



**Tender Ref. No:** IIPE/SnP/Mattress/2025-26/06

**Date:** 12<sup>th</sup> Dec, 2025

**NOTICE INVITING TENDER(NIT)**

Indian Institute of Petroleum and Energy (IIPE) Visakhapatnam (hereinafter referred to as the "Institute"), an Educational Institute of National Importance, invites sealed tender (Two Bid System) for procurement of '**Mattresses**' for **Students' Hostels of IIPE** at Vangali (V), Sabbavaram (M), Anakapalli District, Andhra Pradesh, from original Equipment manufacturer/dealer/agent/authorized distributor.

Bid document consisting of two parts is available on the Institute website <https://iipe.ac.in/alltenders> from where the same can be downloaded. This can also be accessed on CPPP Portal.

**Critical Dates of Tender:**

Sr. No	Particulars	Date	Time
1.	Date of Publication/Download of Tender	12 <sup>th</sup> Dec, 2025	16:00 Hrs.
2.	Bid Submission Start Date	12 <sup>th</sup> Dec, 2025	16:30 Hrs.
3.	Bid Submission Close Date	19 <sup>th</sup> Dec, 2025	15:00 Hrs.
4.	Opening of Technical Bids	19 <sup>th</sup> Dec, 2025	15:30 Hrs.
5.	Opening of Price Bids	Of only those bidders, who qualify in the technical evaluation. Schedule will be intimated later	

The bids should be submitted in two parts i.e. the Technical Bid and the Financial Bid. The envelop consisting of Technical bid documents and the envelop consisting of Financial bid documents should be put together in one separate envelop with super scribing "Technical & Financial Bids for procurement of '**Mattresses**' for **Students' Hostels of IIPE**."

Submission and opening of bids shall be as per the above schedule. Bids received after **15:00 Hrs.** on **19<sup>th</sup> Dec, 2025** shall be summarily rejected and no explanations whatsoever, shall be entertained in this regard. Complete tender documents in one envelop should be submitted at the address mentioned below:

The Tender Box,  
**C/o The Registrar**  
Indian Institute of Petroleum and Energy,  
2<sup>nd</sup> Floor, AU Engineering College  
Andhra University, Visakhapatnam – 530 003.  
Tele: 0891-2856015.  
Email: [procurement@iipe.ac.in](mailto:procurement@iipe.ac.in)

*Note:* All correspondence/ communication on the scheme should be made at the above address only.

**-Sd/-**  
**Acting Registrar**

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## **1.INSTRUCTIONS TO BIDDERS**

The institute is presently operating from a transit campus located at **2<sup>nd</sup> Floor, AU Engineering College, Andhra University, Visakhapatnam and is likely to shift to its permanent campus located at Vangali Village, Sabbavaram Mandal, Anakapalli District, Andhra Pradesh, on or before Dec, 2025.**

In cases of agents quoting on behalf of the manufacturers, one agent cannot represent two manufacturers or quote on their behalf in a particular tender enquiry. The manufacturer directly or through agent on his behalf can participate in the bidding.

Offers are invited from eligible parties directly (no brokers) based on the eligibility criteria and general terms and conditions mentioned below. Interested bidders may download the copy of the document from websites, i.e., <https://iipe.ac.in/alltenders> or <https://eprocure.gov.in/epublish/app>. Any corrigenda or amendments will be posted on the Institute's website only and the bidders are advised to keep visiting the Institute's website regularly for updates/changes.

A Committee duly constituted by the Competent Authority would evaluate the eligible Technical Bids submitted by the bidders and the Financial Bids (i.e., Commercial or Price Bids) of the short-listed bidders.

At the time of bid opening a 'Letter of authorisation for attending bid opening 'to be produced to the Committee.

### **The Bid document:**

The bids shall be in two parts i.e. (i) The unpriced Technical Bid (Part-I) and (ii) The Financial Bid (Part-II). The unpriced Technical Bids have to be submitted in **Annexure-A to Annexure-K and other relevant documents** while the Financial Bid shall be in **Annexure-L**.

#### **A. Unpriced Technical Bid (Part-I) :**

The Technical Bid consisting of **Annexure-A to Annexure-K and other relevant documents** shall be put in a sealed envelope duly super scripted "Technical Bid for procurement of Mattresses for Students' Hostels of IIPE".

#### **B. Financial Bid (Part-II):**

The Financial Bid (**Annexure – L**) should be put in a separate sealed envelope duly super scripted "Financial Bid for procurement of Mattress for IIPE Permanent Campus".

Thereafter both the envelopes should be put in separate larger sealed envelope duly super scripted "Technical & Financial Bids for procurement of '**Mattresses' for Students' Hostels of IIPE**".

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

Bidders are to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

Out of the Bids so received, the **Un-priced technical bid** of the offers received will be opened first on the given time & date while the Financial bid will be opened of only such bidders whose technical bids are found to be acceptable. Date and time of opening of the financial bids will be intimated separately to such short-listed bidders through e-mail. As such, the bidders should keep watching the Institute website regularly.

If any bidder desires to be present at the time of opening of bids, he shall either himself or his duly authorized representatives (**not more than two persons**) may remain present during the tender opening. No extension of time shall be permitted for the collection of Tender Documents and/or Tender opening date.

No request for clarification received after the stipulated date and time, shall be considered. IPE Visakhapatnam will issue clarification in writing only if deemed fit.

While submitting the bid, tenderers are requested to ensure that bids comply to the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon, will be borne by the tenderer, IPE Visakhapatnam will bear no financial implication on this account.

For Financial Bid, it is a mandate for the bidder that they submit the financial document as per **Annexure-L**.

If the last date of receiving / opening of the bids coincides with a holiday, then the next working day shall be the receiving / opening date.

The Bidder may seek clarifications on any clause of the tender document up to date mentioned in the bid document. Any request for clarification must be sent to the said e-mail with subject "**procurement of 'Mattresses' for Students' Hostels of IPE**". The Institute will respond through e-mail and, if institute deem necessary, it may amend the bid document as a result of any clarification.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating / complying with the changes / amendments issued, if any, during pre-bid meeting in their bid.

**Sub-Contracting:** No sub-contracting is allowed with regard to installation, commissioning, after sales service. This is the sole responsibility of the Bidder or his authorized agents.

**Amendment of bid document:**

At any time prior to the deadline for submission of bids, IPE Visakhapatnam may, for any reason modify the Bidding documents by amendment by issuing an addendum / corrigendum on Institute (IPE) website. The addendum/ corrigendum will be binding on all the bidders.

In order to afford prospective bidders reasonable time to take the amendment into account in preparing their bids, IPE Visakhapatnam may or may not, at its discretion, extend deadline for the submission of the Bid.

No Oral statements/written statement made by the Bidder after submission of tender shall be consider.

The Director, IPE Visakhapatnam reserves the right to **amend** or **withdraw** any of the terms and conditions mentioned in the tender document; and **reject** or **cancel** all the tenders without giving any notice or assigning any reason any time before the award of the contract. Further, the Director, IPE is not bound to accept the lowest tender, but has the liberty to close the tender process without awarding the contract to anyone if the lowest quote is found to be unreasonably low/ high. The decision of the Director, IPE Visakhapatnam in this regard shall be final and binding on all.

In case any document produced in support of eligibility criteria turns out to be not genuine before or after award of contract, the IPE reserves the right to blacklist or debar the bidder concerned from participating in the future tendering process of the Institute.

The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of IPE Visakhapatnam.

All the documents as per the tender document are to be submitted after duly certified by the authorized signatories.



## **1. TERMS AND CONDITON OF THE TENDER**

- Each and every page of bid including any other documents must be signed under seal of the bidder.
- The bids should be complete in all respects. Any bid incomplete in any manner would be liable for outright rejection.
- Cutting or overwriting should be avoided. However, in case of the same being inescapable, every such cutting/ overwriting should be duly attested.
- Bid being submitted must be the document duly downloaded from the Institute (IPE) website/ CPPP only and no other form. Bid in any other form or containing unrelated attachments or with conditions / riders shall not be entertained.
- Bids should be submitted in spiral binding preferably.
- Bids should be supported with proper documentary evidence to substantiate all the requirement prescribed in the bid document.
- Separate sheet may be attached if there is insufficient space in the relevant column/clause in which information / details are to be furnished.
- Part-I and Part-II of the bid document besides the letter of award of contract issued by the Institute to the successful bidder shall form and be the integral part of the contract.
- Bidder/Tenderer shall mean the company who submits the tender and enters into contract with IPE Visakhapatnam and shall include their executors, administrators, and successors and permitted assignees.
- Any conditional bid or a bid that is not in the prescribed Performa will not be accepted.
- The bid shall remain valid for a minimum period of **three months** from the last date of bid submission and it is must. No claim for escalation of the rate will be considered after the opening of the tender. No bidder shall be permitted to withdraw its bid before the aforesaid given time.
- Each paper of Bid Document must be signed under seal by the competent authority of the Bidder.
- MII Compliance as per Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017B.E. II dated 15th June 2017 and its subsequent amendments.
- This bid is governed by Institute's Purchase rules available on IPE website([www.iipe.ac.in](http://www.iipe.ac.in)).
- **Jurisdiction:** All disputes shall be subject to jurisdiction of Visakhapatnam Courts only.

**1. Performance Bank Guarantee (PBG):** (i) A Performance Bank Guarantee of 5% of the contract value shall be submitted by the Seller from any nationalized bank in favour of the Registrar, IPE Visakhapatnam. The PBG must cover the entire duration of the contract and remain valid for a period of 60 days beyond the date of completion of all contractual obligations including warrantee obligations,. The Performance Security must be submitted to the Buyer within 15 days from the date of award of the contract. No interest shall be payable on the Performance Security/ PBG or on any other amounts payable by the Seller to the Buyer under the contract.

(ii) If the vendor is found to be in violation of any terms and conditions of the contract at any stage during the tender or contract period, the Performance Bank Guarantee (PBG) shall be liable for forfeiture without any further notice.

**2. Delivery Period / Timeliness:** The **delivery & installation** of the ordered quantity must be completed within **15 days** from the date of placement of purchase order. The time is the essence of this contract. It is mandatory for the successful BIDDER to meet these timelines, as it is linked to commencement of the academic activities of the Institute for students.

**3. Part Delivery:** The staggered delivery of the item is acceptable within the delivery schedule, however the payment will be done only on completion of the entire order.

**4. Locations for the Supply / Services:** The materials covered by this document is required to be supplied and installed at IIPE Permanent Campus, Vangali Village, Sabbavaram Mandal, Anakapalli, Andhra Pradesh-531 034.

**5. Price:** The price quoted shall be considered firm and no price escalation will be permitted. The price criteria should be on F.O.R., IIPE. Govt. Levies if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price and taxes, if any.

**6. Inspection:** The inspection of the items supplied will be done by our committee in the presence of firm's representative. In case of receipt of the material in short supply or damaged condition the supplier will have to arrange the supplies/ replacement of goods free of cost.

**7. Indemnity:** The vendor shall indemnify, protect and save IIPE against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the material supplied as per this tender.

**8. Payment:** 100% Payment will be made against Installation & acceptance by IIPE within 30 Days on execution of complete delivery, submission of Invoice, 5% performance bank guarantee and any other document as required.

**9. Penalty for delayed Services / LD:** - As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise the IIPE will forfeit performance bank guarantee and also LD clause will be applicable /enforced. If the supplier fails to supply the items as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of **0.5%** of contract value per every week of delay subject to a maximum of **10%** of the total contract value beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier. IIPE reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the PBG.

**10. Risk Purchase Clause:** In event of failure of supply of the item within the stipulated delivery schedule by the bidder, IIPE has all the right to purchase the items from the other source on the total risk of the supplier under risk purchase clause.

**11. Warranty:** Minimum **3-year** comprehensive warranty covering sagging, foam collapse, stitching defects and material failures.

**12.** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to **25%** of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to **25%** of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly without any change in price or other terms and conditions.

**13. Acceptance and Rejection:** IIPE has the right to accept the whole or any part of the Tender or portion of the quantity offered or reject it in full without assigning any reason. The Mattresses received, if not found as per specification/ good/ superior quality, are liable to be rejected & returned and be replaced within **7 days** with no extra cost.

**14.** The samples submitted shall be physically examined to verify their compliance with the specified quality and technical criteria, mentioned in the tender document. Bidders who qualify in the Technical Bid stage will have their quoted items undergo sample evaluation by the Committee, if required. The sample submitted by the Bid Awardee will be retained as IIPE Property for future references. The bidder has to bear all the expenses related to submission and demonstration of the samples of each materials The technically rejected samples will be taken back by the bidders on their own cost.

## **15. Canvassing, Fraud and Corrupt practices:**

Bidders are hereby informed that canvassing in any form for influencing the process of notification of award would result in disqualification of the Bidder. Further, they shall observe the highest standard of ethics and will not indulge in any corrupt, fraudulent, coercive, undesirable or restrictive practices, as the case may be.

- a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official.
- b) "Fraudulent practice" means a misrepresentation of facts in order to influence Tender process or an execution of a contract to the detriment of the scheme and includes collusive practice among bidding Bidder/Authorized Representative (prior to or after bid submission) designed to establish bid prices at artificially non-competitive levels and to deprive the scheme the benefit of free and open competition;
- c) IIPE Visakhapatnam will reject a proposal for award if it determines that the Bidder have engaged in corrupt or fraudulent practices.
- d) IIPE Visakhapatnam will declare a firm ineligible, either indefinitely or for a stated period of time, for being awarded a contract if it at any time, it determines that the bidding agency have engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.

**16 .Action against the Bidder:** Furnishing incorrect information in the offer, failure to act according to tender condition, non-fulfilment of any or whole of the contract may entail black listing of bidder in addition to taking other appropriate action against the bidder.

**17. Disputes:** In respect of all tender conditions, and / or any matter connected therewith the decision of IIPE Visakhapatnam shall be final and binding. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Visakhapatnam Courts only.

In case of dispute of any claim, a committee consisting of the representative of the firm and IIPE Visakhapatnam will be set-up to resolve the dispute. However, this arrangement does not preclude the members to approach the regulatory authorities.

**18.Arbitration:**All disputes about the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed thereunder and in force shall be applicable to such proceedings. The Competent Authority of IIPE Visakhapatnam or a person nominated by IIPE Visakhapatnam shall be the sole Arbitrator. The costs of arbitration shall be borne equally by both the parties.

**19.Interpretation:** Should there be any misgivings or difference in the meaning or interpretation of any stipulation or clause of the bid document, the same shall referred to Director of the Institute whose decision in this regard shall be final and binding on the parties.

**20. Force Majeure:** IIPE may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder. If a Force Majeure situation arises, the Supplier shall promptly notify the IIPE in writing of such conditions and the cause thereof. Unless otherwise directed by the IIPE in writing, the Supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**21. Assistance to bidders:** Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority through e-mail at 'procurement@iipe.ac.in', Tel.No.:0891-2856015.

## 2. ELIGIBILITY CRITERIA

### Eligibility Criteria:

- (i) The bidder should have minimum experience of **three years** in the field of supply of mattresses and must have supplied not less than **300 mattresses** in one order to Government/ PSU/ Educational Institutes/ reputed organizations etc. Copies of relevant contracts and delivery acceptance certificates are to be attached.
- (ii) The minimum average annual financial turnover of the bidder during the last three years is **Rs. 75 lakhs**, ending on 31<sup>st</sup> March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
- (iii) Manufacturer should have a valid factory license for Manufacturing, assembling and supply of Mattress. Document proof to be submitted.
- (iv) **Required Certifications for supply of Mattresses:**
- The OEM must possess a valid **ISO 9001 certification** for manufacturing of mattresses or related foam products.
  - The mattress must comply with **IS 13489:2000** and applicable BIS standards.
  - Bidder must submit NABL-certified test reports for **foam density, compression set, ILD, and tensile strength**.
  - **Fire-Retardant Compliance:** Mattress fabric and foam must comply with **IS 7888 / equivalent FR standards**. Certificate to be submitted.

## 3. AWARD OF CONTRACT:

- (i) IIPE shall award the contract to the technically qualified eligible Bidder whose bid has been determined as the lowest evaluated commercial bid.
- (ii) If more than one Bidder happens to quote the same lowest price, IIPE reserves the right to award the contract to more than one bidder or any bidder. The decision of IIPE shall be final for awarding the contract.



**Specification of the Mattresses:**

Sl. No.	Mattress Specification	Qty.
01.	<ul style="list-style-type: none"> <li>• <b>Mattress size:</b> 75 inches x 36 inches x 4.5 inches (single bed mattress).</li> <li>• <b>Construction:</b> Multilayer <b>foam mattress</b> suitable for hostel/office use.</li> <li>• <b>Top Layer :</b> Printed Fabric, 12MM PU Foam Quilted.</li> <li>• <b>Bottom Layer:</b> Printer Fabric, 6MM PU Foam Quilted.</li> <li>• <b>Boarder:</b> Printed Fabric.</li> <li>• <b>Core :</b> 25MM Stiffer Foam , 45MM Rebounded Foam , 25MM Stiffer Foam.</li> <li>• <b>Packing :</b> PVC Packaging with non-woven protective covering.</li> <li>• <b>Density of Foam:</b>  <p>The mattress core shall consist of 25 mm stiffer foam (density <math>\geq 50 \text{ kg/m}^3</math>), 45 mm rebounded foam (density <math>\geq 90\text{--}100 \text{ kg/m}^3</math>), and 25 mm stiffer foam (density <math>\geq 50 \text{ kg/m}^3</math>).</p> <p>The quilted layers shall use PU foam of density 20–22 <math>\text{kg/m}^3</math> (top) and 18–20 <math>\text{kg/m}^3</math> (bottom).</p> </li> </ul>	<b>550 No's</b>

**FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS**

1	2	3	4	5	6
Sl.	Name of specifications/part / Accessories of tender enquiry as per technical specifications (Annexure-A) of the Tender Document.	Specifications of quoted Model/ Item	Compliance Whether "YES" or "NO"	Deviation, if any, to be indicated in unambiguous terms	Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature
1					
n					

**Note:** Bidders are required to fill this table as per the specifications given in the Tender Document.

The bidder should also submit the Brochure with technical details of the product supporting the compliance statement.

Signature & Stamp of the Bidder: \_\_\_\_\_

**MANUFACTURER'S AUTHORIZATION FORM****(On OEM's Letter Head)**

**[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer]**

Date:

Tender No./GeM Bid No.:

To

The Director  
Indian Institute of Petroleum and Energy  
Visakhapatnam – 530003

We \_\_\_\_\_[insert complete name of Manufacturer], who are official manufacturers of [Insert type of goods manufactured] having factories at [insert full address of Manufacturer's factories], do hereby authorize \_\_\_\_\_[insert complete name of Bidder] to submit a bid the purpose of which is to provide the following goods, manufactured by us \_\_\_\_\_[insert name and or brief description of the goods], and to subsequently negotiate and sign the contract.

We hereby extend our full guarantee and complete comprehensive warranty in accordance with the Terms and Conditions of Contract with respect to the Goods offered by the above firm.

**Authorized representative of the Manufacturer**

Signature:

Name:

Address:

Mobile No:

Email ID:

**Authorized Representative Bidder**

Signature:

Name:

Address:

Mobile No:

Email ID:

**BID SECURING DECLARATION FORM**  
(ON COMPANY LETTER HEAD)

Tender No.

Dt:

To,

The Registrar,  
Indian Institute of Petroleum and Energy,  
2nd Floor, AU Engineering College,  
Andhra University, Visakhapatnam – 530 003.

I / We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am / We are in a breach of any obligation under the bid conditions, because I/We

(a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) Having been notified of the acceptance of our Bid by the purchase during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not successful Bidders, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Officer authorized to sign the bid documents on behalf of the bidder.

Specimen Signature : \_\_\_\_\_

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

Designation : \_\_\_\_\_

Duly authorized to sign the bid for an on behalf of (Complete Name of Bidder) \_\_\_\_\_

Dated on \_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_ (Date of Signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid



**PREVIOUS SUPPLY ORDERS FORMAT**

Name of the Firm \_\_\_\_\_

Order placed by {Full address of Purchaser]	Order No. and Date	Description and quantity of ordered item	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & those quoted to us.	Has the item been installed satisfactorily?	Contact Person along with Telephone no., Fax no. and e-mail address.

Signature and Seal of the Manufacturer/ bidder .....

Place:

**ACCEPTANCE OF TENDER TERMS**  
(ON COMPANY LETTER HEAD)

Date: DD/MM/YYYY

To,

The Director  
Indian Institute of Petroleum and Energy  
Visakhapatnam - 530003

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely \_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ Organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
5. I/ We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ Organization shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including that we can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**6. DECLARATION FOR NON-BLACK LISTING**  
(ON COMPANY LETTER HEAD)

I, \_\_\_\_\_ hereby certify that all the information and data furnished by me with regard to this tender specification \_\_\_\_\_ are true and complete to the best of my knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

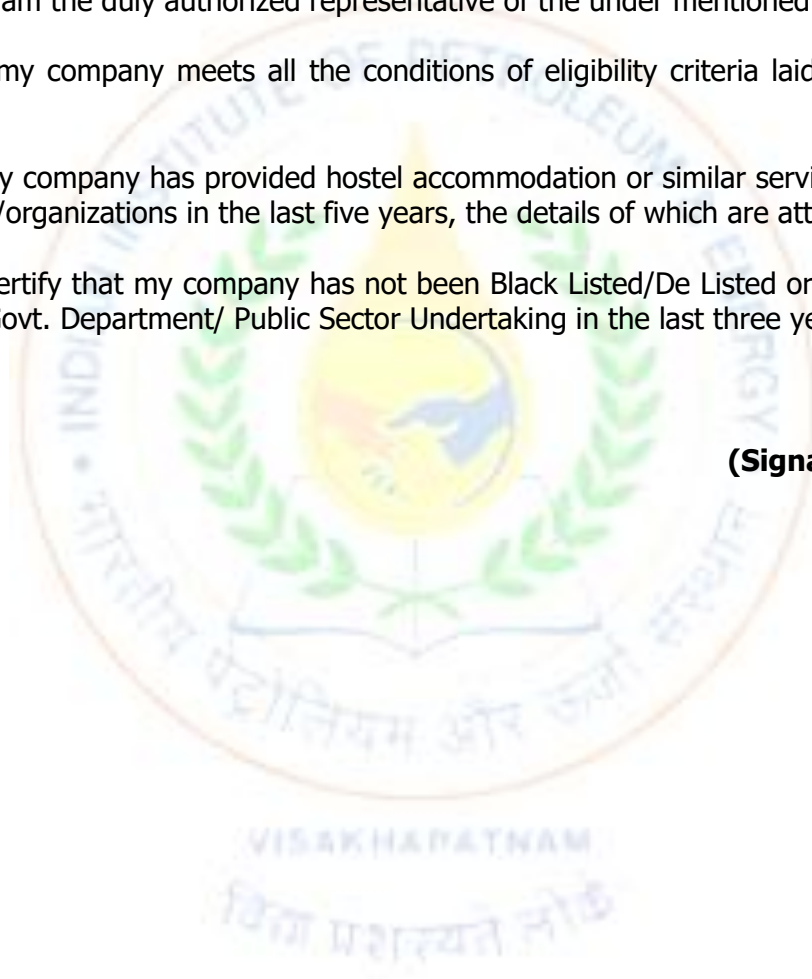
I, further certify that I am the duly authorized representative of the under mentioned tenderer.

I, further certify that my company meets all the conditions of eligibility criteria laid down to take part in the tender.

I further certify that my company has provided hostel accommodation or similar services to at least three major companies/institutions/organizations in the last five years, the details of which are attached.

I, further specifically certify that my company has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

**(Signature of the Tenderer)**



**CERTIFICATE BY BIDDER- DPIIT REGISTRATION**

**(Certificate on Company Letterhead)**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed).

I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered for this tender no. \_\_\_\_\_ dated \_\_\_\_\_ listed by IIPE Visakhapatnam.

Signature with Date and  
Stamp of the Bidder





**DECLARATION FOR LOCAL CONTENT**  
***(on OEM's letter Head)***

(to be given on Company Letter Head – for tender value below Rs. 10 crores)

(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for tender value above Rs.10 Crores)

Date: .....

To

The Director  
 Indian Institute of Petroleum and Energy  
 Visakhapatnam – 530003

Sub: Declaration of Local Content

Tender/Bid Reference No. \_\_\_\_\_

Name of Tender/ Work: \_\_\_\_\_

1. Country of Origin of Goods/Service/Work being offered: \_\_\_\_\_
2. We hereby declare that goods/service/work offered has \_\_\_\_\_ **% local content** (Please mention exact %).
3. Details of location at which local value addition will be made/ made: (Complete address to be mentioned)  
 \_\_\_\_\_

"Local Content" means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

"False declaration will be in breach of Code of Integrity under Rule 175 ((1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law."

Yours Faithfully,

(Signature of the Bidder, with official seal)

**BIDDER INFORMATION FORM**

Company Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

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

Name of Partners /Director: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Company's Establishment Year: \_\_\_\_\_

Company's Nature of Business: \_\_\_\_\_

**Contact Details:**

Contact Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Email Id: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Company's Legal Status (tick on appropriate option)	1) Limited Company	
	2) Undertaking	
	3) Joint Venture	
	4) Partnership	
	5) Others	
Company Category	1) Micro Unit as per MSME	
	2) Small Unit as per MSME	
	3) Medium Unit as per MSME	
	4) Ancillary Unit	
	5) SSI	6) Others

**Other Details**

Vendor's PAN No. \_\_\_\_\_

Vendor's CST No/LST No/WCT No/TIN No: \_\_\_\_\_

(Signature of the Bidder, with official seal)

**BILL OF MATERIALS**

(Bidder should provide the following details on Letter head)

Quotation Ref. No:

Date:

Name of the Bidder \_\_\_\_\_

Bid Ref. No. \_\_\_\_\_

Sr.No.	Item Description	Country of Origin	Make/Model	HSN Code	GST%	Qty
1						
2						
n						

(Signature of the Bidder, with official seal)

**COMMERCIAL / FINANCIAL BID**  
(ON COMPANY LETTER HEAD)

**Name of the Work:** Procurement of Mattresses for Students' Hostels of IIPE at its Permanent Campus, Vangali Village ,Sabbavaram, Anakapalli District, Andhra Pradesh.

Name of the Bidder/Firm:

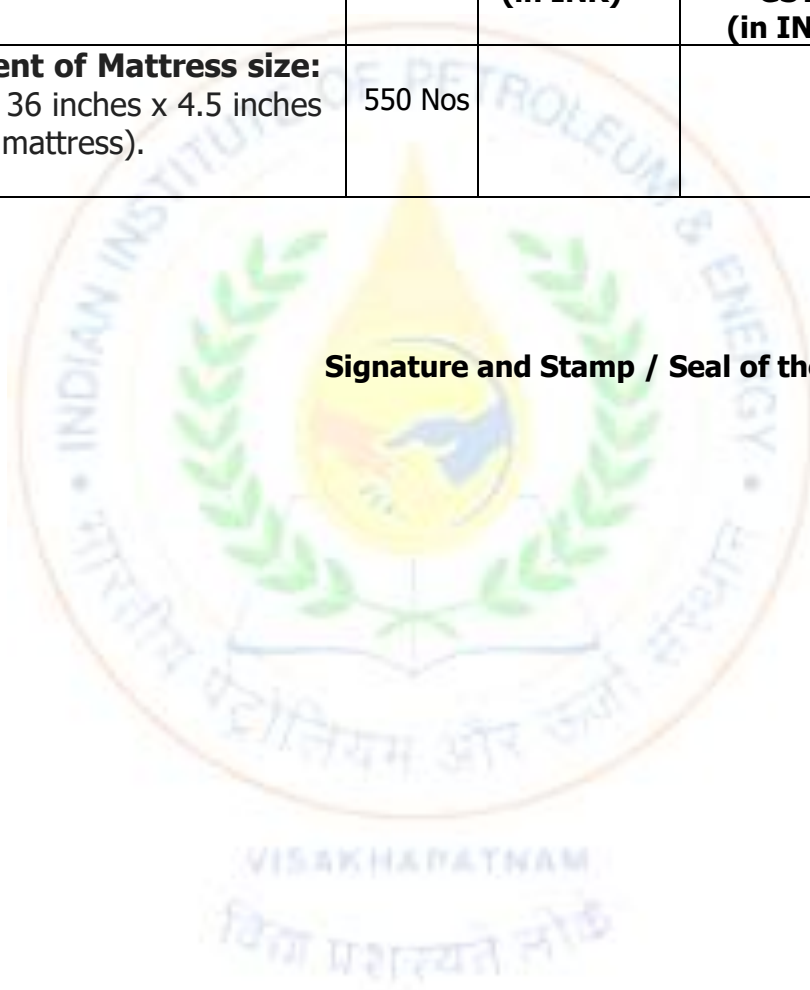
Tender/Bid Ref. No & Date:

Sl.No	Description of Item	Qty.	Unit Rate (in INR)	Applicable GST (in INR)	Total Amount Rs.
01	<b>Procurement of Mattress size:</b> 75 inches x 36 inches x 4.5 inches (single bed mattress).	550 Nos			

**Place:**

**Date:**

**Signature and Stamp / Seal of the Bidder of the Bidder**





## CHECKLIST

Sl. No.	Name of the Document	Document Particulars	Submitted (Yes/No)?
<b>1. ENVELOPE/PART-I (TECHNICAL BID)</b>			
1.	Copy of PAN Card		
2.	Incorporation/Registration certificate of company, if any		
3.	Copy of GST Registration		
4.	Specification of the Mattresses <b>as per Annexure-A</b>		
5.	Experience Criteria		
6.	Compliance Statement as per <b>Annexure-B</b>		
7.	Manufacturer's /OEM Authorisation as per <b>Annexure-C</b>		
8.	Bid Securing Declaration Form as per <b>Annexure-D</b>		
9.	Previously supplied order list as per <b>Annexure-E</b>		
10.	Acceptance of Tender Terms as per <b>Annexure-F</b>		
11.	Declaration for Non-Blacklisting as per <b>Annexure-G</b>		
12.	DPIIT Registration as per <b>Annexure -H</b>		
13.	Declaration of local content as per <b>Annexure-I</b>		
14.	Bidder Information as per <b>Annexure-J</b>		
15.	Bill of Materials as <b>per Annexure-K</b>		
16.	Micro and Small Enterprises (MSEs) (if applicable): for Purchase Preference as per T&C of this tender.		
17.	Brochure of the product offered.		
18.	Certifications, Valid factory license of supply of Mattresses, Bidder Turnover and Copies of relevant contracts and delivery acceptance certificates.		
19.	<b>Warranty:</b> Onsite warranty minimum 3 Years (As Standard Manufacturer's warranty /Company norms) from the date of Installation .		
20.	<b>Delivery Schedule:</b> Within 15 days from the date award of the contract.		
21.	<b>Bid Offer Validity:</b> 90 days (From End date)		
<i>All other necessary documents to be submitted as per the bid document wherever is required.</i>			
<b>2. ENVELOPE/PART-II (FINACIAL BID) AS PER ANNEXURE -L</b>			

**Note:** Submission of bid without the above-mentioned documents may leads to rejection/disqualification of the Bid.

**Signature of the bidder with stamp**