushioned configuration only where expressly specified and approved in the sample. Welded construction; epoxy-polyester powder coating minimum 60 microns; anti-skid floor-protection caps. Minimum uniformly distributed load capacity 300 kg for the complete bench. No sharp edges, rocking or exposed weld defects.	Nos.	2
F-07	3-Seater – Beam	Overall dimensions: 1,765 L × 710 D × 775 H mm (as in the Department's base schedule); seat height shall be 430–460 mm. Three seating positions with adequate spacing. Seat/back panels: cold-rolled steel sheet minimum 1.2 mm thick, with formed edges and no sharp corners. Main MS crossbar minimum 1.8 mm thick; legs/support plates shall be sized to ensure stability and shall be shown in the submitted drawing. Complete epoxy-polyester powder coating minimum 60 microns. Provide anti-skid floor-protection caps. Minimum uniformly distributed load capacity 300 kg for the complete beam. The offered sample shall be checked for stability, deflection, finish and safe edges.	Nos.	4
F-08	Steel Almirah	Nominal body dimensions: 1,980 H × 920 W × 480 D mm (excluding pedestal), tolerance ±5 mm;	Nos.	10

		pedestal approx. 125 mm. Two-door steel storage cabinet with four adjustable shelves. Recommended sheet thickness benchmark: side, top and bottom 0.9 mm; back 0.8 mm; doors 0.8–0.9 mm; shelves 0.7 mm; shelf-support brackets 1.6 mm; stiffener approx. 0.6 mm. Steel shall be CRCA conforming to the applicable grade of IS 513 (latest version). Four shelves, each with minimum uniformly distributed load capacity 40 kg. Provide six-lever lock with suitable metal bolt/three-way locking arrangement, robust hinges and metal handle. Pretreatment and epoxy-polyester powder coating minimum 50 microns (or higher where specified by approved test/standard). Provide adjustable shelf positions and stable levelling arrangement. All edges shall be hemmed/finished.		

Eligibility Criteria

A. Eligibility Criteria (STAGE-I)

Following are the eligibility criteria for bidders to participate in this tender. The bidder has to upload all relevant documents/ Copies as proof for Qualifying:-

Sl. No	Criteria	Eligibility criteria for Bidders	Mandatory Documents
01	**Legal & Setup Requirements**	The Bidder shall be a legally registered entity in India, established under any of of the following applicable laws :- The Companies Act, 1956/2013; Limited Liability Partnership Act, 2008 and rules made thereunder; or the Indian Partnership Act, 1932 and rules made thereunder, as applicable. The firm and the OEM must possess a functional furniture manufacturing setup in India for a minimum period of 10 years. Note: Bid by any consortium (a purposeful association of agencies/groups) will not be allowed.	For Company : Certificate of Incorporation issued by the Registrar of Companies (RoC), along with Memorandum of Association (MoA) and Article of Association (AoA). For LLP: Certificate of Incorporation / Registration issued by the RoC and LLP agreement. For Partnership Firm: Registered Partnership Deed and Registration Certificate issued by the Registrar of Firms and applicable rules. .
02	**Mandatory Enclosures**	➢ Factory License of the OEM ➢ EPF Registration Certificate ➢ ESIC Registration Certificate ➢ Trademark Certificate for Brand Name ➢ Udhyam Registration	All certificates
03	**Quality & Industrial Certifications**	**1) ISO Compliance**: Bidders must hold valid certifications issued by NABCB-accredited agencies for: ➢ ISO 9001:2015 (Quality Management System) ➢ ISO 14001:2015 (Environmental Management System) ➢ ISO 45001:2018 (Occupational Health & Safety) **2) BIFMA Registration**: ➢ Bidder/OEM must have BIFMA level 1/2/3 certificate.	All Valid ISO Certificates **BIFMA Registration** ➢ Certification for chairs, table,/workstation to be attached. Screenshot from BIFMA (www.bifma.org) to be attached.

04	**Ergonomics and Sustainability Certifications**	1. AIOTA Certification	Valid certification issued by the All-India Occupational Therapists' Association (AIOTA) covering both Educational and Office Furniture (including Seating Systems) screenshot from AIOTA) (www.aiota.org) to be attached
		2. Applicable BIS product certification requirements shall be complied with wherever mandated.	BIS certification of each product should be submitted. Item wise certificate (chair, table, storage etc.) will be verified though www.manakonline.in
05	**Financial Standings**	➢ Minimum Average Annual Turnover : ₹50 Crores (Fifty Crores) during the last three consecutive financial years (FY 2023-24, FY 2024-25 & FY 2025-26). ➢ Average Net Worth: The bidder shall have an average Positive net worth of not less than ₹5 Crores (Five Crores) for the last three consecutive financial years (FY 2023-24, FY 2024-25 & FY 2025-26). ➢ ITR for FY 2023-24, FY 2024-25 & FY 2025-26.	Audited financial statements for the last three (03) financial years (FY 2023-24, FY 2024-25 & FY 2025-26), along with ITR acknowledgements for each of these three years and an Average Turnover/Net Worth Certificate certified by the Statutory Auditor with valid UDIN.
06	**Affidavit**	**Certificate of Non Blacklisting**	Affidavit on non-judicial stamp paper of Rs1000 to be enclosed (date------) (As per Annexure)
07	**EMD**	Earnest Money Deposit of ₹30,00,000/- (Rupees Thirty Lakh only), through online mode only (eproc) as permitted in the NIT/RFP. Valid Micro & Small Enterprises situated in Bihar shall be exempted as per Bihar Purchase Preference Policy 2024, wherever applicable.	EMD proof / BG / online payment evidence, as applicable.
08	**PAN/GST/TAN Registration**	The Bidder/OEM shall submit valid PAN, TAN, GST Registration Certificate in Bihar (where applicable).	Copies of PAN, GST and TAN certificates.
09	**Product Data Sheets**	Detailed OEM technical data sheets/catalogues for all quoted furniture items shall be uploaded. Any mismatch may lead to rejection.	OEM Datasheets/Catalogues
10	**Manufacturer Authorization**	Where an authorized dealer/distributor submits the bid, a Manufacturer Authorization Form (MAF) issued by the OEM shall be enclosed.	Original MAF
11	**Government Supply Experience**	Government Supply Experience: The bidder shall have a minimum 5 years' experience in supplying furniture to Government organizations and shall	Work/Purchase Orders, Completion/Performance Certificates /payment proof (e.g., payment certificate,

		have successfully executed at least three (3) Government Purchase/Work Orders, each of a minimum value of ₹1 Crore. The bidder shall submit the relevant Work/Purchase Orders, completion/performance certificates /documentary proof of payment/receipt against the respective orders.	invoice with payment confirmation or bank credit evidence).
12	**Manufacturing Unit & Capacity**	Bidder/OEM shall have an operational furniture manufacturing unit in India. For each quoted furniture item, the bidder shall demonstrate the minimum monthly production capacity specified in the Production Capacity Matrix, based on six-month supply period and 25% production buffer. Capacity shall be assessed item-wise where multiple items are quoted. Physical verification by PRD/authorized committee shall be conducted before technical evaluation/opening as specified in the RFP.	Factory licence; OEM/factory assessment report or Government-recognized certification; item-wise capacity certificate; machinery list; manpower statement; production/dispatch records. (Physical inspection as per format)
13	**Factory, QC & Godown Verification**	Minimum recommended infrastructure: 15,000 sq.ft. manufacturing area and 4,000 sq.ft. finished-goods godown, with dedicated raw-material storage, assembly, QC, packaging and dispatch facilities. Physical verification by PRD/authorized committee shall be conducted after technical evaluation/opening as specified in the RFP.	Factory layout; ownership/lease document; geo-tagged photographs; QC records; calibration certificates; godown details; inspection checklist. (Physical inspection as per format)
14	**Testing, Calibration & Compliance**	Testing/measurement facilities appropriate to the quoted items shall be available in-house or through recognized external NABL certified laboratories. Measuring/testing equipment shall have valid calibration at manufacturing area.	Valid calibration, inhouse certificates with; laboratory facilities should available/test reports as applicable. NABL licence/certification or applicability declaration; compliance undertaking. verification by PRD/authorized committee shall be conducted after technical evaluation/opening as specified in the RFP. (Physical inspection as per format)

All mandatory eligibility and qualification requirements shall be assessed as part of the Technical Evaluation. The bidder shall upload all relevant documents/evidence for evaluation.

Note:-

- **Submission and Verification of Technical Qualification Documents:** The bidder shall submit all requisite supporting documents against the above-mentioned technical qualification

criteria along with the Technical Bid. For Criteria/Points No. 12, 13 and 14, the bidder shall be considered technically qualified only after **successful verification of the relevant documents and satisfactory verification of the Inspection Report** by the competent authority/Technical Evaluation Committee, as applicable under the Tender/RFP.

- **Disqualification Due to Non-Submission of Mandatory Documents (as mentioned in eligibility criteria- STAGE-I) : Failure to submit any of the mandatory documents specified in the RFP shall render the bidder technically non-responsive and liable for disqualification. In such cases, the Department (PRD) shall not proceed with the physical verification of the requirements specified under Points 12, 13 and 14 of the RFP. The bidder shall be disqualified from further participation in the tender process at this stage itself, and no further evaluation of its bid shall be undertaken.**
- **Service Centre:** The Bidder/OEM shall have an operational service centre in Bihar or establish one within 30 days of award.
- Service Centre, Warranty and After-Sales Support: The Bidder/OEM shall have an operational service centre in Bihar or establish one within 30 days from the date of award. A minimum three (03)-year onsite warranty shall be provided from the date of final acceptance. Complaints shall be acknowledged/responded to within 48 hours and resolved within twenty (20) calendar days, subject to the specific post-acceptance damage/defect penalty mechanism under Clause 6 (Penalties). Where resolution within this period is not possible for reasons beyond the Supplier's control, the Supplier shall provide a written justification, interim remedy and firm resolution timeline, subject to approval of PRD. An escalation matrix shall be submitted. Delay beyond the approved resolution timeline shall attract applicable penalties under the RFP.

Note: All documents and criteria identified as mandatory in this RFP shall be submitted/fulfilled by the Bidder within the prescribed manner and timeline. In case the Bidder fails to submit any mandatory document, fails to satisfy any mandatory eligibility or technical requirement, or fails to comply with the applicable statutory, experience, manufacturing capacity, factory/godown inspection, BIS, certification, or other mandatory RFP requirements, the Bidder shall be declared technically disqualified. The Financial Bid of such technically disqualified Bidder shall not be considered for further evaluation.

Only Bidders who satisfy all mandatory requirements and are declared Technically Qualified shall be eligible for Financial Bid evaluation.

A. Tender Evaluation

Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of the bid. The selection process will be as under:

1) Technical evaluation based on technical documents.
2) Financial Bid Evaluation

The selection shall be on a two-stage basis:

(i) Qualification and factory/godown verification;
(ii) Technical evaluation and sample approval; followed by
(iii) Cluster-wise financial evaluation. Only technically qualified bidders shall be eligible for financial bid opening. Financial evaluation shall be conducted separately for each Procurement Cluster on the basis of the lowest total evaluated cost of all furniture items included in that Cluster. Item-wise L1 shall not by itself determine the final award.

B. Financial Proposal (Price bid) and Award

- In the second stage, the financial evaluation will be carried out as per this Clause.
- For financial evaluation, the quoted amount (in words) indicated in the Financial Bid shall only be considered.
- PRD Bihar will determine whether the Financial Proposals are complete, and unconditional. The cost indicated in the Financial Proposal shall be deemed as final reflecting the total cost of works/services.
- The PRD will notify the lowest evaluated responsive bidder (L1) in writing that its proposal has been accepted.
- Financial evaluation shall be carried out independently for each Procurement Cluster among responsive and technically qualified bidders. Cluster-wise L1 shall be determined by comparing the Total Evaluated Combined Cost for one PSB location, comprising Furniture Cost of the complete set of 131 furniture items plus the applicable Cluster-specific Transportation Cost. The bidder with the lowest combined cost shall be declared Cluster-wise L1.
- Furniture Cost shall be calculated by applying the bidder's uniform item-wise furniture rates to the prescribed quantities of all 131 furniture items for one PSB location. The transportation cost quoted for the relevant Cluster shall be added to such Furniture Cost. Item-wise L1 ranking shall not independently determine the Cluster L1 or contract award.
  Each Procurement Cluster shall be awarded to one single successful vendor on the basis of Cluster-wise L1 for the complete composite package. The Cluster L1 bidder shall be responsible for supply and execution of all furniture items included in the awarded Cluster. No fragmented item-wise award shall be made.
  A bidder may quote for and be evaluated in more than one Procurement Cluster; however, the final award to any one bidder shall be restricted to a maximum of Two (02) Procurement Clusters. Where a bidder is L1 in more than two Clusters, the remaining Cluster(s) shall be offered to the next ranked responsive and technically qualified bidder(s) at the relevant Cluster L1 price, in accordance with the detailed re-allocation procedure in this RFP.
  If a bidder is Cluster-wise L1 for more than two Clusters, the Department shall restrict the final award to two Clusters and deal with the remaining Cluster(s) in accordance with the applicable procurement procedure and RFP conditions

Cluster	Districts
Cluster 1	Gopalganj, Paschim Champaran, Purvi Champaran, Siwan, Sheohar
Cluster 2	Saran, Muzaffarpur, Sitamarhi, Vaishali
Cluster 3	Darbhanga, Madhubani, Samastipur, Saharsa, Khagaria, Supaul
Cluster 4	Purnea, Madhepura, Araria, Kishanganj, Bhagalpur, Banka, Katihar
Cluster 5	Patna, Jehanabad,Nalanda, Nawada, Lakhisarai, Begusarai, Munger, Sheikhpura, Jamui
Cluster 6	Gaya Ji, Arwal, Aurangabad, Rohtas, Kaimur, Buxar, Bhojpur

NOTE	Districts shall not be divided. Final cluster-wise GP counts shall be determined from the approved district-wise final GP list and incorporated through the award/cluster annexure.

2.1.1 Award of Procurement Cluster – Cluster-Total L1 Evaluation

I. Financial evaluation shall be carried out separately for each Procurement Cluster on the basis of the lowest total evaluated cost of all furniture items included in that Cluster among responsive and technically qualified bidders. The bidder having the lowest evaluated Cluster cost shall be declared the Cluster L1 bidder.

II. The bidder shall quote a separate unit rate for each individual furniture item for each PSB location of that Procurement Cluster. The evaluated cost shall be calculated by applying the quoted unit rate to the corresponding PSB location of that Cluster quantity of each furniture item and aggregating the value of all furniture items in that Cluster.

III. Each Procurement Cluster shall be awarded to one single successful vendor. The Cluster L1 bidder shall be responsible for supply and execution of all furniture items included in the awarded Cluster. No fragmented item-wise award shall be made merely because different bidders are item-wise L1.

IV. **A bidder may quote for and be evaluated in more than one Procurement Cluster; however, the final award to any one bidder shall be restricted to a maximum of Two (02) Procurement Clusters. Where a bidder is L1 in more than two Clusters, the remaining Cluster(s) shall be offered to the next ranked responsive and technically qualified bidder(s) at the relevant Cluster L1 price, in accordance with the detailed re-allocation procedure in this RFP.**

V. **If a bidder is Cluster-wise L1 for more than two Clusters, PRD shall restrict its award to a maximum of two Clusters and offer each remaining Cluster successively to L2, L3 and subsequent responsive and technically qualified bidders at the Cluster L1 price, subject to written acceptance, capacity verification and approval of the Competent Authority, as detailed in this RFP.**

VI. The Cluster L1 bidder shall have single-point responsibility for complete turnkey execution of the awarded Cluster, including manufacturing/procurement, quality control, packing, transportation, unloading, placement, assembly, installation, rectification/replacement, documentation, joint confirmation, warranty and after-sales service.

VII. For each quoted item, the bidder shall demonstrate the prescribed minimum item-wise production capacity.

Supply Orders issued during the validity of the contract shall remain binding until completion of the respective order and applicable warranty/after-sales obligations.

The extensions shall not be automatic or a matter of right of the bidder. The maximum aggregate contractual period shall be Five (05) years, comprising the initial three (03)-year term and up to two successive one (01)-year extensions (3+1+1), subject to approval of the Competent Authority.

Any extension beyond the initial three (03)-year term shall be considered only on the basis of satisfactory performance, continued departmental requirement and approval of the Competent Authority, in accordance with the RFP and applicable procurement rules.

The Department may, at its discretion, extend the contract for one additional year after the initial three-year period (3+1), subject to satisfactory performance and approval of the Competent Authority.

The Rate Contract/Agreement shall initially remain valid for Three (03) years from the effective date of the Agreement/Letter of Award. PRD may extend the Rate Contract for up to

two successive periods of one (01) year each (3+1+1), subject to satisfactory performance, continued requirement, approval of the Competent Authority and applicable procurement rules. No extension shall be automatic or a matter of right of the bidder.
Contract Duration: 3+1+1 Years (maximum aggregate period of five years, subject to approval).

2.1.2 Contract Validity and Price Firmness

1. The Contract shall initially remain valid for three (03) years from the effective date of signing of the Agreement. PRD may extend it for up to two successive periods of one (01) year each, making the maximum aggregate period five (05) years, subject to satisfactory performance, continued requirement and approval of the Competent Authority. No extension shall be automatic or a matter of right.
2. The unit rates quoted and accepted under the Contract shall remain firm and fixed throughout the applicable contract period, including any approved extension. No price escalation, revision or adjustment shall be permitted on account of changes in raw-material, labour, transportation, fuel or other costs. Any change in statutory taxes/duties shall be dealt with strictly in accordance with applicable law and the specific provisions of the contract.
3. The Department may place one or more Supply Orders during the validity of the Contract, and the successful bidder shall supply, install, and commission the furniture at the accepted contract rates and under the same terms and conditions.
4. The quantities indicated in the RFP are indicative only and do not constitute a commitment. The Panchayati Raj Department reserves the right to increase or decrease the quantity of any item or to place Supply Orders for additional requirements during the validity of the Contract at the same approved rates, terms, and conditions.
5. The Department reserves the right to add newly constructed Panchayat Sarkar Bhawans, replacement requirements, or any other eligible offices under the Panchayati Raj Department during the validity of the Contract at the same approved rates and conditions.

Purchase Order Strategy

- PRD will finalise the list of successful Bidders/suppliers.
- The Cluster allotment shall be done by the Department at HQ, Patna level.
- The Cluster wise list will be forwarded to all the districts for acknowledgment.
- The Panchayati Raj Department (PRD), District Headquarters (DPROs), shall centrally issue Purchase Orders to the empanelled supplier(s) based on the approved Contract and cluster-wise/item-wise allocation. The District Headquarters shall also communicate the delivery schedule, consignee details, and other operational instructions for execution. The standard delivery and installation guidelines shall be governed by the provisions contained in the subsequent sections of this RFP.

Core Delivery Framework: FOR Destination

- All deliveries are **F.O.R. Destination (Freight on Rail/Road to final site)**.
- **All-Inclusive Pricing**: The financial bid unit rate includes manufacturing, packing, forwarding, state transit insurance, freight up to the specific Panchayat Sarkar Bhawan, and un-boxing.
- **No Hidden Costs**: The OEM cannot demand extra charges based on the remoteness, lack of paved roads, or distance of a specific Panchayat from the district headquarters.
- **Order-to-Delivery Timeline & Tiered Scheduling's**
  - Supply Start and Completion: The delivery process shall commence within 45 days

from the date of the formal Purchase Order (PO) issued by the respective District Panchayat Raj Office and the complete supply/turnkey execution shall be completed within the applicable three (03) month supply period, unless otherwise extended by PRD under the RFP.

- ❖ **Staggered Delivery**: Supplying an entire district's Panchayats at once.
- ❖ **Last-Mile Transport**: OEMs must deploy small commercial vehicles (e.g., pick-up trucks) capable of navigating narrow, rural village roads to reach the exact Panchayat Sarkar Bhawan site.

- **Delivery Challan (DC)**: The OEM must generate a serialized DC detailing the exact quantities, item codes, and batch numbers.
- **Triplicate Sign-off**: The DC must be signed and stamped by the **Panchayat Secretary (Panchayat Sachiv)** & the **Block Panchayat Raj Officer (BPRO)** upon physical verification.
- **Geotagged Photography**: The OEM delivery team must submit high-resolution, geotagged photographs of the delivered furniture inside the respective Panchayat Sarkar Bhawan premises as digital proof of delivery.

Mandatory On-Site Assembly and Installation

Turnkey Setup: Furniture cannot merely be dropped off at the doorstep. The OEM's delivery personnel must unbox, inspect, assemble, and position the office furniture in its designated spots inside the office.

Debris Removal: The OEM is explicitly responsible for collecting and clearing all packaging materials (cartons, bubble wrap, wooden crates) from the Bhawan premises on the same day.

Damaged Goods, Transit Risk, & Replacement Window

Ownership Transfer: Risk of loss or damage remains entirely with the OEM until the items are successfully installed and accepted by the local authority.

The 15-Day Rectification Clause: If any furniture is found scratched, damaged, defective, or structurally compromised during unboxing, the local officer (BPROs) will reject the item. The OEM must replace the rejected item with a brand-new unit at their own cost within **15 days**.

Complete Replacement Where Repair Is Not Feasible:

Where any furniture item is found defective, damaged or otherwise unfit for use and repair is not feasible or does not restore the item to the approved specifications and quality, the Supplier shall replace the complete affected furniture item/set with a brand-new, identical item/set of the same make, model, specification, design and approved colour, at no additional cost. Such replacement shall be completed within fifteen (15) days from the date the complaint/defect is identified or notified, whichever is earlier. The replaced item shall be subject to inspection and acceptance by the competent local authority.

Critical Risk Mitigation Clauses for Bihar

Safeguards to prevent project stalling: **Monsoon & Flood Contingency**:

- ➢ Bihar experiences intense monsoon seasons. Include a clause forcing OEMs to use weatherproof, waterproof container trucks for transit and heavy-duty plastic wrapping for all wooden/laminate parts. No extensions should be granted for regular monsoon rains unless an official disaster/flood warning is declared by the state government.
- ➢ Liquidated Damages (LD) for Delay: LD shall be levied at 0.5% of the delayed Purchase Order (PO) value per week of delay for the first six (06) weeks. Thereafter, LD shall be levied at 1% of the delayed PO value per week of delay, subject to an overall maximum cap of 10% of the PO value. On reaching/exceeding the maximum LD cap, the PO shall be cancelled and the balance/remaining order may be diverted to the next eligible empanelled supplier at the applicable L1 rate contract price, in accordance with the RFP and applicable procurement rules.

3. General Terms and Conditions

a. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, the Purchaser may, at its discretion, ask some or all the Bidders for clarification on their offers at any of the stages mentioned therein and the same may be sent through email (of nodal officer), facsimile. However, in such cases, reply of clarifications shall be sent to the Purchaser through courier or in person. The request for such clarifications and the response shall be in writing.

b. Amendment of bidding Document

i. At any time prior to the deadline for submission of bids, the purchaser may, for any reason, whether on its own initiative or in response to the request for clarification by a prospective bidder, modify the bidding documents.

ii. In order to allow prospective bidders reasonable time to take into the consideration the amendments while preparing their bids, the purchaser at its discretion may extend the deadline for the submission of bids.

c. Language of Bid

The bid, as well as all correspondence and documents relating to the bid exchanged by the bidder and the purchaser, shall be in English language only. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an appropriate translation in English language and in such a case, for purpose of interpretation of the bid, the translation shall govern.

d. Confidentiality

a. As used herein, the term "Confidential Information" means any information, including information created by or for the other party, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business processes and methods used by the Bidder in rendering the services hereunder are the Confidential Information of the Bidder.

b. The Bidder shall keep confidential any information related to this tender with the same degree of care as it would treat its own confidential information. The Bidders shall note that the confidential information will be used only for the purposes of this tender and shall not be disclosed to any third party for any reason whatsoever.

c. At all times during the performance of the Services, the Bidder shall abide by all applicable security rules, policies, standards, guidelines and procedures. The Bidder should note that before any of its employees or assignees is given access to the Confidential Information, each such employee and assignees shall agree to be bound by the terms of this tender and such rules, policies, standards, guidelines and procedures by its employees or agents.

d. The Bidder should not disclose to any other party and keep confidential the terms and conditions of this Contract agreement, any amendment hereof, and any Attachment or Annexure hereof.

e. The obligations of confidentiality under this section shall survive rejection, expiry or termination of the contract.

f. The bidder will abide by all applicable rules and laws of the land, including those laid down by the Central and State Government from time to time.

Performance Bank Guarantee (PBG):

a) Work Order-wise Performance Bank Guarantee (PBG): The Successful Bidder shall submit a **separate Performance Bank Guarantee for each individual Purchase Order/Work Order.** The PBG for each Work Order shall be equal to five per cent (5%) of the total value of that particular Work Order, inclusive of all applicable taxes and charges forming part of the Work Order value. A single consolidated PBG covering multiple Work Orders shall not be accepted unless PRD expressly approves it in writing.

b) The PBG shall be furnished in favour of the competent authority/PRD, Government of Bihar, in the prescribed format and shall be submitted to the office of the concerned District Panchayat Raj Officer (DPRO) of the respective district from which the Purchase Order/Work Order is issued. The Supplier shall submit the PBG within ten (10) working days from issuance/acceptance of the relevant Work Order, or within such other period as may be specified in that Work Order. The DPRO shall verify the PBG with the issuing Scheduled Commercial Bank and record its receipt before permitting execution to proceed, unless otherwise authorized by PRD.

c) Each PBG shall be separately identifiable by Work Order number, date, district, amount and validity period. It shall remain valid for sixty (60) months from the date of the relevant Work Order/agreement, as applicable, and shall be extended where required to cover any approved extension, pending replacement, warranty/after-sales obligations, unresolved defects, claims or recoveries. The Supplier shall ensure continuity of the guarantee without any gap. Failure to submit, renew or extend the PBG within the prescribed time shall constitute a material breach and may result in withholding of payments, cancellation of the concerned Work Order and/or other action under the RFP.

d) Each Work Order-wise PBG shall be issued by a Scheduled Commercial Bank and shall irrevocably undertake to pay the guaranteed amount, or any part thereof, to PRD/Government of Bihar on first written demand within three (03) working days, without demur, protest or requirement to prove the actual loss. The demand made by PRD shall be conclusive for the purpose of invocation, subject to the terms of the guarantee. The prescribed format is enclosed at Annexure-E, which shall be adapted to identify the relevant Work Order and district.

e) Each Work Order-wise PBG shall remain valid for sixty (60) months from the date of the relevant Work Order/agreement, as specified in the Work Order, or for such longer period as may be required to cover approved extensions, warranty/after-sales obligations, unresolved defects, claims or recoveries. The corresponding PBG shall be released only after expiry of its validity and fulfilment of all obligations relating to that Work Order, subject to written approval of PRD/DPRO and confirmation that no claim or recovery remains outstanding.

f) The provisions regarding sanctions for violation in the agreement include forfeiture of Performance Security in case of decision by the PRD.

- No payment milestone shall be treated as achieved merely on dispatch or delivery of furniture. The relevant milestone shall be deemed achieved only after completion of the corresponding turnkey obligations prescribed under the RFP.
- **90% Payment: 90%** of the accepted supply order value shall be released upon successful delivery, unloading, placement, assembly, installation and Joint confirmation of the furniture at the designated Panchayat Sarkar Bhawan within the allotted cluster, subject to submission and verification of the prescribed documents.

- **Joint Confirmation Requirement**: The relevant payment milestone shall be treated as completed only after joint confirmation by the Block Panchayat Raj Officer (BPRO) and the concerned Panchayat Sachiv certifying successful delivery, placement, assembly/installation wherever applicable, conformity with approved specifications and satisfactory completion of the turnkey obligations at the concerned Panchayat Sarkar Bhawan.
- **5% Payment** – First Year: 5% of the accepted supply order value shall be released after completion of the first year from the date of final acceptance, subject to satisfactory performance and compliance with warranty and after-sales service obligations.
- **5% Payment** – Second Year: The remaining 5% of the accepted supply order value shall be released after completion of the second year from the date of final acceptance, subject to satisfactory performance and compliance with warranty and after-sales service obligations.

Payment Linkage with Turnkey Completion

- The cluster-wise turnkey responsibility shall be applicable to every Panchayat Sarkar Bhawan included in the allotted Procurement Cluster. The bidder shall not claim separate charges for individual locations within the cluster.
- The bidder shall remain responsible for the furniture and associated services until successful delivery, assembly/installation and acceptance at the designated location.
- Delivery of furniture alone shall not constitute successful completion of the supply. Successful completion shall mean delivery, unloading, placement, assembly/installation wherever applicable, rectification of deficiencies and completion of the prescribed inspection/acceptance process at the designated Panchayat Sarkar Bhawan.
- The quoted rates shall be deemed to be complete turnkey rates for delivery and services at the designated Panchayat Sarkar Bhawan within the allotted cluster, inclusive of freight, insurance, loading/unloading, handling, assembly, installation and all other incidental costs, except statutory deductions as applicable.
- The bidder shall provide all manpower, tools, equipment, transportation, loading/unloading, insurance, packaging, handling and other resources necessary for complete turnkey execution. No separate payment shall be admissible for these activities.
- The successful bidder allocated a Procurement Cluster shall be responsible for complete turnkey execution at all designated Panchayat Sarkar Bhawans within that cluster, including manufacture/procurement, packing, transportation, loading, unloading, shifting, placement, assembly, installation, rectification/replacement of defective or damaged furniture, and submission of prescribed delivery and installation documents.
- Each Procurement Cluster shall be treated as an independent execution unit for the purpose of supply, logistics, delivery, unloading, placement, assembly, installation, inspection, acceptance and performance monitoring.
- **Cluster-wise Turnkey Execution Responsibility**

STRATEGIC PAYMENT TERMS

1. Milestone Breakdown

- 0% Advance: No advance payment shall be given to the OEM.
- 90% Upon Successful Delivery, Assembly, and Installation & Joint Confirmation: 90% of the accepted supply order value shall be paid upon successful delivery, assembly and installation of the furniture at the designated Panchayat Sarkar Bhawan, subject to submission and verification of the prescribed delivery documents. Joint Confirmation by the BPRO & Panchayat Sachiv.

- 5% After Completion of First Year: 5% of the accepted supply order value shall be released after completion of one year from the date of final acceptance, subject to satisfactory performance and compliance with warranty/after-sales obligations.
- 5% After Completion of Second Year: The remaining 5% of the accepted supply order value shall be released after completion of the second year from the date of final acceptance, subject to satisfactory performance and compliance with warranty/after-sales obligations.
- Performance Bank Guarantee (PBG): A separate PBG shall be maintained for each Work Order at 5% of that Work Order's total value. Each PBG shall remain valid for sixty (60) months or such extended period as required under the relevant Work Order. It shall be released only after expiry of the applicable validity period, satisfactory completion of all contractual and warranty/after-sales obligations, settlement of all claims/defects/recoveries and written approval of PRD/competent DPRO.

Tax Invoice original copy :

Supplier Bill Submission and Minimum Billing Threshold: The Supplier may submit its bill/invoice for a Procurement Cluster only after successful delivery of the complete furniture set at the concerned Panchayat Sarkar Bhawan locations, unloading, placement, assembly/installation, inspection and joint confirmation by the BPRO and Panchayat Sachiv, along with submission of all prescribed supporting documents. Bills shall be submitted in batches covering successful complete supply and installation at a minimum of ten (10) Panchayat Sarkar Bhawan locations. No bill shall be admitted for fragmented or incomplete supply at any location.

- **Delivery Challan (DC)** jointly signed and stamped by the Panchayat Sachiv and BPRO.
- **Geotagged & Time-stamped Photographs** showing the assembled furniture inside the specific Panchayat Sarkar Bhawan.
- **Inspection & Quality Clearance Certificate** issued by the designated state authority.

3. Paying Authority

The paying authority shall be the respective District Panchayat Raj Officer (DPROs) upon successful verification of site-specific delivery documentation."

a. SIGNING OF CONTRACT

The Successful Bidder shall submit the separate Work Order-wise PBG, calculated at five per cent (5%) of the value of the relevant Work Order, to the office of the concerned DPRO within ten (10) working days of issuance/acceptance of that Work Order, unless another period is specified in the Work Order. The agreement/Work Order shall be executed by the authorized competent authority. The concerned DPRO shall acknowledge receipt and arrange verification of the PBG with the issuing Bank. No Work Order shall be treated as fully secured until its corresponding PBG has been received and verified, except with prior written approval of PRD.

b. CONTRACT AMENDMENTS

Subject to condition of contract no variation in or modification of the terms of the contract shall be made except by amendment signed by both the parties.

c. TERMINATION

The PRD may, without prejudice to any other remedy, by written notice of termination sent to the Supplier, terminate the contract, in whole or part, without any liability to the PRD whatsoever, if: -

a) There is misappropriation of data, duplication of inspection records, test reports partly or fully, repetition of same data with special motives;
b) The progress is not satisfactory in terms of quality, quantity and adherence to time schedule;
c) The Bidder fails to deliver any or all of the services within the periods specified in the contract, or within any extension thereof granted by the PRD pursuant to conditions of contract or if the Bidder fails to perform any other obligations under the contract;
d) The Bidder becomes bankrupt or otherwise insolvent.
e) In any of the above event termination will be without compensation to the Bidder, and that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the PRD.
f) For termination of the contract, either party should give minimum 30 days prior written notice, except where a specific termination/blacklisting consequence is expressly provided under this RFP. Before blacklisting/debarment, with or without termination of the contract, the Department shall issue a notice providing the vendor fifteen (15) days to respond.

2. **State-wide applicability of Blacklisting and Debarment:** The bidder/vendor shall not be blacklisted or debarred by any competent authority of the Government of Bihar at the time of submission of bid, at the time of award of the contract, or during the contract period. If the bidder/vendor is blacklisted or debarred by any competent authority of the Government of Bihar at any stage, such disqualification shall apply throughout the State of Bihar under this contract, covering all Procurement Clusters. The bidder/vendor shall be ineligible for award of contract or continuation of the contract during the subsistence of such blacklisting or debarment order, subject to the applicable provisions of the Tender/RFP and the terms and conditions of the blacklisting/debarment order.

3. **NON DISCLOSURE AGREEMENT**

a. The bidder (and his employees) shall not disclose any part or whole of this RFP document, of the proposal and/or any specification, plan, drawing, pattern, sample or information furnished by PRD (including the users) in connection therewith to any person other than a person employed by the bidder in the performance of the proposal and/or contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The employees or the third party such as security personnel, etc. engaged by the bidder will maintain strict confidentiality.
b. The bidder, his / her employees and agents shall not make any use of any document or information given by user except for the purposes of performing the contract award.
c. In case of any breach, the PRD shall take such legal action as may be required.

4. **Dispute Resolution:**

a. The bids and any contract resulting there from shall be governed by and construed according to the Indian Laws.
b. All settlement of disputes or differences whatsoever, arising between the parties out of or in connection to the construction, meaning and operation or effect of this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether before or after termination, abandonment or

breach of the Agreement) shall be resolved amicably between Department and the vendor's representative.

c. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be resolved as follows:

i. **Conciliation**: - All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be first settled by way of conciliation and failing which, by way of arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.

ii. The dispute shall be first referred to the Development Commissioner for conciliation who shall conduct conciliation proceedings which will be held at Patna, Bihar.

iii. **Arbitration**: - In case the conciliation proceedings fail, the dispute shall be referred to the arbitration as per the Arbitration Act 1996 with all its subsequent amendments.

iv. All legal disputes will come under the sole jurisdiction of Patna, Bihar. The venue of the arbitration shall be Patna.

d. The Arbitral award shall be final and binding on both the parties.

e. Work under the contract shall be continued by the vendor during the arbitration proceedings unless otherwise directed in writing by the Department unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained. Same as those which are otherwise explicitly provided in the contract, no payment due, or payable by the Department, to the vendor shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof. Fraud or

5. Corrupt Practices:

a. The Bidders shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the Letter of Intent (LOI)/Work Order (WO) and during the subsistence of the Agreement. Notwithstanding anything to the contrary contained in this RFP, or in LOI/WO or the Agreement, the Department may reject a bid, withdraw the LOI/WO, debar the bidder for a period of one year from participating in the future projects of the Department or terminate the Agreement, as the case may be without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices. In such an event, the Department shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security as mutually agreed genuine pre- estimated compensation and damages payable to the Authority for, inter alia, time, cost and effort of the Authority, in regard to the RFP, including consideration and evaluation of such Bidders Proposal.

b. Without prejudice to the rights of the Department under Clause above and the rights and remedies which the Department may have under the LOI /WO or the Agreement, if a Bidder, is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOI /WO or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by Department during a period of 1(one)year from the date such Bidder is found by the Department to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

c. For the purposes of this Section, the following terms shall have the meaning here in after respectively assigned to them:

i. **"Corrupt practice"** means the offering, giving, receiving, or soliciting of anything of value, pressurizing to influence the action of a public official in the process of tendering and execution of the project.

ii. **"Fraudulent practice"** means aim is representation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.

iii. **"Coercive practice"** means impairing or harming or threatening to impairer harm, directly or indirectly, any persons or property to influence any person participation or action in the Selection Process.

iv. **"Undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by Department with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

v. **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection process.

6. Termination & Blacklisting:

The Department may terminate this Agreement and Blacklist/Debar the vendor, in case of occurrence of any of the events specified below. In the event of such an occurrence, the Department may give not less than 30 days written notice of termination to the Vendor.

a. If the vendor is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 30 days.
b. If the vendor becomes bankrupt, insolvent or goes into compulsory liquidation
c. If the vendor, in the judgement of the Department, has engaged in corrupt or fraudulent practices in competing for or in executing the contract
d. If the vendor submits to the Department a false statement which has material effect on the rights, obligations, or interests of the Department.
e. If the vendor places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Department.
f. If the vendor fails to provide quality services as envisaged under this Agreement.
g. Serious discrepancy and delay in the delivery of services or the performance levels agreed upon, which might have an impact on the functioning of the Department.
h. Failure of the vendor mobilize manpower, follow local laws, clumsy execution of work, and total disregard to public safety and its own employees.
i. Failure to abide by any lawful directions of the Department.

Note: - Blacklisting/Debarment of the vendor shall be natural consequence of the termination. The Blacklisting/Debarment shall be for such a period as may be specified by the Department. Provided that before placing the vendor in the blacklist, with or without the termination of the contract, the Department shall issue a notice given 15 days of time to the vendor.

7. Penalties

- The Department may impose penalties for failure to perform any obligation under this RFP. Penalties may be recovered from pending bills, dues or the relevant Work Order-wise PBG, after following the notice and opportunity process prescribed in this RFP. The following specific service and replacement penalty shall also apply:

- Post-Acceptance Damage/Defect Rectification (Penalty Clause):

(a) If any furniture item becomes damaged, defective or unserviceable during the applicable warranty/contract period, the concerned Panchayat Sachiv or BPRO shall report the complaint to the Supplier's designated Bihar service centre through the prescribed complaint channel. The Supplier shall acknowledge the complaint and arrange inspection/rectification through its service centre.

(b) The Supplier shall repair and restore the affected item to proper working/serviceable condition within twenty (20) calendar days from the date on which the complaint is formally communicated by the Panchayat Sachiv/BPRO or competent PRD authority. The Supplier shall bear all service, labour, spare-part, transportation and other related costs.

(c) If the Supplier fails to complete rectification within the said twenty (20)-day period, a penalty of ₹20 (Rupees Twenty only) per day shall be levied for each affected furniture item for every day of delay beyond the twenty-day period, up to a maximum delay period of ninety (90) calendar days. The penalty shall be recoverable from pending bills or the relevant Work Order-wise PBG.

(d) If the item cannot be repaired, cannot be restored to a safe and serviceable condition, or the repair does not bring it back to the approved specifications and quality, the Supplier shall replace the complete affected furniture item with a brand-new item of the same approved make/model/specification/colour, at no additional cost. Replacement shall be completed within the same twenty (20)-day period, unless PRD approves a different period in writing.

(e) If the Supplier fails to repair or replace the item within the maximum period of ninety (90) days after the initial twenty-day rectification period, PRD may initiate proceedings for debarment/blacklisting and/or termination, in accordance with applicable rules and the notice/hearing provisions of this RFP.

(f) The Panchayat Sachiv and BPRO shall jointly maintain a complaint log/register recording the complaint date, item details, location, nature of damage, date of communication to the Supplier, service-centre visit, action taken, repair/replacement date and closure status. The log shall be verified by the DPRO. Any penalty shall be imposed only after examination of the record and approval of the concerned DPRO/competent authority, with notice to the Supplier and an opportunity to respond, as required under this RFP. The generic warranty response/resolution provisions shall be read subject to this specific twenty-day rectification and penalty mechanism for post-acceptance damage/defects.

8. Termination Payments:

These payments shall mean the amount of payment by either party to the other party upon termination. Upon termination of the contract, the Department may encash and appropriate the performance security/bank guarantee etc. The Department may clear outstanding dues of the second party out of such encashment and/or from the pending bills of the second party. After clearing such liabilities, any valid dues of the second party may be paid thereafter.

9. Blacklisting without termination:

The Department may blacklist the vendor without terminating the contract for any of the failures or acts of commissions or omissions under this Agreement.

10. Foreclosure with Mutual consent: -

a) Without prejudices to any provisions of this agreement, the Department and the vendor may foreclose this agreement by mutual consent in circumstances which does not constitute either party's default without any liability or consequential future liability for either party.

b) Should a Party intend to foreclose this Agreement by mutual consent, the intending Party shall issue a notice to the other Party and upon issuance of such notice, the other Party may within 15 days from receipt of such notice either agree to such foreclosure or raise objection(s) to the same by intimating either of the two possible positions to the intending Party in writing.

c) In either case of the other Party agreeing to the proposed foreclosure or otherwise, the Parties may negotiate the proposed foreclosure and sign a Supplementary Agreement for foreclosure to the main Contract Agreement within 30 (thirty) days of the date agreeing by both Parties. Foreclosure shall not come into effect unless and otherwise Supplementary Agreement is signed.

d) Any attempt or endeavour for foreclosure by mutual agreement shall be without prejudice to the rights and obligations of the Parties herein and the factum of such an attempt or exercise shall not stop either of the Parties from discharging their contractual obligations under this Agreement.

e) For the avoidance of doubt, it is clarified that such foreclosure will be without prejudice to the Vendor and shall not affect the Vendor in any way if it wishes to bid in future projects of the Department.

11. Transition and Exit Plan:

The vendor shall ensure that the transition is smooth in case the contract is terminated or foreclosed with mutual consent. In addition to the cancellation of contract, the Department reserves the right to charge appropriate penalties and liquidated damages from the selected agency. Further: -

a. All risks during transition stage shall be properly documented to ensure smooth transition without any service disruption.

b. The transition plan along with the period shall be mutually agreed between the vendor and the Department when the situation occurs. Vendor shall be released from the project once successful transition is done meeting the parameters defined for the successful transition.

ANNEXURE: A

DOCUMENT CHECK LIST FOR TECHNICAL BID

(To be filled by the bidder)

Sl No.	Eligibility / Technical Clause Ref.	Eligibility / Technical Requirement	Page No.
01	Section IV, A 01	Legal & Setup Requirements	
02	Section IV, A 02	Mandatory Enclosures: Factory Licence, EPF, ESIC, Trademark, etc.	
03	Section IV, A 03	Quality & Industrial Certifications	
04	Section IV, A 04	Ergonomics & Sustainability Certifications	
05	Section IV, A 05	Financial Standing	
06	Section IV, A 06	Non-Blacklisting Affidavit	
07	Section IV, A 07	EMD	
08	Section IV, A 08	PAN/GST/TAN Registration	
09	Section IV, A 09	Product Data Sheets	
10	Section IV, A 10	Manufacturer Authorization, where applicable	
11	Section IV, A 11	Government Supply Experience	
12	Section IV, A 12	Manufacturing Capacity – item-wise minimum monthly capacity	
13	Section IV, A 13	Factory / Godown Physical Inspection & QC Infrastructure	
14	Section IV, A 14	Testing, Calibration, BIS/QCO and other applicable compliance	

We undertake that we fulfill the Eligibility Criteria, as per Section-IV, A. We agree to abide by the terms and conditions of this bid, for the bid validity period and it shall remain binding upon us and may be enforced at any time before the expiry of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of the award shall constitute a binding contract between us.

Dated this.....day of.....2026.....

(Signature of person duly authorized to sign on behalf of the Bidder)

ANNEXURE: B

FINANCIAL BID FORMAT

Name of the Bidder:.....
Tender Ref: **...../.....Date: ..../..../2026**

Cluster-wise Total Evaluated Combined Cost: For each Procurement Cluster, the Furniture Cost shall be the aggregate of the item-wise amounts for all 131 furniture items prescribed for one PSB location. The applicable Cluster-specific Transportation Cost shall be added to the Furniture Cost to arrive at the Total Evaluated Combined Cost. The bidder quoting the lowest Total Evaluated Combined Cost among responsive and technically qualified bidders shall be declared Cluster-wise L1.

Cluster-wise Financial Bid: The bidder shall quote uniform item-wise unit rates for all furniture items, applicable across all Procurement Clusters, and separate transportation cost for each Procurement Cluster. Furniture Cost shall be calculated using the prescribed quantities of all 131 items for one PSB location. Cluster-wise L1 shall be determined on the basis of Furniture Cost plus applicable Cluster-specific Transportation Cost, subject to the maximum Two (02) Clusters per bidder.

Each Procurement Cluster shall be awarded to one single successful vendor on Cluster-wise L1 basis, determined by the lowest Total Evaluated Combined Cost for the complete 131-item furniture package for one PSB location plus applicable Cluster-specific Transportation Cost. Item-wise L1 shall not determine the final award.

Cluster-wise L1 shall be determined by comparing the Total Evaluated Combined Cost (Furniture Cost of all 131 items + applicable Cluster-specific Transportation Cost) of one PSB location by responsive and technically qualified bidder for the respective Cluster.

BILL OF QUANTITY

Sl. No.	Item Code	Furniture Item	Qty per GP	Unit Rate / Item Amount (₹) inclusive all taxes	Total Cost Amount (₹) inclusive all taxes	Transportation Cost Amount (₹) inclusive all taxes					
						Cluster -1	Cluster -2	Cluster -3	Cluster -4	Cluster -5	Cluster -6
1	2	3	4	5	6[4x5]	7	8	9	10	11	12
1	F-01	Revolving Chair	2	Unit Rate incl. GST: To be quoted	Auto Calculated	To be quoted	To be quoted	To be quoted	To be quoted	To be quoted	To be quoted
2	F-02	S Type Chair/Visitor Chair	48	Unit Rate incl. GST: To be quoted	Auto Calculated						
3	F-03	Plastic Chair	50	Unit Rate incl. GST: To be	Auto Calculated						

				quoted							
4	F-04	Medium Table	4	Unit Rate incl. GST: To be quoted	Auto Calculated						
5	F-05	Small Table	11	Unit Rate incl. GST: To be quoted	Auto Calculated						
6	F-06	3-Seater – Perch	2	Unit Rate incl. GST: To be quoted	Auto Calculated						
7	F-07	3-Seater – Beam	4	Unit Rate incl. GST: To be quoted	Auto Calculated						
8	F-08	Steel Almirah	10	Unit Rate incl. GST: To be quoted	Auto Calculated						
	Total		131	.....	**(A)** Auto Calculated	**(B) Total Amount in Rs.**	**(C) Total Amount in Rs.**	**(D) Total Amount in Rs.**	**(E) Total Amount in Rs.**	**(F) Total Amount in Rs.**	**(G) Total Amount in Rs.**

Total Rate Amount (₹) inclusive all cost (GST+ Transportation)					
Final Cost for Cluster-1	**Final Cost for Cluster-2**	**Final Cost for Cluster-3**	**Final Cost for Cluster-4**	**Final Cost for Cluster-5**	**Final Cost for Cluster-6**
12[A+B]	13[A+C]	14[A+D]	15[A+E]	16[A+F]	17[A+G]
To be Calculated	To be Calculated	To be Calculated	To be Calculated	To be Calculated	To be Calculated
Total Amount in Rs.	**Total Amount in Rs.**	**Total Amount in Rs.**	**Total Amount in Rs.**	**Total Amount in Rs.**	**Total Amount in Rs.**

Note:

1. Each Cluster shall be awarded to one single successful vendor on Cluster-total L1 basis. Item-wise L1 shall not determine the final award.
2. Cluster wise L1 will be decided based on total sum of column 12, 13, 14, 15, 16 & 17. (Separately)
3. The bidder shall quote separate unit rates for each furniture item for each Procurement Cluster, exactly as per the approved cluster-wise financial bid format. Any unauthorized change in the format may lead to rejection of the price bid.
4. Rates are inclusive of all applicable taxes, duties, transportation, packing, forwarding, insurance, unloading, placement, assembly, installation and other incidental costs on a complete turnkey F.O.R. Destination basis.
5. In case of discrepancy between rate in figure and words, the rate quoted in words shall prevail.
6. Price Bid of all technically qualified agencies/bidders will be opened.

For the Bidder's Firm

(Authorized Signatory with Name and Stamp)

ANNEXURE "C"

Undertaking and Bid form

(To be submitted on bidders letter head)

To,
The Secretary
Panchayati Raj Department,
Vikas Bhawan, Bailey Road
Patna 800015

Sub: Bid application and undertaking

Dear Sir,

We, the undersigned hereby give our unconditional acceptance to all the Clauses of Request for proposal against the Tender no._____dated_____. I/We hereby apply for_____Cluster.
Where preference is requested by PRD for administrative allocation, the bidder may indicate its preferred Procurement Clusters below:

- Preference 1: Cluster_____
- Preference 2: Cluster_____
- Preference 3: Cluster_____
- Preference 4: Cluster_____
- Preference 5: Cluster_____
- Preference 6: Cluster_____

We unconditionally agree that PRD has all the rights to evaluate the bids and the decision taken by the PRD will be final and binding on us.

We agree that PRD reserves the right to cancel the order without any liability to the PRD if the progress is not satisfactory in terms of quality, quantity and time. In such a case, the PRD reserves the right to award the contract to any other Bidder to complete the work.

Further, we unconditionally agree that in the event of our deviation from the tender conditions during the execution of the project which results in project delays or affects the quality of the output, PRD can terminate the contract without assigning any reasons and we will not lodge any claims on PRD for any liabilities.

For the Bidder's Firm

(Authorized Signatory with Name and Stamp)

ANNEXURE "D"

Affidavit

DECLARATION BY BIDDER

Format for Affidavit certifying that Entity/Promoter(s) / Director(s)/Partner(s)/Members of Entity are not Blacklisted (On a Stamp Paper of INR 1000 to be sworn before first class Magistrate/Notary)

Affidavit

I, M/s....., (the names and addresses of the registered office) hereby certify and confirm that our organization or any of our promoter(s) / director(s)/partners/ proprietor/ Officials of Trust/Society are not blacklisted/debarred/convicted by any court of law for any criminal or civil offences/declared ineligible by PRD or by any other entity of Central or State government or their undertakings or any local self-government body for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on date of submission of online bidding document.

And that we are hereby, declaring all ongoing litigations where our organization or any of our promoter(s) / director(s)/partners/ proprietor/ Officials of Trust/Society are involved in with any government agency/state/central department/PSU, and as mentioned below:

1.

2.

3.

4.

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited or will be recovered without further intimation.

Dated this.....Day of. , 2026

Name of the Bidder/agency: .....

Signature of the Authorized Person: .....

Name of the Authorized Person: .....

Designation of the Authorized Person: .....

ANNEXURE "E"

Format of Performance Bank Guarantee (PBG)

In consideration of M/s_____ having its registered office at _____ (hereinafter called the "Principal") and M/s._____ of _____ (hereinafter referred to as the "Supplier"), having been awarded Work Order No. _____ dated _____ for District _____, with a total Work Order value of ₹_____, we _____ (Name of Bank), hereby issue this separate Performance Bank Guarantee for an amount of five per cent (5%) of the said Work Order value, i.e. ₹_____ (Rupees _____ only). We undertake to pay the Principal on first written demand, within three (03) working days, any amount not exceeding the guaranteed sum, without demur or protest, in accordance with the terms of this Guarantee. This Guarantee shall remain valid up to _____ (being the stipulated validity period applicable to the relevant Work Order) and shall be extended as required by PRD to cover contractual, warranty, replacement and other outstanding obligations.

_____(date). The Performance Bank Guarantee shall be extended from time to time as required by PRD.

We undertake not to revoke this guarantee during this period expect with the previous consent of the PRD in writing and we further agree that our liability under the Guarantee shall not be discharged by any variation in the term of the commercial offer.

No interest shall be payable by the 1st party (PRD) to the Bidder(s) on the guarantee for the period of its currency.

Dated this_____day of _____2026

For the bank of _____

(Agent/Manager)

For Bidder's firm

(authorized Signatory with name and stamp)

ANNEXURE "F"

Contract Agreement

This CONTRACT named "....." (hereinafter called the "Contract") is made on the .....day of the month of ....., 2026, between, on the one hand, Panchayati Raj Department, Government of Bihar (herein after called the "Purchaser") and, on the other hand,.....
..... (here-in-after called the "Service providers").

WHEREAS

(a) The Purchaser has requested the Service Provider to provide "....."(herein called the Services);

(b) the Service provider, having represented to the Purchaser that it has the required professional skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this contract at a contract price of Rs.....;

(d) from Purchaser side Mr./Ms. .....,has been assigned to administer the assignment and to provide the Service Provider with all relevant information needed to carry out the assignment;

(e) from Service provider side Mr./Ms. ..... has been assigned to administer the assignment and to provide all relevant information regarding the assignment to the Purchaser.

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
   (a) Letter of Intent
   (b) RFP/NIT no.....and corrigendum/addendum issued from time to time.
   (c) Financial Bid submitted by Service Provider
   (d) Pre bid Queries and subsequent Clarifications
2. The mutual rights and obligations of the Purchaser and the Service Provider shall be as set forth in the Contract, in particular:
   (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and

(b) the Purchaser shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the ..... day of ..... month of 2026 first above written.

For and on behalf of OEM/Supplier	For and on behalf of Panchayati Raj Department
Name: Designation:	Name: Designation:
Witness 1:	Witness 1:
Witness 2:	Witness 2:

Delay LD shall be 0.5% of delayed PO value per week up to six weeks, thereafter 1% per week, capped at 10% of PO value. On reaching/exceeding the cap, the PO may be cancelled and the remaining order diverted to the next eligible empanelled supplier at the applicable L1 rate contract price, in accordance with the RFP and procurement rules.

A separate Performance Bank Guarantee shall be furnished for each individual Purchase Order/Work Order, equal to five per cent (5%) of that Work Order's total value, and submitted to the office of the concerned DPRO issuing the Work Order. The validity, extension, verification and release of each PBG shall be governed by the detailed Work Order-wise PBG clause in this RFP.

Payment shall be made as follows: 90% after successful delivery, unloading, placement, assembly/installation and joint confirmation by BPRO and Panchayat Sachiv, upon verification of prescribed documents; 5% after completion of the first year from final acceptance; and the remaining 5% after completion of the second year from final acceptance, subject to satisfactory performance and compliance with warranty/after-sales obligations. No advance payment shall be made.

Minimum three (03)-year onsite warranty shall apply from the date of final acceptance. Complaints shall be acknowledged/responded to within 48 hours and resolved within twenty (20) calendar days, subject to the specific post-acceptance damage/defect penalty mechanism under Clause 6 (Penalties). Any exception shall require written justification and approval of PRD. An escalation matrix shall be provided. The Bihar service centre shall be operational or established within 30 days of award.

Weatherproof/waterproof container vehicles and appropriate protective wrapping shall be used throughout the supply period. Regular monsoon rains shall not by themselves constitute grounds for extension; only an official State Government disaster/flood warning shall be considered for force majeure, subject to the RFP.

Delivery is F.O.R. Destination and all-inclusive. No separate charge shall be admissible for remoteness, unpaved roads, distance from district headquarters, handling, unloading, assembly or installation. Regional transit hubs shall be maintained/arranged at Patna, Muzaffarpur, Bhagalpur and Purnia, and suitable small commercial vehicles shall be deployed for last-mile rural delivery.

The award is complete turnkey: manufacturing/procurement, QC, packing, loading, transportation, unloading, placement, assembly/installation, rectification/replacement, documentation, joint confirmation, warranty and after-sales service.

Each Purchase Order/Work Order shall be secured by a separate PBG equal to 5% of that Work Order's total value, submitted to the concerned district DPRO issuing the Work Order. Random third-party sampling/testing and cluster-wide rejection/replacement rights shall apply as specified in the quality-control clause. Post-acceptance damage complaints shall be rectified/replaced within 20 calendar days, with the prescribed ₹20 per item per day delay penalty, subject to the maximum period and due process specified in Clause 6 (Penalties).

Each Cluster shall be awarded to one single successful vendor on Cluster-total L1 basis. Item-wise L1 shall not determine the final award. One bidder may be awarded a maximum of Two (02) Clusters.

The State shall be organized into six (06) geographical Procurement Clusters covering all 38 districts. Geographical contiguity, district integrity, broadly comparable GP quantity,

logistics/transport distance and regional supply-hub accessibility shall guide final allocation. No district shall be divided between clusters.

CONSOLIDATED PPT-ALIGNED PROCUREMENT CONDITIONS

3 ITEM-WISE PRODUCTION CAPACITY & FACTORY/GODOWN INSPECTION

This clause shall form an integral part of the RFP. The capacity requirement is customized to the eight (08) furniture items covered under this tender. Capacity shall be assessed only for the item(s) quoted by the bidder/OEM.

*Minimum monthly capacity = Total tender quantity ÷ 6 months × 1.25 production buffer. Where a bidder quotes multiple items, the prescribed minimum capacity shall be demonstrated separately for each quoted item.

3.1 Mandatory Factory & Godown Inspection Parameters

Sl. No.	Inspection Parameter	Minimum / Verification Requirement	Evidence / Record
1	1	Manufacturing Unit	Operational furniture manufacturing unit in India; valid factory licence and statutory approvals.
2	2	Manufacturing Area	Minimum recommended 15,000 sq.ft. functional manufacturing area.
3	3	Finished Goods Godown	Minimum recommended 4,000 sq.ft. covered finished-goods godown.
4	4	Raw Material Storage	Dedicated covered storage for relevant steel, plastic, board, hardware, foam/upholstery etc.
5	5	Production Machinery	Functional machinery appropriate to quoted item(s).
6	6	Assembly & Finishing	Functional assembly, welding/fabrication, finishing/powder coating/edge-banding as applicable.
7	7	Quality Control	Dedicated QC arrangement with incoming, in-process and final inspection records.
8	8	Testing & Calibration	Testing/measurement equipment appropriate to quoted products; valid calibration.
9	9	Production Capacity	Declared capacity shall be verified against machinery, manpower, production records, raw-material consumption and previous dispatches.
10	10	Finished Goods	Physical verification of finished goods/representative samples and packaging.
11	11	Manpower	Adequate skilled production and QC manpower for declared capacity.
12	12	Packaging & Dispatch	Packaging, loading/unloading and dispatch facilities adequate for bulk supply.

13	13	Fire & Electrical Safety	Adequate fire protection and safe electrical installations.
14	14	BIS / Applicable Compliance	Applicable BIS/QCO/product certification requirements to be complied with wherever mandated.
15	15	Geo-tagged Evidence	Factory and godown photographs with date/location evidence as required by PRD.

Factory inspection shall be conducted by a committee authorized by PRD. The Authority may conduct physical verification before technical evaluation/opening and may undertake further inspection at any stage during execution. A bidder whose actual infrastructure/capacity does not substantiate the declared capacity may be treated as non-responsive for the concerned item(s), subject to the tender conditions and applicable procurement rules.

3.2 Item-specific Manufacturing Capability

Chairs: injection moulding/plastic processing, metal fabrication, welding, bending, upholstery and assembly facilities, as applicable to the quoted chair. Tables: cutting, drilling, edge-banding, fabrication, welding, grinding, finishing and assembly. Three-seater Perch/Beam: metal fabrication, welding, bending, surface treatment and assembly. Steel Almirah: sheet-metal cutting, bending, punching, welding, grinding, powder coating/painting and assembly.

4 DETAILED FURNITURE SCHEDULE & TECHNICAL SPECIFICATIONS

The following specifications are based on the supplied revised Furniture Item support document. The S Chair and Plastic Chair specifications are additions to the original RFP; the remaining specifications retain the stated technical basis of the draft RFP.

4.1 F-01. Revolving Chair

Quantity per GP: 2 Nos.

Overall size: approx. 610 W × 610 D × 900–1,000 H mm; seat width not less than 500 mm and seat depth not less than 450 mm; adjustable seat height approx. 400–500 mm. Medium backrest width not less than 450 mm; backrest height approx. 450–550 mm. Seat base: minimum 12 mm hot-pressed plywood. Seat PU foam density: minimum 40 kg/m³; foam thickness minimum 40 mm. Upholstery: durable polyester fabric, minimum 200 GSM. Back: breathable mesh fabric on a rigid supporting frame. Fixed armrests of moulded PP or equivalent. Centre-tilt/swivel mechanism with upright lock and tension adjustment; pneumatic height adjustment approximately 100 mm. Five-star nylon pedestal with minimum 650 mm base diameter and five twin-wheel castors, each minimum 50 mm diameter. Stable, smooth operation without abnormal noise or wobble.

4.2 F-02. S Chair/Visitor Chair

Quantity per GP: 48 Nos.

Overall dimensions: approx. 600 W × 620 D × 820–870 H mm; seat height 450–470 mm; seat size not less than 450 W × 430 D mm. Frame: MS/CRCA tubular steel, minimum 25.4 mm outside diameter and 1.2 mm wall thickness, with continuous/secure welding and smooth joints. Seat and back: moulded virgin PP, High-elasticity, ergonomic, and breathable **mesh net fabric upholstery** stretched tightly over an imported engineering plastic/nylon frame minimum nominal thickness 4 mm at load-bearing portions, with ribbed/reinforced underside. Epoxy-polyester powder coating, minimum 50 microns, after suitable surface preparation. Anti-skid floor-protection

bushes; stackable without damaging the finish. Minimum safe load capacity 120 kg. No sharp edges, burrs, exposed weld spatter, cracks or unstable rocking.

4.3 F-03. Plastic Chair

Quantity per GP: 50 Nos.

Overall dimensions: approx. 560 W × 560 D × 850 H mm; seat height 440–460 mm; seat size not less than 440 W × 420 D mm. One-piece injection-moulded chair made from virgin polypropylene (PP) or equivalent engineering-grade polymer. Legs and seat junctions shall have integral reinforcement/ribs. Minimum safe load capacity 120 kg. Anti-skid feet; stackable design; UV- and stain-resistant colour compound. Minimum average chair weight shall be declared by the OEM in the bid and maintained consistently across the supply lot. No recycled polymer unless specifically approved in writing by the Department. No cracks, sink marks affecting strength, flash, deformation or sharp moulding edges.

4.4 F-04. Medium Table

Quantity per GP: 4 Nos.

Overall dimensions: 1,200 L × 600 D × 750 H mm (±10 mm). Worktop: 18 mm pre-laminated particle board (PLPB), both faces laminated, with minimum 2 mm PVC edge banding on exposed edges. Frame: CRCA/MS steel section, minimum 25 × 25 × 1.2 mm, powder-coated minimum 50 microns. Provide lockable steel pedestal approximately 400 W × 450 D × 600 H mm, with smooth telescopic drawer channels, central/individual locking arrangement, keyboard tray and CPU provision. Adjustable levelling glides. Worktop shall withstand normal office use without sagging, delamination or sharp edges. Submit sectional drawing and hardware details.

F-05. Small Table

Quantity per GP: 11 Nos.

Overall dimensions: 900 L × 600 D × 750 H mm (±10 mm). Worktop: 18 mm PLPB, both faces laminated, with minimum 2 mm PVC edge banding on exposed edges. CRCA/MS frame minimum 25 × 25 × 1.2 mm, powder-coated minimum 50 microns. Provide steel-frame storage drawer with telescopic channel and lock, keyboard tray, CPU provision and adjustable levelling glides. Drawer shall operate smoothly under normal use. All exposed edges and corners shall be rounded/finished; no sharp edges, loose fittings or visible delamination.

F-06. 3-Seater – Perch

Quantity per GP: 2 Nos.

Overall dimensions: approx. 1,800 L × 600 D × 800 H mm; seat height 450 ± 20 mm; provide three usable seating positions, each approximately 500–550 mm wide. Heavy-duty MS frame: legs/support members minimum 40 × 40 × 1.5 mm; connecting members minimum 40 × 20 × 1.5 mm. Seat shall be perforated CRCA/MS sheet minimum 1.2 mm thick with formed edges, or an alternative cushioned configuration only where expressly specified and approved in the sample. Welded construction; epoxy-polyester powder coating minimum 60 microns; anti-skid floor-protection caps. Minimum uniformly distributed load capacity 300 kg for the complete bench. No sharp edges, rocking or exposed weld defects.

F-07. 3-Seater – Beam

Quantity per GP: 4 Nos.

Overall dimensions: 1,765 L × 710 D × 775 H mm (as in the Department's base schedule); seat height shall be 430–460 mm. Three seating positions with adequate spacing. Seat/back panels: cold-rolled steel sheet minimum 1.2 mm thick, with formed edges and no sharp corners. Main MS crossbar minimum 1.8 mm thick; legs/support plates shall be sized to ensure stability and shall be shown in the submitted drawing. Complete epoxy-polyester powder coating minimum 60 microns. Provide anti-skid floor-protection caps. Minimum uniformly distributed load capacity 300 kg for the complete beam. The offered sample shall be checked for stability, deflection, finish and safe edges.

F-08. Steel Almirah

Quantity per GP: 10 Nos.

Nominal body dimensions: 1,980 H × 920 W × 480 D mm (excluding pedestal), tolerance ±5 mm; pedestal approx. 125 mm. Two-door steel storage cabinet with four adjustable shelves. Recommended sheet thickness benchmark: side, top and bottom 0.9 mm; back 0.8 mm; doors 0.8–0.9 mm; shelves 0.7 mm; shelf-support brackets 1.6 mm; stiffener approx. 0.6 mm. Steel shall be CRCA conforming to the applicable grade of IS 513 (latest version). Four shelves, each with minimum uniformly distributed load capacity 40 kg. Provide six-lever lock with suitable metal bolt/three-way locking arrangement, robust hinges and metal handle. Pretreatment and epoxy-polyester powder coating minimum 50 microns (or higher where specified by approved test/standard). Provide adjustable shelf positions and stable levelling arrangement. All edges shall be hemmed/finished..

5 GENERAL QUALITY REQUIREMENT

All furniture shall be new, unused, free from manufacturing defects and suitable for continuous institutional/public use. The bidder/OEM shall ensure uniform finish, dimensional accuracy, structural stability and workmanship. All MS/CRCA steel components shall be properly welded, corrosion treated and powder coated. Furniture shall be supplied complete with all necessary hardware, fittings, accessories, assembly and installation required for satisfactory use.

For Medium and Small Tables, the structural drawer body/frame and pedestal frame shall be fabricated from CRCA/MS steel and powder coated. Particle board/MDF shall not be used as the structural body of drawers; PLPB may be used only for the table top and other non-structural components specifically permitted under the specification.

5.1 Experience in Supply of Similar Furniture

The bidder/OEM should have successfully supplied similar/specified office furniture items during the last five (5) financial years preceding the date of submission of the bid to any Central/State Government Department, Government Agency, PSU, Government Institution, Local Body, Autonomous Body, or other established institutional organization.

The experience shall be considered only for furniture items similar or substantially comparable to the items quoted by the bidder under this RFP, including chairs, tables, seating systems, storage units/almirahs and other specified furniture items, as applicable.

The bidder shall submit the following documentary evidence for each experience claim:

1. Purchase Order/Work Order/Supply Order clearly indicating the furniture items, quantities and order value;
2. Completion Certificate/Performance Certificate/Acceptance Certificate issued by the concerned client confirming satisfactory completion of the supply;
3. Documentary evidence of payment received against the completed supply, such as payment certificate, paid invoice, payment advice, client-issued payment confirmation, bank credit certificate/statement, or any other verifiable evidence acceptable to the Department; and

4. Where applicable, GST invoice/e-invoice and delivery challan supporting the actual supply.

Experience shall be considered valid only where the ordered furniture has actually been supplied, accepted by the client and payment against such completed supply has been received by the bidder/OEM. Mere issuance of a Purchase Order/Work Order, without evidence of completed supply and payment, shall not qualify as experience.

In case the bidder is an authorized dealer/distributor, the experience of the bidder shall be considered only where the bidder was directly responsible for execution of the relevant order. Experience of the OEM may be considered subject to submission of a valid Manufacturer Authorization Certificate (MAF) and documentary evidence establishing the OEM's role in the supply.

The Department reserves the right to verify the submitted Purchase Order, completion/acceptance certificate and payment evidence directly with the issuing organization/client. Any experience claim found to be false, unverifiable or materially inconsistent may result in rejection of the bid and may attract action under the terms of the RFP.

FINAL CONSOLIDATED RFP VERSION – Updated with the requirements, specifications, cluster-wise award methodology, technical evaluation, delivery/payment/compliance provisions and factory inspection provisions contained in the Furniture PPT (2026-27).

6 Inspection Particulars

Name of Bidder / OEM		**Bid / Tender reference**	RFP/PRD/Furniture Panchayat Sarkar Bhawan/2026-27/01
Bidder status	☐ OEM ☐ Authorized OEM Dealer (MAF enclosed ☐)	**Address of unit inspected**	
Factory licence no. & validity		**GSTIN / PAN**	
Premises	☐ Owned ☐ Leased (lease valid up to: _____)	**Contact person / mobile at unit**	
Furniture items quoted (F-01 to F-08)		**Procurement Cluster(s) bid for**	
Date & time of inspection		**Stage of inspection**	☐ Before technical evaluation/opening ☐ After technical opening ☐ During execution
GPS coordinates of unit (Lat / Long)		**Ref. of PRD order constituting inspection committee**	

7 Format-1: Manufacturing Unit & Capacity Inspection

RFP Criterion 12 – Operational furniture manufacturing unit in India; item-wise minimum monthly production capacity based on a six-month supply period and 25% production buffer. Evidence: factory licence; OEM/factory assessment report or Government-recognized certification; item-wise capacity certificate; machinery list; manpower statement; production/dispatch records.

7.1 Part A – Manufacturing unit & statutory status

Sl	Parameter	RFP requirement	Document / evidence seen (no., validity)	Observed finding	Complies	Remarks
1	Operational manufacturing unit	Operational furniture manufacturing unit in India; furniture manufacturing set-up (firm and OEM) for minimum 10 years			☐ Y ☐ N	
2	Factory licence	Valid Factory Licence of the OEM			☐ Y ☐ N	
3	EPF registration	Valid EPF Registration Certificate			☐ Y ☐ N	
4	ESIC registration	Valid ESIC Registration Certificate			☐ Y ☐ N	
5	Udyam registration	Udyam Registration Certificate			☐ Y ☐ N	
6	Trademark / brand	Trademark Certificate for brand name			☐ Y ☐ N	
7	Ownership / lease of premises	Ownership/lease document available and valid			☐ Y ☐ N	
8	Manufacturer Authorization (if dealer)	Original MAF issued by OEM			☐ Y ☐ N ☐ N/A	
9	OEM / factory assessment report	OEM/factory assessment report or Government-recognized certification			☐ Y ☐ N	

7.2 Part B – Item-wise production capacity (Production Capacity Matrix)

Minimum monthly capacity = Total tender quantity ÷ 6 months × 1.25 production buffer (rounded up). Total tender quantity is computed on the RFP's indicative quantity per GP × 8,053 Gram Panchayats; recompute if PRD revises quantities by corrigendum. Fill only for item(s) quoted.

Sl	Furniture item	Qty / GP	Total tender qty (×8,053)	Min. monthly capacity required	Quoted? (Y/N)	Capacity declared by bidder (per month)	Capacity verified by committee (machinery & manpower)	Avg. monthly output per production / dispatch records	Raw-material consumption consistent?	Meets min. capacity?	Remarks
1	F-01 Revolving Chair	2							☐ Y ☐ N	☐ Y ☐ N	
2	F-02 S Type Chair / Visitor Chair	48							☐ Y ☐ N	☐ Y ☐ N	
3	F-03 Plastic Chair	50							☐ Y ☐ N	☐ Y ☐ N	
4	F-04 Medium Table	4							☐ Y ☐ N	☐ Y ☐ N	
5	F-05 Small Table	11							☐ Y ☐ N	☐ Y ☐ N	
6	F-06 3-Seater – Perch	2							☐ Y ☐ N	☐ Y ☐ N	
7	F-07 3-Seater – Beam	4							☐ Y ☐ N	☐ Y ☐ N	
8	F-08 Steel Almirah	10							☐ Y ☐ N	☐ Y ☐ N	

7.3 Part C – Production machinery & process verification (item-specific manufacturing capability)

Mark functional status after observing the machine in working order. Record whether the process is in-house or outsourced.

Sl	Item group	Required facility / process (per RFP)	Machine / equipment (make, model)	Nos.	Rated capacity	Working condition	In-house / Outsourced	Photo ref.	Remarks
1	Chairs (F-01, F-02, F-03)	Injection moulding / plastic processing				☐ Functional ☐ Not			
2	Chairs	Metal fabrication, tube cutting, bending				☐ Functional ☐ Not			

Sl	Item group	Required facility / process (per RFP)	Machine / equipment (make, model)	Nos.	Rated capacity	Working condition	In-house / Outsourced	Photo ref.	Remarks
3	Chairs	Welding				☐ Functional ☐ Not			
4	Chairs	Upholstery (cutting, stitching, foam fitting)				☐ Functional ☐ Not			
5	Chairs	Assembly line				☐ Functional ☐ Not			
6	Tables (F-04, F-05)	Cutting (panel saw), drilling				☐ Functional ☐ Not			
7	Tables	Edge-banding				☐ Functional ☐ Not			
8	Tables	Fabrication, welding, grinding				☐ Functional ☐ Not			
9	Tables	Finishing and assembly				☐ Functional ☐ Not			
10	3-Seater Perch / Beam (F-06, F-07)	Metal fabrication, welding, bending				☐ Functional ☐ Not			
11	3-Seater Perch / Beam	Surface treatment and assembly				☐ Functional ☐ Not			
12	Steel Almirah (F-08)	Sheet-metal cutting, bending, punching				☐ Functional ☐ Not			
13	Steel Almirah	Welding, grinding				☐ Functional ☐ Not			
14	Steel Almirah	Powder coating / painting (pretreatment, booth, curing oven)				☐ Functional ☐ Not			

Sl	Item group	Required facility / process (per RFP)	Machine / equipment (make, model)	Nos.	Rated capacity	Working condition	In-house / Outsourced	Photo ref.	Remarks
15	Steel Almirah	Assembly				☐ Functional ☐ Not			

7.4 Part D – Manpower verification

Sl	Category	Required for declared capacity (bidder statement)	Deployed as per muster roll / EPF–ESIC records	Present & verified on inspection day	Remarks
1	Skilled production workers (welders, fabricators, carpenters)				
2	Machine operators (moulding, press, CNC / sheet-metal)				
3	Upholstery & finishing / powder-coating staff				
4	QC / inspection personnel				
5	Packaging, loading & dispatch staff				
6	Supervisors / production engineers				

7.5 Part E – Capacity cross-verification: records examined

Sl	Record examined	Period reviewed	Seen?	Findings (consistency with declared capacity)
1	Production register / job cards		☐ Y ☐ N	
2	Dispatch records – GST / e-invoices, delivery challans, e-way bills		☐ Y ☐ N	
3	Raw-material purchase invoices (steel, PP granules, PLPB, foam, fabric, hardware)		☐ Y ☐ N	
4	Raw-material stock & consumption register		☐ Y ☐ N	
5	Machinery purchase invoices / AMC / maintenance log		☐ Y ☐ N	
6	Electricity bills / connected load		☐ Y ☐ N	

Sl	Record examined	Period reviewed	Seen?	Findings (consistency with declared capacity)
7	Previous Government supply orders & completion records		☐ Y ☐ N	

Format-1 result: ☐ Satisfactory ☐ Not satisfactory (item(s): _____)

Sl	Committee member (name)	Designation / Office	Signature & date	Bidder representative sign.
1				
2				
3				

8 Format-2: Factory, QC & Godown Verification

RFP Criterion 13 – Minimum recommended infrastructure: 15,000 sq.ft. manufacturing area and 4,000 sq.ft. finished-goods godown, with dedicated raw-material storage, assembly, QC, packaging and dispatch facilities. Evidence: factory layout; ownership/lease document; geo-tagged photographs; QC records; calibration certificates; godown details; inspection checklist.

8.1 Part A – Mandatory Factory & Godown Inspection Parameters (15 points)

Sl	Inspection parameter	RFP minimum / verification requirement	Evidence / record to be seen	Observed / actual finding	Complies	Photo ref.	Remarks
1	Manufacturing unit	Operational furniture manufacturing unit in India; valid factory licence and statutory approvals	Factory licence; statutory approvals		☐ Y ☐ N		
2	Manufacturing area	Min. recommended 15,000 sq.ft. functional manufacturing area	Factory layout; measurement	Measured: _____ sq.ft.	☐ Y ☐ N		
3	Finished goods godown	Min. recommended 4,000 sq.ft. covered finished-goods godown	Godown details; ownership/lease; measurement	Measured: _____ sq.ft.	☐ Y ☐ N		
4	Raw material storage	Dedicated covered storage for steel, plastic, board, hardware, foam/upholstery etc.	Storage layout; stock register		☐ Y ☐ N		
5	Production machinery	Functional machinery appropriate to quoted item(s)	Machinery list (Format-1 Part C)		☐ Y ☐ N		
6	Assembly & finishing	Functional assembly, welding/fabrication, finishing / powder coating / edge-banding as applicable	Observation of working lines		☐ Y ☐ N		
7	Quality control	Dedicated QC arrangement with incoming, in-process and final inspection records	QC records (see Part D)		☐ Y ☐ N		

Sl	Inspection parameter	RFP minimum / verification requirement	Evidence / record to be seen	Observed / actual finding	Complies	Photo ref.	Remarks
8	Testing & calibration	Testing/measurement equipment appropriate to quoted products; valid calibration	Calibration certificates (see Format-3)		☐ Y ☐ N		
9	Production capacity	Declared capacity verified against machinery, manpower, production records, raw-material consumption and previous dispatches	Format-1 Parts B–E		☐ Y ☐ N		
10	Finished goods	Physical verification of finished goods / representative samples and packaging	Part E of this format		☐ Y ☐ N		
11	Manpower	Adequate skilled production and QC manpower for declared capacity	Muster roll; EPF/ESIC records		☐ Y ☐ N		
12	Packaging & dispatch	Packaging, loading/unloading and dispatch facilities adequate for bulk supply	Observation; dispatch bay		☐ Y ☐ N		
13	Fire & electrical safety	Adequate fire protection and safe electrical installations	Part F of this format		☐ Y ☐ N		
14	BIS / applicable compliance	Applicable BIS/QCO/product certification complied with wherever mandated	Format-3 Part C		☐ Y ☐ N		
15	Geo-tagged evidence	Factory and godown photographs with date/location evidence as required by PRD	Part G of this format		☐ Y ☐ N		

8.2 Part B – Area & layout measurement

Sl	Area	RFP requirement	Declared area (sq.ft.)	Measured by committee (L × B = sq.ft.)	Covered / dedicated?	Remarks
1	Functional manufacturing area	Min. recommended 15,000 sq.ft.			☐ Y ☐ N	
2	Finished-goods godown (covered)	Min. recommended 4,000 sq.ft.			☐ Y ☐ N	
3	Raw-material storage	Dedicated, covered			☐ Y ☐ N	
4	Assembly area	Functional			☐ Y ☐ N	
5	Welding / fabrication area	As applicable			☐ Y ☐ N	
6	Finishing / powder-coating area	As applicable			☐ Y ☐ N	
7	Carpentry / edge-banding area	As applicable			☐ Y ☐ N	
8	QC area / inspection bay	Dedicated			☐ Y ☐ N	
9	Packaging & dispatch bay	Adequate for bulk supply			☐ Y ☐ N	

8.3 Part C – Raw-material storage verification

Sl	Material	Used for	Dedicated covered storage	Segregation / labelling / FIFO	Mill TC / supplier batch record seen	Remarks
1	Steel sheet / CRCA / MS tube & sections	Frames, almirah body, benches, chair frames (almirah: CRCA to IS 513)	☐ Y ☐ N		☐ Y ☐ N	
2	Polypropylene granules (virgin)	Plastic chair; PP seat/back, armrests	☐ Y ☐ N		☐ Y ☐ N	
3	Pre-laminated particle board (PLPB), PVC edge band	Table worktops	☐ Y ☐ N		☐ Y ☐ N	

Sl	Material	Used for	Dedicated covered storage	Segregation / labelling / FIFO	Mill TC / supplier batch record seen	Remarks
4	Plywood, PU foam, polyester fabric, mesh	Revolving chair seat, back	☐ Y ☐ N		☐ Y ☐ N	
5	Nylon bases, castors, gas lifts, mechanisms	Revolving / S-type chairs	☐ Y ☐ N		☐ Y ☐ N	
6	Powder-coating powder, pretreatment chemicals	Powder-coated items	☐ Y ☐ N		☐ Y ☐ N	
7	Hardware – locks, hinges, telescopic channels, glides, caps	Tables, almirah, benches	☐ Y ☐ N		☐ Y ☐ N	

8.4 Part D – Quality Control system verification

Sl	QC element	RFP requirement	Seen?	Sample record referred (date / batch / doc. no.)	Observation
1	Incoming material inspection records	Dedicated QC with incoming inspection records	☐ Y ☐ N		
2	In-process inspection records (welding, dimensions, coating, edge-banding, assembly)	In-process inspection records	☐ Y ☐ N		
3	Final inspection records before dispatch	Final inspection records	☐ Y ☐ N		
4	Dedicated QC area / lab / inspection bay	Dedicated QC arrangement	☐ Y ☐ N		
5	QC manpower – qualification & deployment	Skilled QC manpower for declared capacity	☐ Y ☐ N		
6	Non-conformance / rejection register & corrective action	QC system	☐ Y ☐ N		

Sl	QC element	RFP requirement	Seen?	Sample record referred (date / batch / doc. no.)	Observation
7	Batch / lot traceability & marking records	Batch/lot details needed for sampling memo	☐ Y ☐ N		
8	ISO 9001:2015 QMS procedures in practice	ISO 9001:2015 certification (NABCB-accredited)	☐ Y ☐ N		

8.5 Part E – Finished goods, marking, colour & packaging verification

Draw representative samples from the finished-goods godown. Colour/finish must match the sample approved in writing by PRD; marking must be permanently embossed, engraved or stamped (adhesive labels / paper stickers not acceptable).

Sl	Item	RFP colour / finish	Batch / lot no.	Qty in godown	Dimensions / workmanship	Colour matches approved shade	Permanent marking / packing	Remarks
1	F-01 Revolving Chair	Upholstery/seat & back cushions: blue; mesh net: white shade			☐ OK ☐ Not OK	☐ Y ☐ N	☐ Marking OK ☐ Pack OK	
2	F-02 S Type Chair / Visitor Chair	Metal frame: grey			☐ OK ☐ Not OK	☐ Y ☐ N	☐ Marking OK ☐ Pack OK	
3	F-03 Plastic Chair	Orange			☐ OK ☐ Not OK	☐ Y ☐ N	☐ Marking OK ☐ Pack OK	
4	F-04 Medium Table	Top: natural wood finish; metal frame: grey			☐ OK ☐ Not OK	☐ Y ☐ N	☐ Marking OK ☐ Pack OK	
5	F-05 Small Table	Top: natural wood finish; metal frame: grey			☐ OK ☐ Not OK	☐ Y ☐ N	☐ Marking OK ☐ Pack OK	
6	F-06 3-Seater – Perch	Metal frame: grey			☐ OK ☐ Not OK	☐ Y ☐ N	☐ Marking OK ☐ Pack OK	
7	F-07 3-Seater Beam	Metal frame: grey			☐ OK ☐ Not OK	☐ Y ☐ N	☐ Marking OK ☐ Pack OK	
8	F-08 Steel Almirah	Exterior and interior: grey			☐ OK ☐ Not OK	☐ Y ☐ N	☐ Marking OK ☐ Pack OK	

8.6 Part F – Fire & electrical safety checklist

Sl	Check point	Requirement	Observed (type / qty / validity)	Complies	Remarks
1	Fire extinguishers	Adequate, accessible, within refill / expiry date		☐ Y ☐ N	
2	Fire exits & clear passages	Unobstructed exits; layout / signage		☐ Y ☐ N	
3	Flammable materials (paint, powder, foam, packaging)	Safe storage and segregation		☐ Y ☐ N	
4	Powder-coating booth & curing oven	Safe operation; ventilation		☐ Y ☐ N	
5	Electrical wiring, panels & earthing	Safe electrical installations; earthing; MCB/ELCB		☐ Y ☐ N	
6	Welding & machine guards / PPE	Safe working practice (ISO 45001 alignment)		☐ Y ☐ N	
7	Fire-safety approvals, if applicable	Valid where applicable		☐ Y ☐ N	

8.7 Part G – Geo-tagged photograph log

Sl	Photo no.	Location / area photographed	Date & time	Latitude	Longitude	Description / observation	Taken by
1		Factory entrance / name board					
2		Manufacturing hall					
3		Machinery / production line					
4		Raw-material storage					
5		QC area / test equipment					
6		Finished-goods godown					
7		Packaging & dispatch bay					
8		Fire-safety equipment / electrical panel					

Format-2 result: ☐ Satisfactory ☐ Not satisfactory

Sl	Committee member (name)	Designation / Office	Signature & date	Bidder representative sign.
1				
2				
3				

9 Format-3: Testing, Calibration & Compliance Inspection

RFP Criterion 14 – Testing/measurement facilities appropriate to the quoted items shall be available in-house or through recognized external NABL-certified laboratories; measuring/testing equipment shall have valid calibration at the manufacturing area; applicable BIS product certification shall be complied with wherever mandated.

9.1 Part A – Testing facility availability

Sl	Test / measurement	Applicable items	Facility (In-house / NABL lab)	External lab name, NABL cert. no., scope & validity	Facility adequate?	Remarks
1	Dimensional & squareness measurement	All items (F-01 to F-08)	☐ In-house ☐ NABL lab		☐ Y ☐ N	
2	Sheet / tube / board thickness	F-02, F-04 to F-08	☐ In-house ☐ NABL lab		☐ Y ☐ N	
3	Powder-coating thickness (microns)	F-02, F-04 to F-08	☐ In-house ☐ NABL lab		☐ Y ☐ N	
4	Load / strength test (chair, bench, shelf)	F-02, F-03, F-06, F-07, F-08	☐ In-house ☐ NABL lab		☐ Y ☐ N	
5	Foam density & thickness	F-01	☐ In-house ☐ NABL lab		☐ Y ☐ N	
6	Fabric GSM	F-01	☐ In-house ☐ NABL lab		☐ Y ☐ N	
7	Weighing (declared average weight)	F-03	☐ In-house ☐ NABL lab		☐ Y ☐ N	
8	Mechanism / drawer / lock functional test	F-01, F-04, F-05, F-08	☐ In-house ☐ NABL lab		☐ Y ☐ N	

9.2 Part B – Measuring & testing equipment: calibration register

Indicative list of instruments; the committee records the instruments actually used for the quoted items. Calibration must be valid on the date of inspection.

Sl	Instrument	Range / least count	ID / serial no.	Used for	Calibration date	Due date	Certificate no. & calibrating agency (NABL?)	Valid on inspection date?	Remarks
1	Steel tape / steel rule							☐ Y ☐ N	
2	Vernier caliper							☐ Y ☐ N	
3	Micrometer / thickness gauge (sheet, tube, board)							☐ Y ☐ N	
4	Coating thickness (DFT) gauge							☐ Y ☐ N	
5	Platform weighing scale							☐ Y ☐ N	
6	Test weights / load-testing rig							☐ Y ☐ N	
7	Electronic balance (foam density, GSM)							☐ Y ☐ N	
8	Other: _____							☐ Y ☐ N	

Sl	Instrument	Range / least count	ID / serial no.	Used for	Calibration date	Due date	Certificate no. & calibrating agency (NABL?)	Valid on inspection date?	Remarks
9	Other: _____							☐ Y ☐ N	

9.3 Part C – BIS, certification & statutory compliance verification

Sl	Compliance item	RFP requirement	Document seen (no. / validity)	Verified (online / original)	Complies	Remarks
1	BIS product certification	Applicable BIS/QCO certification wherever mandated; product screenshot (chair, table, storage etc.) from www.manakonline.in attached		☐ Online ☐ Original	☐ Y ☐ N	
2	IS 513 – CRCA steel (Steel Almirah)	CRCA conforming to applicable grade of IS 513 (latest version)		☐ Online ☐ Original	☐ Y ☐ N	
3	ISO 9001:2015	Valid, issued by NABCB-accredited agency		☐ Online ☐ Original	☐ Y ☐ N	
4	ISO 14001:2015	Valid, issued by NABCB-accredited agency		☐ Online ☐ Original	☐ Y ☐ N	
5	ISO 45001:2018	Valid, issued by NABCB-accredited agency		☐ Online ☐ Original	☐ Y ☐ N	
6	BIFMA membership	Continuous membership for at least last 5 years; official screenshot from BIFMA website		☐ Online ☐ Original	☐ Y ☐ N	
7	AIOTA certification	Covering Educational and Office Furniture (including seating systems); screenshot attached		☐ Online ☐ Original	☐ Y ☐ N	
8	NABL laboratory licence / applicability declaration	NABL certification or applicability declaration for external testing		☐ Online ☐ Original	☐ Y ☐ N	
9	Compliance undertaking	Compliance undertaking submitted by bidder		☐ Online ☐ Original	☐ Y ☐ N	
10	Product data sheets / catalogues	OEM datasheets match the quoted items and the specifications; no mismatch		☐ Online ☐ Original	☐ Y ☐ N	

Format-3 result: ☐ **Satisfactory** ☐ **Not satisfactory**

Sl	Committee member (name)	Designation / Office	Signature & date	Bidder representative sign.
1				
2				
3				

****