

Request for Proposal (RFP)

Tender for Procurement of Furniture and Ancillary Materials

Bid Ref No. Reg/SIRJJSAAD/ Procurement of Furniture and Ancillary Materials/2025-26

Reference No.: Reg/JJ/2025-26/69 **Date:** 13/02/2026



**Sir J.J. School of Art, Architecture and Design, Mumbai
(Deemed University Under De-Novo Category)**

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DISCLAIMER

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. **The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.**

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

e-Tender Notice

Sir J. J. School of Art, Architecture and Design, (Deemed to be University under De-Novo Category), Mumbai (hereinafter referred to as "SIRJSAAD") invites online bids through the e-Tender portal (<https://mahatenders.gov.in/>) for the Furniture and Ancillary Material as per the particulars mentioned below:

Sr.No.	Bid No.	Name of Items/Goods/ Services/Work	EMD Amount (Rs.)	Tender Fee Fee (in ₹)
1	Reg/SIRJSAAD/ Procurement of Furniture and Ancillary Materials /2025-26	Procurement of Furniture and Ancillary Materials	Rs. 2,00,000/- (Two Lakhs Only) (Online)	Rs. 25,000/- (Twenty-Five Thousand Only) (Online)

Sr.No.	Particulars	Date and time
1.	Date of Publishing of Tender	13/02/2026
2.	Prebid meeting	20/02/2026 at 11:30 AM
3.	Date & time of Online bid submission	27/02/2026 up to 03:00 PM
3.	Date & time of online technical bid opening	02/03/2026 at 03:00 PM
4.	Date of presentation by the Bidder	To be communicated later
4.	Date of opening of Financial Bid	After technical evaluation of received bids

1. INTRODUCTION

1.1 About The University

Sir J. J. School of Art was established in 1857 in South Mumbai on a 9-acre campus. It was named after Sir Jamshedji Jeejeebhoy in recognition of his generous donation for its establishment. In 1866, the management of the institution was taken over by the Government of India under the British regime. Over the years, specialized studios and departments were established, including Decorative Painting, Modelling, Ornamental Iron Work (1865), and the Department of Art-Crafts (1891). The School of Architecture commenced its first course in 1900.

Subsequently, the Departments of Architecture and Applied Art were renamed as Sir J. J. College of Architecture and Sir J. J. Institute of Applied Art, respectively. In 1981, the institution became affiliated with the University of Mumbai.

The institution offers undergraduate and postgraduate programmes leading to BFA and MFA degrees. It comprises departments such as Drawing and Painting, Sculpture and Modelling, Mural, Portraiture, Printmaking, Arts and Crafts (including Ceramics, Metal Work, and Textiles), Interior Decoration, and Teacher Training programmes. The courses emphasize practical training supported by art history and aesthetic studies, blending Indian and European artistic traditions.

The institution has consistently encouraged academic excellence along with workshops and co-curricular activities. Over the years, it has produced distinguished alumni, including recipients of prestigious national and international honours such as the Oscar, the Pritzker Prize, and multiple Padma Awards.

The Government of Maharashtra, Higher and Technical Education Department, constituted a Task Force on 19 September 2022 in response to the Letter of Intent dated 27 October 2021 received from the Department of Higher Education, Government of India. Based on the recommendations of the Task Force, the Government of Maharashtra, vide Government Resolution dated 07 July 2023, approved the proposal to rename the institution as “**Sir J. J. School of Art, Architecture and Design (Deemed to be University under De-novo Category)**”

Subsequently, the Ministry of Education, Government of India, on the advice of the UGC and in exercise of powers conferred under Section 3 of the UGC Act, 1956, vide Notification dated 19 October 2023, declared:

Sir J. J. School of Art, Fort, Mumbai;
Sir J. J. College of Architecture, Fort, Mumbai; and
Sir J. J. Institute of Applied Art, Fort, Mumbai

as an **Institution Deemed to be University under the De-novo category.**

For more information about the University and its initiatives, please visit <https://sirjjuniv.in>

1.2 Request for Proposal

Tenders are hereby invited from eligible, reputed, and qualified bidders (hereinafter may be referred to as “Firms” or “Vendors”), which may include sole

proprietorships, partnerships, companies, or other legal entities, possessing demonstrable experience and technical capability for the procurement of Browsing facility for e-Journals, as detailed in the Scope of Work of this RFP document. This invitation is open to all such entities meeting the pre-qualification criteria specified herein. To ensure that prospective Firms have adequate time to consider any amendments, clarifications, or corrigenda, the University reserves the right, at its sole discretion, to extend the deadline for the submission of proposals.

1.3 Pre-Qualification Criteria

Prospective bidders (Firms) meeting the following minimum pre-qualification criteria are ONLY eligible to respond to this RFP. Checklist of Eligibility criteria should be as per the following table:

Bidder / Vendor who fulfill the criteria mentioned in the table given below are eligible for technical evaluation. Bid documents received from the bidder/vendor who do not fulfill any of the following criteria are liable to be rejected. Only those bidders fulfilling the following criteria shall be considered for further stages of evaluation.

Technical Qualification / Eligibility Criteria as below -

S.N.	Basic Requirements	Parameters / Criteria	Documents to be Submitted
1	Company Registration	Bidder/OEM/Service Provider must be a company registered under the Indian Companies Act 1956/2013 / LLP registration under LLP Act / Indian Partnership Act 1932 and must be in existence for at least 5 years as on 31st March 2025.	Certified copy of Company Registration Certificate issued by the Registrar of Companies (RoC). / Registration of Incorporation / Shop and Establishment / Partnership Deed duly signed by the authorized signatory of Bidder
2	Financial Turnover	Minimum average annual turnover of Rs. 2 Crores during the last three financial years (FY 2022–23, 2023–24, 2024–25 or latest available).	Certificate from the Statutory Auditor / Chartered Accountant clearly stating the turnover of the bidder as 31st March of the corresponding financial years. and Copy of the audited Profit and Loss statement of the company for the last 3 financial years.
3	Tax Returns	Bidder must have filed IT Returns for the last three financial years up to March 2025 and GST 3B returns from April 2020 to March 2025.	ITR acknowledgements and GST 3B return filings.
4	Legal Entity & Statutory Registrations	The bidder must be a legal entity with valid PAN and GST registration.	Copy of PAN, GST Registration Certificate, Certificate of Incorporation, and Partnership Deed (if applicable).
5	OEM Related	Bidder must be a manufacturer or an authorized dealer of a reputed OEM.	Affidavit on ₹500 Non-Judicial Stamp Paper by authorized signatory.
6	A. Technical Proposal Covering Letter B. Financial Profile C. Profile of Company	As per prescribed annexures.	A. Form T1 B. Form T2 C. Form T3
7	EMD	EMD of Rs. 2,00,000/- must be submitted.	Online payment proof or transaction acknowledgment.

8	Similar Work Experience	Bidder/OEM/Service Provider must have minimum 05 years' experience in supplying similar equipment to government bodies or universities.	Work Orders, MoUs, Completion Certificates from clients. (Annexure G)
9	Similar Projects in Last 5 Years	At least two similar projects have completed/implemented in the last 5 years.	Certified copies of LOIs/ Contracts/ Agreements.

S.N.	Basic Requirements	Parameters / Criteria	Documents to be Submitted
10	Escalation & Support Matrix	The bidder must submit an escalation and service support plan.	Detailed write-up on service support and escalation procedure. List of service centers in Mumbai.
11	Blacklisting	Bidder should not be blacklisted by the Government of India / State Government / Local Bodies.	Undertaking in the format prescribed in Annexure E.
12	Non-Infringement Declaration	Bidder must confirm no violation of any intellectual property rights.	Declaration in format T.4.
13	Corrupt and Fraudulent Practices	Bidder must not be under any declaration of ineligibility by Government of Maharashtra for corrupt/fraudulent practices.	Self-declaration on letterhead.
14	Presentation (if required)	Bidder should be available for product walkthrough/demo to the evaluation committee.	Not applicable unless called for.
15	Acceptance of Terms & Conditions	Bidder must agree to all Terms & Conditions of the tender.	Signed copy of Appendix-1 and Annexure F.

The Bidder / OEM shall provide information which shall include: -

1. Payment receipt of Tender and EMD
2. Minimum 3 previous financial years average turnover of OEM should be 35 Crores.
3. Bidder turnover in Govt. / PSU should be minimum 50 Lakhs.
4. The Bidder / OEM should have successfully executed similar type of work (Furniture & Interior) in the last 3 Years in Government Sector / Private Sector of minimum 50 Lakhs along with performance certificate.
5. OEM should have submitted ITR, Profit & Loss and Balance sheet duly certified by CA for the last 3 financial years.
6. The Bidder should have functional office/ service center in Maharashtra with GST and Shop & Establishment Act Registration.
7. Latest GSTR-3B to be uploaded by the bidder.
8. Bidder from Maharashtra Region will be given price preference as per government policy about MSME.
9. Since it is necessary to complete the work order 31st March 2026, Preference will be given to MMR Vendors, all other things being equal.

10. Site visit certificate to be uploaded along with technical details, not uploading the same will result in disqualification.
11. If the buyer requires sample during technical evaluation, the same should be provided with 7 days.
12. OEM should furnish valid certificates for the following, ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 50001:2018, ANSI/BIFMA E3, BIFMA LEVEL 2, BIFMA LEVEL 3, GREEN GUARD, GREEN PRO, Factory License, GST Registration, PAN Card, MSME Certificate.
13. The OEM should have the list below of Plant & Machinery with photographs:
 - 1) Beam Saw CNC.
 - 2) Saw Machine.
 - 3) Cold Press Machine.
 - 4) Reverse Edge Binding Wood Tech KDT CNC.
 - 5) Straight Edge Bending Wood Tech KDT.
 - 6) Straight edge binding - Homag.
 - 7) Triple Edge Multi Boaring Max Wood.
 - 8) Multipurpose CNC Machine – Centateq P100.
 - 9) Post Warming Machine - Techomeg
 - 10) Conveyor Powder Coating 7 Tank.
 - 11) Manual Batch type Powder Coating System.
 - 12) Hook Type Powder Coating 7 Tank.
 - 13) SOCO NC pipe cutting machine.
 - 14) HSG R1 Pipe Cutting Machine.
 - 15) Power Press APT Machine.
 - 16) Embossing Machine.
 - 17) HSG Laser Cutting Machine.
 - 18) Pallet wrapping Machine.
 - 19) Mark Air Compressor.
 - 20) GHBM Press Break Machine.
 - 21) CNC Bending Machine GHBM.
 - 22) Sheet Cutting Machine.
 - 23) Deep Gooseneck Punch.
 - 24) Hamming Punch Machine
 - 25) DEG Self Centering Double V Die.
 - 26) Pipe Rolling Machine with Accessories.
 - 27) IHP Air Compressor.
 - 28) Wison 20 KVA Pneumatic Spot-Welding Machine.
 - 29) Miles Pneumatic Stapler 3MM Pin.
 - 30) Digital Weighing Machine 100 Kgs
 - 31) Digital Weighing Machine 50 Kgs

B. TENDERING PROCEDURE

2. GUIDELINES TO BIDDERS ON THE OPERATIONS OF ELECTRONIC TENDERING SYSTEM OF SIR J. J. SCHOOL OF ART, ARCHITECTURE AND DESIGN, (SIRJISAAD) MUMBAI

2.1 BLANK TENDER FORMS

Tender Form can be downloaded from the Tendering Portal of Government of Maharashtra i.e. <https://mahatenders.gov.in> after entering the details of payment towards Tender Fees as per the Tender Schedule.

2.2 The tender submitted by the bidder shall be deemed to be based on the clarifications and any additional facilities, if offered, by the SIRJISAAD. The bid shall be unconditional in all respects. Any conditional tender is liable to be summarily rejected without further consideration.

2.3 All bidders are hereby cautioned that any tender containing deviations from the stipulated contractual terms and conditions, technical specifications, or other requirements shall be treated as non-responsive and liable for rejection. The bidder shall explicitly state in the covering letter that their offer—both technical and commercial—is fully compliant and does not include any conditions or deviations from the terms and conditions set forth in the tender document. Even in the absence of such a statement, it shall be deemed that the bidder has unconditionally accepted all terms and conditions of the tender.

2.4 Tenderers should have valid Class III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to <https://mahatenders.gov.in/> the procedure mentioned in the document “Procedure for application of Digital Certificate”.

2.5 For any assistance on the use of Electronic Tendering System, the Users may call the number: 24x7 Help Desk Numbers.

2.6 Tenderers should install the Mandatory Components available on the Home Page of <https://mahatenders.gov.in/> under the section “Mandatory Components” and make the necessary Browser Settings provided under section “Internet Explorer Settings” <https://mahatenders.gov.in/>

3. Pre-requisites to participate in the Tenders processed by Sir J. J. School of Art, Architecture and Design, Mumbai

3.1 Enrolment and Empanelment of Bidders on Electronic Tendering System: The Bidders interested in participating in the Tendering process of Sir J. J. School of Art, Architecture and Design, Mumbai by using the Electronic Tendering System shall be required to enroll on www.mahatenders.gov.in the Electronic Tendering System to obtain user ID.

After submission of application for enrolment on the System, the application information shall be verified by the authorized representative of the Service Provider. If the information is found to be complete, the enrolment submitted by the Vendor shall be approved.

The Bidders may obtain the necessary information on the process of enrolment either from Helpdesk Support team or enrolled directly on Web site <https://mahatenders.gov.in/>

4. STEPS TO BE FOLLOWED BY BIDDERS TO PARTICIPATE IN THE E-TENDERS PROCESSED BY MAHATENDERS

4.1 PREPARATION OF ONLINE BRIEF CASE

All Bidders enrolled on the Electronic Tendering System of Government of Maharashtra are provided with dedicated briefcase facility to store documents / files in digital format. The Bidders can use the online briefcase to store their scanned copies of frequently used documents / files to be submitted as a part of their bid response. The Bidders are advised to store the relevant documents in the briefcase before starting the Bid Preparation and submission stage.

In Case, the Bidders have multiple documents under the same type (e.g. multiple Work Completion Certificates) as mentioned above, the Bidders are advised to either create a single pdf file of all the documents of same type or compress the documents in a single compressed file in .zip or .rar formats and upload the same.

It is mandatory to upload the documents using the briefcase facility. Therefore, the Bidders are advised to keep the documents ready in the briefcase to ensure timely bid preparation.

Note: Uploading of documents in the briefcase does not mean that the documents are available to Sir J. J. School of Art, Architecture and Design, Mumbai at the time of tender Opening stage unless the documents are specifically attached to the bid during the online Bid Preparation as well as during discussion.

4.2 ONLINE VIEWING OF DETAILED NOTICE INVITING TENDERS

The Bidders can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenders released by Sir J. J. School of Art, Architecture and Design, Mumbai on the e-Tendering Portal on <https://mahatenders.gov.in> under the Organization **Sir J. J. School of Art, Architecture and Design, Mumbai**

4.3 SHORT LISTING OF BIDDERS FOR FINANCIAL BIDDING PROCESS

4.3.1. Short listing Criteria University will shortlist the bidders list who meet the Qualification criteria mentioned in this RFP document

Technical Evaluation:

- ▶ Only those bids which satisfy the Tender Eligibility criteria stated above shall be considered for the technical evaluation.
- ▶ The Technical Evaluation Committee constituted by Sir J. J. School of Art, Architecture and Design, Mumbai will evaluate the responses to the Tender and all supporting documents / documentary evidence. To assist in the examination, evaluation and comparison of bids at its discretion may ask the bidder for clarification / confirmation of compliance of its bid. The request for clarification/ confirmation of compliance and the response shall be in writing. However, no post bid clarification / confirmation of compliance at the initiative of the bidder shall be entertained. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection of the bid(s).

- ▶ The Technical Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations/non-conformances.
- ▶ The Technical Evaluation Committee reserves the right to accept or reject any bid, and to annul the Tender process at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for this action.
- ▶ Each of the responses shall be evaluated as per the criteria and requirements specified in this Tender.
- ▶ The decision of the Committee will be final in this regard.
- ▶ After the technical evaluation is completed, Sir J. J. School of Art, Architecture and Design, Mumbai will only notify qualified bidders for financial bid opening.

Financial Bid Evaluation:

- ▶ All Financials bids submitted on the e-Procurement portal of technically qualified bidders only shall be opened on the specified date and time. The evaluation committee shall evaluate the financial bid values to ascertain its compliance to the clauses / criteria stated in this tender document.

4.3.2. Sir J. J. School of Art, Architecture and Design, Mumbai Right to Accept Any Bid and to reject any or All Bids

Sir J. J. School of Art, Architecture and Design, Mumbai reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for Sir J. J. School of Art, Architecture and Design, Mumbai action.

4.3.3. Mandatory Office and Operational Site Visit (if required)

All bidders shortlisted in the technical evaluation stage must facilitate a visit to their office and/or Operational site facility by representatives of the tendering authority prior to the opening of the financial bid. This visit is to ensure the bidder's capability, infrastructure, and resources are adequate for fulfilling the requirements outlined in the tender document.

4.3.4. Schedule and Notification

The tendering authority will provide a formal notification to the shortlisted bidders, specifying the dates and time for the facility visit. The bidder must ensure their facilities are accessible and key personnel are available for the visit during the specified period.

4.3.5. Office/Operational Site visit Assessment

During the visit, the following aspects will be evaluated:

Infrastructure: Adequacy of the office and Operational setup, including relevant equipment, tools, and technology.

Human Resource: Availability of skilled personnel and their capacity to handle the project requirements.

Production/Service Capability: Assessment of the bidder's ability to meet production timelines, quality standards, and output volume, as required by the tender.

Compliance: Conformance with safety standards, legal regulations, and quality management systems.

Logistics and Storage: Storage facilities, inventory management, and logistics capabilities as applicable to the project.

4.3.6. Bidder Obligations

The bidder must cooperate fully with the tendering authority during the visit and provide all necessary documents, certificates, and access to areas deemed relevant to the evaluation. Failure to provide full access or required information may result in disqualification from further consideration.

4.3.7. Impact on Financial Bid Opening

The results of the office and factory visit will be taken into account before opening the financial bid. Only bidders who pass the facility inspection to the satisfaction of the tendering authority will be eligible for financial bid evaluation. Bidders who fail to meet the required standards during the visit will be disqualified from the tender process.

4.3.8. Cost and Liability

All costs related to arranging and accommodating the office and operational site visit will be borne by the bidder. The tendering authority shall not be responsible for any expenses incurred during the process.

4.3.9. Confidentiality

The tendering authority ensures that any sensitive or proprietary information observed during the visit will be treated with confidentiality and will not be disclosed or used for purposes other than tender evaluation.

4.3.10. Prices shall be quoted entirely in Indian Rupees.

The prices shall be on a fixed price basis and should not be linked to the foreign exchange. The accommodation, travel expenses, logistics, freight charges, Octopi and any other expenses for completing the Scope of Work, should be borne by the selected bidder. The uploading of the financial bid along with the technical bid, will lead to rejection of the bid. The Charges/fees quoted should be inclusive of all taxes, duties, etc., and the same shall be deducted as per provisions of law. The bidder who has quoted the lowest all-inclusive price would be declared as L1 bidder.

4.3.11. Non-Workable Rates and Additional Performance Bank Guarantee

If a bidder quotes rates beyond the permissible range of less than 20% and above 10% of the estimated cost, such rates will be considered non-workable. In such cases, the bidder will be required to provide an additional performance bank guarantee to cover the risk associated with the non-workable rates as per Government of

Maharashtra Guidelines. The amount and terms of this additional guarantee will be specified by the tendering authority. Failure to submit the required additional performance bank guarantee will result in the bid being deemed non-compliant and may lead to disqualification from further consideration.

5. AWARD OF CONTRACT

Sir J. J. School of Art, Architecture and Design, Mumbai shall award the Contract to the successful bidder(s) whose bid has been determined to be substantially responsive and has been determined as the lowest price bid, provided further that the bidder abides by all clauses / criteria stated in the tender and is determined to be qualified to perform the Contract satisfactorily. In order to see the supply, execution of contract Sir J. J. School of Art, Architecture and Design, Mumbai.

6. WARRANTY

With respect to the warranty terms, the provisions of the applicable Government Resolutions (GRs) shall apply and be binding on the successful bidder.

The Supplier warrants that the Goods / items supplied under this Contract are new, unused, of the most recent or current models and they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods / items supplied under this Contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination. This warranty shall remain valid for duration mentioned in this tender after the Goods / items or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. All the equipment should be supplied with a minimum of 3-years onsite warranty.

7. TENDER SCHEDULE (KEY DATES)

The Bidders are strictly advised to follow the Dates and Times allocated to each stage under the column “Bidders Stage” as indicated in the Time Schedule in the detailed tender notice for the Tender. All the online activities are time tracked and the electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule. At the sole discretion of the tender Authority, the time schedule of the Tender stages may be extended.

8. DOCUMENTS TO BE SUBMITTED AND TENDER OPENING:

8.1 COVER NO. I (TECHNICAL BID - DOCUMENTS)

The first Cover clearly marked as “Cover No. I” shall contain scanned copy of documents as per the check list criteria of eligibility for pre-qualification.

8.2 TOTAL ONLINE SUBMISSION (no offline)

All documents are to be submitted online including tender fee Rs. 25,000/- + (GST) and EMD Rs. 2,00,000/-.

8.3 QUALIFYING CRITERIA

The Bidders shall submit an affidavit (as per format) regarding completeness, correctness and truthfulness of documents submitted in Cover I.

8.4 All required documents must be submitted by the Bidders in **Cover I**, duly filled, complete, and correct in all respects. Failure to do so shall result in **Cover II not being opened**, irrespective of whether the Bidder meets the qualifying criteria. Furthermore, Bidders may be disqualified if any false or misleading statements or documents are found in the submissions provided as proof of qualification.

8.5 COVER II (FINANCIAL BID-TENDER)

The second envelope, "COVER II", shall contain only the main tender. The Tenderer must submit their financial offer by quoting item-wise rates strictly within the designated sections of the **Bill of Quantities (B.O.Q.) template**, which is to be submitted **online only** in **COVER II**. No pricing information—direct or indirect—shall be disclosed or included in **COVER I**; any violation of this condition may lead to disqualification.

It is hereby clarified that the bidder shall be mandatorily required to supply all individual items specified in the Bill of Quantities (BOQ) as an integral and non-divisible part of the contract. Partial or selective bidding for certain items shall not be permitted under any circumstances. Any bid which does not cover the entire BOQ shall be treated as non-responsive and summarily rejected in accordance with the provisions of this tender.

Bidders are required to quote for the specified work/equipment/e-resources strictly in accordance with the details provided in the main tender, and in consideration of the complete set of tender conditions, including any clarifications, deviations, or additional stipulations issued by the University and made available through the Government of Maharashtra's e-Tendering portal: <https://mahatenders.gov.in>.

8.6 SUBMISSION OF TENDER

Refer to Section "**Guidelines to Bidders on the operations of Electronic Tendering System of <https://mahatenders.gov.in>**" for details.

8.7 OPENING OF TENDERS

On the date specified in the Tender Schedule, following procedure shall be adopted for opening of the Tender.

(A) COVER I: (TECHNICAL BID-DOCUMENTS)

The first envelope, "Cover I", will be opened online to verify compliance with the tender requirements. If the scanned copies of the documents submitted in this cover are found to be incomplete, incorrect, or non-compliant with the University's stipulated criteria, a remark to that effect shall be duly recorded by the tender opening authority. In such cases, **"Cover II" of the respective tender shall not be opened or considered for further evaluation**, and this decision shall be officially noted.

The decision of the tender opening authority in this regard shall be **final, conclusive, and binding** on all bidders, and no claims or disputes in this respect shall be entertained.

(B) COVER II: (FINANCIAL BID-TENDER)

Cover II shall be opened online only after the successful verification and acceptance of the contents of Cover I by the Sir J. J. School of Art, Architecture and Design, Mumbai. Upon opening, the item-wise rates quoted in **Financial Bid (BOQ)** shall be reviewed and recorded by the **duly constituted Purchase Committee** of the University, in accordance with the applicable procurement procedures.

It is hereby clarified that the bidder shall be mandatorily required to supply all individual items specified in the Bill of Quantities (BOQ) as an integral and non-divisible part of the contract. Partial or selective bidding for certain items shall not be permitted under any circumstances. Any bid which does not cover the entire BOQ shall be treated as non-responsive and summarily rejected in accordance with the provisions of this tender.

9. EARNEST MONEY

The earnest money deposit will be refunded in due course in case of tenderers whose tenders are not accepted. In case of successful tenderer/bidder, the Earnest money will be refunded after paying the initial security deposit and completing the tender documents by the Tenderer/ bidder. The amount of Earnest Money will be forfeited to university in case the successful Bidders does not pay the amount of initial security deposit within specified time limit. **Earnest Money Exemption relevant certificate MSME / NSSI /Startup etc. shall be accepted.**

10. SECURITY DEPOSIT

Successful Bidders will be required to pay a sum fixed by the Purchasing officer as **security deposit i.e. 5% of the quoted amount** (The earnest money submitted by the Bidder will be converted into Security Deposit) and enter into agreement for the performance of the Bidders. The security deposit will be returned to the Bidders after the expiry of warranty/Guarantee period.

11. CONSORTIUM/JOINT VENTURE

Participation in the form of a Joint Venture (JV) or Consortium is strictly prohibited under this tender. The tender is intended to be awarded to a single legal entity that meets all eligibility and qualification requirements independently.

Accordingly, any bid submitted by a Joint Venture, Consortium, Association of Persons (AOP), or any similar arrangement shall be treated as non-compliant and summarily rejected without any further evaluation.

This restriction is imposed in order to: Ensure clear contractual responsibility and accountability of a single bidder. Avoid complexities arising from joint liability and inter-se obligations between consortium members. Maintain compliance with procurement guidelines and ease of contract administration

12. BID SUBMISSION FORMAT AND STRUCTURE:

The Bidder must ensure that the bids are submitted in the prescribed format and structure as detailed in the tender documents. Non-compliance with these requirements, including failure to adhere to page limits or specific document organization instructions, valid agreement or to demonstrate a clear and detailed division of roles among the partners will result in the bid being considered non-compliant and may lead to disqualification from further evaluation.

13. TIME LIMIT

The work commencement period, as specified in the Notice Inviting Tender (NIT), shall be reckoned from the date of issuance of the written Purchase Order or Work Order, whichever is applicable, and shall be binding on the contractor prior to the commencement of the work.

14. TENDER ACCEPTANCE

Acceptance of tender will rest with Sir J. J. School of Art, Architecture and Design, Mumbai who reserves the right to reject any or all tenders without assigning any reason, therefore. The tenderer whose tender is accepted will have to enter in to an agreement within 7 days of being notified to do so. In case of failure on the part of Tenderer to sign the agreement within the stipulated time, the earnest money paid by him shall stand forfeited to University and offer of the tenderer shall be considered as withdrawn by him. Purchase Committee may consider the Bidder registered under MSME / NSIC / Startup as per Govt. policy.

15. CONDITIONAL TENDER

The tenders who do not fulfill the condition of the notification and the general rules and directions for the guidance of Bidders in the agreement form or incomplete in any respect are likely to be rejected without assigning any reason there for.

- 15.1 The Tenderers shall be presumed to have carefully examined the conditions of as prescribed in tender document and have fully acquainted themselves with all details of the site conditions and in general with all the necessary information and data pertaining to the work, prior to tendering for the work.**
- 15.2 The data provided by the University along with the tender documents is intended solely as a guideline to assist tenderers in the preparation of their bids. The University does not assume any responsibility for the accuracy, completeness, or reliability of such data, nor shall any claims be entertained on account of any discrepancies therein.**
- 15.3 The Bidders whose tender is accepted is required to note that no foreign exchange will be released by the University.**
- 15.4 All scanned pages of the tender documents, including conditions, specifications, and corrigenda or correction slips, shall be initialed by the tenderer. The tender shall bear the full signature of the tenderer or, in the case of a firm, that of the authorized signatory holding a valid Power of Attorney, duly submitted along with the bid.**

- 15.5** Income Tax, including any applicable surcharge or cess, shall be deducted from the bill amount—whether for measured work or advance payment—at the prevailing rates in force from time to time, or at such rates as may be prescribed or intimated by the competent Income Tax authority / GST will be done.

The tenderer may mention any points they wish to clarify; however, the Sir J. J. School of Art, Architecture and Design, Mumbai reserves the right to reject such points or the entire tender if, in its opinion, such clarifications render the tender conditional in nature.

- 15.6** Bidders who have been convicted under the provisions of the Bombay Prohibition Act, 1949 or the Bombay Opium Act, 1936 shall be deemed ineligible for award of any contract and their bids shall not be considered.
- 15.7** The items mentioned in the RFP should be delivered to the Sir J. J. School of Art, Architecture and Design campus Mumbai as per the delivery instructions by the Registrar from time to time.
- 15.8** The rates applicable as per the Purchase order based on this tender should be valid for a period of five years from the date of entering the contract.
- 15.9** The rates shall be entered in the **Bill of Quantities (BoQ)** under **Cover II**. The rate quoted shall be inclusive of all taxes, duties, payments, insurance, loading, unloading, packing, transportation, etc., incident upon the bidder and it shall be a fixed price bid for five years.

It is hereby clarified that the bidder shall be mandatorily required to supply all individual items specified in the Bill of Quantities (BOQ) as an integral and non-divisible part of the contract. Partial or selective bidding for certain items shall not be permitted under any circumstances. Any bid which does not cover the entire BOQ shall be treated as non-responsive and summarily rejected in accordance with the provisions of this tender.

Once the rate has been submitted to **Sir J. J. School of Art, Architecture and Design, Mumbai**, **no change or modification** shall be permitted under any circumstances, **except** in cases involving **additional liabilities arising from future changes in applicable laws, regulations, tax structures, or duties**, as notified by competent authorities. In all such matters, the decision of **Sir J. J. School of Art, Architecture and Design, Mumbai** shall be **final and binding**.

16. VALIDITY PERIOD

180 days from the date of submission

17. GENERAL INSTRUCTIONS:

- i. Priced Tender Form should be returned duly filled in, failing which tender will not be considered. The rate is to be filled in the BoQ in cover II (in the column named “Price (Inclusive of All Taxes ₹) per Unit”). The rate quoted shall be inclusive of all taxes, duties, payments, insurance, loading, unloading, packing, transportation, etc., incident upon the bidder and it shall be a fixed price bid for five years. Once the rate has been tendered to Sir J. J. School

of Art, Architecture and Design, Mumbai, no change / modification will be entertained for any cause whatsoever (excluding any extra liability arising out of any future changes in regulation tax and duty structure etc.). In this regard the decision of Sir J. J. School of Art, Architecture and Design, Mumbai is final.

It is hereby clarified that the bidder shall be mandatorily required to supply all individual items specified in the Bill of Quantities (BOQ) as an integral and non-divisible part of the contract. Partial or selective bidding for certain items shall not be permitted under any circumstances. Any bid which does not cover the entire BOQ shall be treated as non-responsive and summarily rejected in accordance with the provisions of this tender.

- ii. It shall be a condition of the contract that, throughout its duration, the price at which the bidder supplies the stores shall not exceed the lowest price offered by the bidder to any other customer for similar goods or services under comparable terms. In the event that the bidder reduces the price for any other customer below the rate contract price, the bidder shall promptly notify the purchaser of such reduction, whereupon the contract price shall be accordingly amended for all subsequent supplies.
- iii. The bidder shall clearly specify the exact and earliest possible delivery period in unambiguous terms.
- iv. It shall be the sole responsibility of the bidder to notify this office, within the validity period of the tender, if the stores offered as ex-stock are sold or otherwise become unavailable. Failure to provide such notification shall be deemed as confirmation that the stores remain available ex-stock throughout the validity period of the tender.
- v. Bidders should indicate the rate in Metric System of Weights and Measures only.
- vi. Bidders may quote rates for equivalent makes of the stores and shall specifically indicate the make of the spare parts being offered—i.e., whether genuine (original equipment manufacturer), imported equivalent, or indigenous. In cases where parts other than genuine are offered, the bidder shall provide a written guarantee regarding their premature failure, exact fitment, and satisfactory performance, comparable to that of the original manufacturer's components.
- vii. Preference shall be given to offers for ex-stock supplies or those made under the bidder's own import license.
- viii. Goods should be dispatched at Bidder's risk failing which they should be properly covered by transit insurance. However, the supplier will be responsible until the entire store contracted for arrival in good condition at destination.
- ix. Bidders should, if not in a position to quote for entire quantity and for delivery as required, state specifically the quantity which they can deliver at the prices quoted and according to the required delivery. Silence on the point will entail responsibility for supply at quoted prices in full quantities as per required delivery.
- x. Packing: Packing proposed to be employed should be clearly stated giving details of the charges for all alternate packing, if any. Packaging of all the items mentioned in the RFP should be secured and following the Government norms from time to time. The supplier will be responsible for any damage of items during transportation. Each

of the packets should be are sticker containing the details of the items inside including the serial numbers.

- xi. The bidder is required to submit a bid-specific, ink-signed Manufacturer’s Authorization Form (MAF), along with warranty support confirmation and a Service Centre/Escalation Matrix issued on the OEM’s official letterhead. The OEM must rank among the top five as per the latest I.D.C. report. (Heavy Duty Printer, Windows Pc).

Note: Failure to observe any of the conditions mentioned above will result in the tenders being summarily rejected

18. BID FORMATS

Details	Formats
Response Form ats for Technical Proposal	Cover I
Response Formats for Commercial Proposal	Cover II

Annexure B

18.1 Cover I

Response Formats for Technical Proposal

Technical Proposal Covering Letter	FormT.1
Financial Profile	FormT.2
Company Profile	FormT.3
Non infringement of Patent Rights/ copyrights	FormT.4
All other required Legal documents mentioned in this RFP	Pl. refer the relevant Annexures

Annexure C

18.2 Cover II

Response Formats for Commercial Proposal

Commercial Proposal Covering Letter	FormC.1
Information as per Form C.2 provided in the RFP shall be compulsorily provided by the bidder.	Form C.2

19. PAYMENT TERMS

19.1 Mode & Conditions of Payment

- a. All payments shall be made in Indian Rupees through electronic transfer (NEFT/RTGS), after applicable deductions such as TDS/GST.

- b. 100% payment will be released only after successful delivery, installation, testing, and commissioning of the platform/resources, along with activation of access and issuance of a Final Acceptance Certificate by the competent authority of Sir J. J. School of Art, Architecture and Design, Mumbai.

19.2 Access Timeline & Downtime Adjustment

- i. In case of downtime due to technical issues, access shall be extended for a duration equal to the downtime, beyond the contract term.

19.3 Terms & Liability

1. The bidder may be required to justify the quoted pricing during negotiations.
2. The licensor's liability shall be limited to the access fee paid by the Sir J. J. School of Art, Architecture and Design, Mumbai.
3. Modifications to agreed terms shall require mutual written consent.

19.4 Advance Payment

No advance payment shall be made.

20. PENALTY

20.1 Penalty - Any delay in the time schedule prescribed by TENDERING AUTHORITY shall be made on basis of percentage of value of stores which Bidders has supplied.

Note:

- i. Fraction of a day in reckoning period of delay in Delivery, it shall be eliminated if it is less than half a day.
- ii. For late deliveries penalty 0.5% will be deducted for every delay by one week part thereof and maximum penalty shall be 10%.
- iii. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any circumstances beyond control of human being, he shall apply in writing to the authority which has placed the supply order, for the same immediately on occurrence of the circumstances but not after the stipulated date of completion of online work.
- iv. However, if the delay is caused due to unavoidable circumstances, then Tendering Authority reserves the right to waive off the compensation.
- v. If subject to circumstances beyond control (Force Majeure) the contract fails to deliver the services in accordance with the conditions mentioned in the tender the Tendering Authority shall be entitled to obtain services from else other organization after giving due notice to the Bidder on the amount and at the risk of the Bidder without cancelling the contract in respect of the consignment not yet due for delivery or to cancel the contract.
- vi. In the event of action to be taken, the Bidders shall be liable for any losses, which the Tendering Authority may sustain on that account. The recovery by way of penalty shall be made by deducting the amount from the bills be made good by a credit note within the stipulated period for the purpose. Sir J. J. School of Art, Architecture and Design, Mumbai. If this sum should not be sufficient to recover the full amount recoverable, then the Bidder shall pay to this office the remaining balance. For if failure to deposit the amount, then legal action will be taken against

the Bidders.

20.2 Suspension of work

The Bidder shall, if ordered in writing by the tendering authority for non-performance, temporarily, suspend the works or any part thereof for such a period and such a time as ordered. The Bidder shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Works as aforesaid. An extension of time for completion, corresponding with the delay caused by any such

suspension of the works as aforesaid shall be granted to the Bidders, if request for same is made and that the suspension was not consequent to any default or failure on the part of the bidder. In case the suspension of works, is not consequent to any default or failure on the part of the Bidders, and lasts for a period of more than 2 months, the Bidders shall have the option to request the tendering authority to terminate the Contract with mutual consent.

20.3 Termination for Insolvency

The Tendering Authority may at any time terminate the Contract by giving written notice to the Bidders, if the Bidders becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Bidders, provided that such termination shall not prejudice or affect any right of action or remedy, which has accrued or shall accrue thereafter to the Tendering Authority

20.4 Force Majeure

- i. The Bidders shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- ii. For purpose of this clause, “Force Majeure” means an event beyond the control of the Bidders and not involving the Bidder’s fault or negligence and not foreseeable/
- iii. Such events may include, but are not limited to, acts of the Tendering Authority in its sovereign or contractual capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- iv. If a force Majeure situation arises, the Bidders shall promptly notify the Tendering Authority in writing of such conditions and the cause thereof, unless otherwise directed by the Tendering Authority in writing, the Bidders shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure

20.5 Resolution of Disputes

- i. The Tendering Authority and the Bidders shall make every effort to resolve amicable by direct informal negotiations any disagreement or dispute arising between them in connection with the contract.
- ii. If, after thirty (30) days from the commencement of such informal negotiations, the Tendering Authority and the Bidders have been unable to resolve amicable a contract dispute, all such disputes, differences, claims and demands arising under the contract shall be referred to arbitration of a sole Arbitrator to be appointed by the mutual consent.
- iii. All Legal Disputes are subject to the jurisdiction of Mumbai, Maharashtra.
- iv. The contract may be terminated at any point in time due to Government rules, regulations or policy or Judicial Act.

- 21.** Items/articles of I.S.I. / B.I.S. No. testing required of non I.S.I. / testing as per schedule 15 (As per G.R. 01/12/2016 Energy & Industries Dept. G.O.M. and testing charges will be borne by the bidder only.

Appendix-1

STANDARD TERMS AND CONDITIONS FOR AN AGREEMENT/TENDER DOCUMENT as per The Maharashtra Universities Common Account Code

By accepting the Standard Form of an agreement (hereinafter referred to as "the agreement") the Vendor accepts the Terms and Conditions included herein, unless the Vendor notifies his objections.

1. Acknowledgment and Acceptance of agreement:

This agreement constitutes an offer from the university and is expressly limited to the Terms and Conditions contained herein. The Terms and Conditions of the agreement are those that apply to the purchase of materials, items, products, components or services (hereinafter referred to as "Material"). All exhibits, attachments, technical specifications, drawings, notes, instructions, or information referred in the agreement are incorporated herein by reference.

2. Changes / Amendments:

The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by a vendor and accepted by the university in a form of amendment/ Change Order issued and signed by the University.

3. Delivery / Force Majeure:

If any Material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet shipped or tendered, and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one week in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party.

If the Vendor is unable to complete performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war, fire or other causes beyond the Vendor's reasonable control, the University, at its option, may elect to take delivery of Material in its unfinished state and to pay such proportion of the contract price as it deemed reasonable.

4. Price / Taxes:

Prices stated in this agreement are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties. The Vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to this order. All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable sales, excise, value-added or similar taxes until and unless specified in the schedule.

5. Inspection and Acceptance

All Material covered by this order may be inspected and tested by the University or its designee at vendors cost. If deemed necessary by the University, the Vendor shall provide

without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Material covered by this agreement shall be made available to the University during the performance of the order.

If any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the Vendor:

- (a) rescind the purchase/supply order as to such non-conforming Material;
- (b) accept such Material at an equitable reduction in price;
- (c) reject such non-conforming Material and require the delivery of suitable replacements.
- (d) If the Vendor fails to deliver suitable replacements promptly, the university, with notice of seven business days, may replace or correct such Material and charge the Vendor the additional cost occasioned thereby, or terminate this order for default.

No inspection (including source inspection) test, approval (including design approval) or acceptance of Material shall relieve the Vendor from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION are in addition to any other rights or remedies provided elsewhere in this order or in Law.

6. Warranty:

The Vendor warrants that any Material supplied hereunder shall conform to the generally recognized manufacturing and safety standards of the Vendor's industry as per Indian Standard Institution (ISI) or similar standard. The Vendor's specifications on performance as detailed in the Vendor's brochures, sales literature and other specifications as may be available to the university.

- (a) In addition to any other express or implied warranties, the Vendor warrants that the Material furnished pursuant to this order will be:
 - 1. free from defects in title, workmanship and material;
 - 2. free from defects in design except to the extent that such items comply with detailed designs provided by the university;
 - 3. of merchantable quality and suitable for the purposes, if any, which are stated in the tender/quotation.
 - (b) If any material covered by this agreement is found not to be as warranted, the University may, by written notice to the Vendor:
 - 1. reject such defective material and require the delivery of suitable replacements.
 - 2. If the Vendor fails to deliver suitable replacements promptly, the University, with notice of seven business days, may replace or correct such material and charge the Vendor the additional cost occasioned.
 - (c) Any items corrected or furnished in replacement are subject to all the provisions of this article entitled WARRANTIES to the same extent as items initially furnished or originally ordered.
7. This warranty provision shall survive any inspection, delivery, acceptance, payment, expiration or earlier termination of this order and such warranties shall be extended to the employees, students, and users of the Material. Nothing herein, however, shall limit the University's rights in law or equity for damages resulting from delivery of defective goods or damage caused during the delivery of goods or provision of services.

8. Rights granted to the University in this article entitled WARRANTIES are in addition to any other rights or remedies provided elsewhere in this order or in Law.

9. Patent Indemnity

The Vendor agrees to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of actual or alleged infringements of any Letter, Patent, Registered or Industrial Design, Trademark or Trade Name, Trade Secret, Copyright or other protected right in any country resulting from any sale, use or manufacture of any Material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered therein or by reason thereof and bear all expenses and legal fees (including the University's) associated herewith. The university reserves the right to be represented in any such action by its own counsel at its own expense.

10. Indemnity

The Vendor will indemnify, defend and hold the University, its and students harmless from any loss, expense, claim or damage including reasonable defence costs, arising from any claim or action based on any acts or omissions of the Vendor, its employees, servants, agents or subcontractors. The University reserves the right to be represented in any such action by its own counsel at its own expense.

11. Assignment / Subcontracting /sublet

The Vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted /sublet any obligations or work hereunder without the prior written consent of the University.

12. Cancellations

The University may cancel this agreement in whole or in part, for no cause, upon written, or telex notice to the Vendor, effective when sent, provided such notice is sent at least fourteen (14) days prior to the delivery date specified on the face of this order.

The University may cancel this order in whole or in part at any time for cause by written, or e-mail notice to the Vendor, effective when sent, in the event that the Vendor:

- (a) fails to comply with any term or condition of this order including, but not limited to, delivery terms; or
- (b) appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- (c) files a voluntary petition in bankruptcy; or
- (d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or
- (e) voluntarily ceases trading; or
- (f) merges with or is acquired by a third party; or
- (g) assigns any of its rights or obligations under the Order to a third party without the university's advance written consent.

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Vendor in writing of such cancellation and the Vendor shall thereupon transfer title and deliver to the university such work in progress or completed material as may be requested by the university. The University shall have no liability to the Vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the university prior to the Vendor's receipt of the notice of termination, and for work in progress requested for delivery to the university.

13. Rescheduling

The University may without liability at least fourteen (14) days prior to the scheduled delivery date appearing on the order defer delivery on any or every item under said order by giving oral notice to the Vendor (confirmed in writing within ten (10) working days) of any necessary rescheduling.

14. Shipping, Packaging and Labelling -

All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practice and where incorporated, the University's packaging specification.

15. Invoicing / Payments / Set-Offs:

After each completion of supply/purchase order, the Vendor shall send duplicate invoices including item number to the University's concern Department.

Payment of invoice shall not constitute acceptance of Material ordered and shall be subject to appropriate adjustment, if the Vendor failed to meet the requirements of this agreement. The University shall have right at any time to set-off any amounts due to the Vendor, (or any of its associated or affiliated companies) against any amounts owed by the university with respect to this agreement.

16. Compliance with Laws:

By acceptance of this agreement, the Vendor agrees to comply with the requirements of all the existing laws. The Vendor also agrees to comply with the Fair Labour Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Vendor's performance hereunder. The Vendor further agrees to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the Vendor's failure to comply with any laws, ordinance, regulations and codes.

17. Reproduction of Documentation:

The University shall have the right at no additional charge to use or incorporate all or portions of material found in the Vendor's literature and/or reproduce the Vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature. The Vendor agrees to advise the University of any Updated Information relative to the foregoing literature and documentation with timely written notice.

18. Law of the Contract:

This agreement shall be governed by and interpreted in accordance with the laws in existence and the Jurisdiction of the Mumbai.

ANNEXURE A
Scope of work and Technical Specifications
Item: Furniture and Ancillary Materials

Chairs (Low-back)	
Parameters	Specifications
Type	Low-back Chair with Fixed Armrest with Padding
Backrest Height	200 - 400 mm

Chair (Teacher)	
Parameters	Specifications
Colour	Provincial Teak
Dimensions (cm)	H 99 x W 53 x D 48
Dimensions (inches)	H 39 x W 21 x D 19
Product Rating	4.5
Seating Height	19 inches
Warranty	60 Months

Office Desk (Teacher)	
Parameters	Specifications
Table Top Material	Particle Board
Table Top Edge	Available
Shape	Rectangle
Width	1500 mm
Depth	750 mm

Storwel Glass Door Cupboard	
Parameters	Specifications
Type	Large (1855 x 910 x 480 mm)
Drawers	Yes
Lockers	No

Storwel Cupboard	
Parameters	Specifications
Type	Large (1855 x 910 x 480 mm)
Drawers	Yes
Lockers	No

Computer Desk with Castor Wheels	
Parameters	Specifications
Material	Particle Board
Lamination	Single Side Laminate
Length	1200 mm
Width	600 mm
Thickness	18 mm

Computer Chair	
Parameters	Specifications
Type	Revolving Adjustable Chair with Wheels
Seat Material	Mesh Fabric

Flip Desk with Castor Wheels	
Parameters	Specifications
Material	Particle Board / Engineered Wood
Dimensions	73 cm x 90 cm
Primary Color	Beige (Siam Teak Finish)

Horizontal Plan Filing Cabinet	
Parameters	Specifications
Color	Gray
Drawers	6
Shape	Rectangular
Country of Origin	Made in India

White Board / Chalk Board	
Parameters	Specifications
Chalk Board Size	4' x 8'
White Board Size	1200 x 1800 mm
Frame Material	Aluminum (IS 1285)

Soft Board (Fabric Covered)	
Parameters	Specifications
Size	4' x 8'
Core Thickness	6 mm
Dimensions	1200 x 2400 mm

Dark Curtains (7 ft height)	
Parameters	Specifications
Material	Cotton
GSM	230
Pattern	Solid
Fittings	Hooks

Air Conditioner (2 Ton)	
Parameters	Specifications
Capacity	2 Ton
Cooling Power	6.3 kW
Compressor	Digital Inverter
Smart Features	Wi-Fi, Voice Control

Fire Extinguisher	
Parameters	Specifications
Type	Stored Pressure
Extinguishing Media	Powder Based (IS 4308)
Expellant	N2 Based

Student Locker	
Parameters	Specifications
Type	12 Locker Type
Handle Material	Painted Mild Steel
Lock Type	5-pin Cylinder Lock
Color	Silver Grey

Painting Easel	
Parameters	Specifications
Finish	Natural Wood
Dimensions	55D x 38W x 150H cm
Weight	6.5 kg
Box Stool	
Parameters	Specifications
Top Size	460 x 300 mm
Thickness	25 mm
Leg Size	50 x 50 mm
Finish	Lacquered Polish

Refectory Shelves	
Parameters	Specifications
Material	Silicon Carbide (72% - 99% SiC)
Application	Kiln Shelf Panels
Size	18 x 21

Extra-large Artist Easel	
Parameters	Specifications
Dimensions	55D x 66W x 150H cm
Weight	10 kg
Style	Modern

Centre Easel	
Parameters	Specifications
Type	Wooden Table Easel
Max Canvas Height	57 cm
Max Weight Capacity	2 kg
Features	Foldable, Non-slip Feet

Note: The rates are to be filled in the BoQ in cover II. The rate quoted shall be inclusive of all taxes, duties, payments, insurance, loading, unloading, packing, transportation, etc., incident upon the bidder and it shall be a fixed price bid for five years. Once the rate has been tendered to Sir J. J. School of Art, Architecture and Design, Mumbai, no change/modification will be entertained for any cause whatsoever (excluding any extra liability arising out of any future changes in regulation tax and duty structure, etc.). In this regard the decision of Sir J. J. School of Art, Architecture and Design, Mumbai is final.

It is hereby clarified that the bidder shall be mandatorily required to supply all individual items specified in the Bill of Quantities (BOQ) as an integral and non-divisible part of the contract. Partial or selective bidding for certain items shall not be permitted under any circumstances. Any bid which does not cover the entire BOQ shall be treated as non-responsive and summarily rejected in accordance with the provisions of this tender.

Covering Letter to Accompany the Bid
(To be submitted on the Letterhead of the Bidder)

Date:

To,
The Registrar,

Sir J. J. School of Art, Architecture and
Design, Mumbai 400 001

Subject: Submission of Bid for **Procurement of Furniture and Ancillary Materials** for
Sir J. J. School of Art, Architecture and Design, Mumbai

Dear Sir,

Having thoroughly examined the tender documents and annexures (the receipt of which is hereby duly acknowledged), we, the undersigned, hereby submit our bid for the **Procurement of Furniture and Ancillary Materials** for Sir J. J. School of Art, Architecture and Design, Mumbai, in accordance with the technical specifications and terms & conditions specified in the tender document.

We enclose herewith the duly signed and sealed tender documents, including the Technical Bid and Financial Bid, for your kind consideration.

We undertake that, if our bid is accepted, we shall supply or arrange to supply all contents of the database ordered by you, in accordance with the terms and conditions specified in the tender document.

We agree to abide by this bid for a period of 180 days from the date fixed for bid opening, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

We further undertake that, in competing for (and, if awarded, in executing) the above contract/supply order, we shall strictly observe the laws against fraud and corruption in force in India, namely the Prevention of Corruption Act, 1988.

We understand that you are not bound to accept the lowest or any other bid that you may receive.

Duly authorized to sign the bid for and on behalf of:

(Name and Address of the Company)

Signature and Seal of Vendor / Bidder

Form T.1
Technical Proposal Covering Letter
(On Company Letterhead)

[Date]

To,
The Registrar,

Sir J. J. School of Art,
Architecture and Design, Mumbai 400 001

Sub: Request for Proposal for **Procurement of Furniture and Ancillary Materials** to Sir
J. J. School of Art, Architecture and Design, Mumbai Dear Sir,

Having examined the bid document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the goods for the university as required and outlined in the RFP. We attach here to the bid technical proposal as required by the bid document, which constitutes our proposal.

We undertake, if our proposal is accepted, to provide all goods put forward in this RFP. We agree for unconditional acceptance of all the terms and conditions set out in the bid document and also agree to abide by this bid response for a period of six months from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed. This bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and the university.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to the university is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the university as to any material fact.

We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/service specified in the bid response without assigning any reason whatsoever.

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

Dated this Day of 2025

(Signature) (In the capacity of)

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

(Name and Address of Company)

Seal/Stamp of bidder

Form T.2 – Financial Profile
(On Company Letterhead)

Financial Details of the Last Three Financial Years

(To be certified by a Chartered Accountant)

Financial Year	Revenue / Turnover (INR)
2022–2023	
2023–2024	
2024–2025	

(Please attach audited financial statements or certified copies by Chartered Accountant as supporting documents.)

Company Details

Name of the Bidder Firm: _____

Address:

Bidder’s Declaration

We hereby declare that the above financial information is true and correct to the best of our knowledge.

Authorized Signatory (Bidder)

(Signature)

(Name & Designation)

(Company Seal/Stamp)

Date: _____

CA Certification

I/We hereby certify that the above financial details of M/s. _____ for the financial years mentioned above have been verified from the books of accounts and audited financial statements and found correct.

Chartered Accountant’s Signature: _____

Name of CA: _____

Membership No.: _____

Firm Name & Address:

UDIN (if applicable): _____

Seal/Stamp of Chartered Accountant

Date: _____

Form T.3 – Company Profile
(On Company Letterhead)

Details of the Company

Sr. No.	Particular	Response
1	Company Name	
	Legal Name (if different)	
	Full Mailing Address	
	CIN of the Vendor Company	
	Service Tax Registration Number (if any)	
	PAN & TAN of the Company	
	Telephone Number	
	Fax Number	
	Website	
	Years in Business	
	Year of Establishment	
2	Details of Indian Establishment	
	Registered Office Address	
	Year of Establishment	
	Head of the Indian Establishment	
	Constitution	
3	Contact Person	
	Mobile	
	Email	
4	Whether registered with Registrar of Companies/Firms. If so, please furnish details thereof (Attach Certificate of Incorporation)	
5	Registration with Tax Authorities (PAN)	
6	Audited Turnover in the Last Three Financial Years	
7	Number of Full-Time Employees	
8	Number of Technical/Support Personnel	
9	Sales Tax / GST Payment (Clearance Certificate)	
10	Authorization Letter from Manufacturer (if applicable)	
11	In case of ISI Marked Products, a Certificate of Validity issued by the Bureau of Indian Standards (BIS)	

Form T.4

Undertaking on Non-Infringement of Patent Rights / Copyrights

(To be submitted on the Company's Letterhead)

To,

The Registrar

Sir J. J. School of Art, Architecture
and Design, Mumbai 400 001

Subject: Undertaking on Non-Infringement of Patent Rights / Copyrights

Dear Sir/Madam,

I/We hereby undertake and confirm that none of the deliverables proposed to be provided by us under this tender infringe upon any patent, copyright, or intellectual property rights, in accordance with the applicable laws of the relevant jurisdictions having requisite legal competence.

I/We further confirm that there shall be no infringement of any patent or intellectual property rights pertaining to the equipment, systems, software, or any part thereof to be supplied by us.

In the event of any such infringement or unauthorized use of patent, copyright, intellectual, or industrial property rights of any third party, I/We agree to indemnify and hold harmless **Sir J. J. School of Art, Architecture and Design, Mumbai**, from and against all costs, claims, damages, demands, liabilities, legal proceedings, and expenses arising due to such infringement.

Without prejudice to the foregoing, we shall remain responsible for the uninterrupted use, maintenance, and upgradation of the software solution and/or system (or any part thereof) to be provided to the Sir J. J. School of Art, Architecture and Design, Mumbai, regardless of any third-party claim or legal action arising from alleged infringement.

If at any point in time it is found that the deliverables or any part thereof infringe upon the patent or intellectual property rights of any party, I/We fully absolve the Sir J. J. School of Art, Architecture and Design, Mumbai of any legal responsibility and further indemnify it against all consequences arising therefrom.

Date: //2025

Place: _____

Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Company/Firm

Undertaking Regarding Not Being Blacklisted

(To be submitted on company letterhead and signed by the authorized signatory)

To,
The Registrar,
Sir J. J. School of Art,
Architecture and Design, Mumbai- 400 001

Subject: Undertaking regarding non-blacklisting of the firm/company

Sir/Madam,

I/We, the undersigned, do hereby declare and affirm that:

1. I/We have not been blacklisted or debarred by the Government of India, any State Government, any Government Department, or any local authority or agency for participating in any project/tender.
2. I/We further declare that no criminal case is pending against the firm/company or its partners/proprietors/directors anywhere in India.
3. I/We understand that if this declaration is found to be incorrect at any time during the process of tendering or during the currency of the contract, the University shall have the right to terminate the contract and forfeit the Earnest Money Deposit (EMD)/Performance Security and take any legal action as deemed fit.

Date: //2025

Place: _____

Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Company/Firm

ANNEXURE F

Acceptance of Terms & Conditions

(To be submitted on the Letterhead of the Bidder and signed by the Authorized Signatory)

To,
The Registrar
Sir J. J. School of Art,
Architecture and Design, Mumbai- 400 001

Subject: Acceptance of Terms and Conditions of the Tender for **Procurement of Furniture and Ancillary Materials** for Sir J. J. School of Art, Architecture and Design, Mumbai

Sir/Madam,

I/We, the undersigned, do hereby confirm that I/We have thoroughly read and understood all the terms, conditions, technical specifications, and requirements set forth in the Tender Document issued by Sir J. J. School of Art, Architecture and Design, Mumbai, for the **Procurement of Furniture and Ancillary Materials**.

I/We hereby unconditionally accept and agree to comply with all the provisions of the tender and its annexures, without any deviation whatsoever.

I/We further declare that in the event of any deviation, misrepresentation, or non-compliance with the tender terms at any stage, the Sir J. J. School of Art, Architecture and Design, Mumbai shall have the full right to terminate the contract and initiate any action deemed fit, including legal remedies and forfeiture of bid security.

I/We also affirm that all information and documentation submitted as part of our bid are true, complete, and accurate to the best of our knowledge and belief.

Date: //2025

Place: _____

Authorized Signatory: _____

Name: _____

Designation: _____

Seal of the Company/Firm

Annexure C
Form C.1
Commercial Proposal Covering Letter

[Date]

To,
The Registrar

Sir J. J. School of Art,
Architecture and Design, Mumbai- 400 001

Subject: Commercial Proposal for **Procurement of Furniture and Ancillary Materials** for Sir J. J. School of Art, Architecture and Design, Mumbai

Sir/Madam,

Having examined the Tender Document in detail, the receipt and understanding of which is hereby acknowledged, we, the undersigned, submit our Commercial Proposal for the **Procurement of Furniture and Ancillary Materials** for Sir J. J. School of Art, Architecture and Design, Mumbai, in accordance with the scope, specifications, and terms mentioned in the said tender document.

We enclose the commercial bid in the prescribed format as Annexure C of the tender document and confirm that this proposal constitutes a firm and binding offer in compliance with the conditions set forth.

We hereby undertake to supply, install, and commission the **Procurement of Furniture and Ancillary Materials** and provide all related services as per the technical requirements and timelines specified.

We accept all terms and conditions mentioned in the Bid Document unconditionally and confirm that our bid shall remain valid for a period of six (6) months from the date of opening of the commercial bids.

We understand that SIRJSAAD is not bound to accept the lowest or any bid and reserves the right to accept or reject any or all bids without assigning any reason whatsoever.

We also confirm that we are authorized to act on behalf of our company/ firm/ organization and are empowered to sign this bid and all necessary documents in connection with it.

We look forward to your kind consideration of our proposal.

Dated this _____ day of _____ 2025

(Signature): _____(In the capacity of)

Duly Authorized to Sign the Bid for and on Behalf of:

(Name and Address of the Company/Firm): _____

Seal/Stamp of Bidder

CERTIFICATE AS TO AUTHORISED SIGNATORIES

I, certify that I am..... of
the..... and that
who signed the above proposal is authorized to bind the corporation by authority of its
governing body.

Authorized Signatory
(Signature with Name & Designation)
Company Seal/Stamp
Place: _____
Date: _____

Form C.2

**Sir J. J. School of Art, Architecture and Design, Mumbai
Format of Financial Bid (BOQ)**

Tender Inviting Authority: The Registrar, Sir J. J. School of Art, Architecture and Design, Mumbai	
Name of Work: e-Tender for Procurement of Furniture and Ancillary Materials for Sir J. J. School of Art, Architecture and Design, Mumbai	
Contract No:	
Bidder Name:	

Financial Bid

Proforma to be used for the Financial Bid for the **Procurement of Furniture and Ancillary Materials for Sir J. J. School of Art, Architecture and Design, Mumbai**

S. No.	Items (complete solution including system, accessories, software, installation, commissioning, training, warranty, and technical support)	Unit/ Qty	Price in ₹ per Unit (inclusive of all applicable charges including taxes, duties, transportation, installation, commissioning, training, warranty, and support)	Total Price (in ₹)
1	Chairs	300.00		
2	Chair (Teacher)	75.00		
3	Office Desk (Teacher)	24.00		
4	Storwel Glass Door Cupboard	50.00		
5	Storwel Cupboard	50.00		
6	Computer Desk with Castor Wheels	75.00		
7	Computer Chair	75.00		
8	Flip Desk with Castor Wheels	250.00		
9	Horizontal Plan Filing Cabinet	19.00		
10	White Board/Chalk Board 4' x 8'	24.00		
11	Soft Boards (Fabric Covered) 4' x 8' 48 running feet approx.	32.00		
12	Dark Curtains 7ft height home mode or equivalent	40.00		
13	Air Conditioners 2Ton	20.00		
14	Fire Extinguisher Eco Fire Premium	24.00		
15	Chairs (Plastic)	370.00		
16	Student Locker	50.00		
17	Painting Easel	50.00		
18	Box Stool	50.00		
19	Refectory Shelves	15.00		
20	Extra-large artist easel heavy duty	15.00		
21	Centre easel Wooden Table Easel	20.00		
	TOTAL QUOTED PRICE (INR)			

Instructions:

1. **It is mandatory to quote rates for all items mentioned in the BOQ.** Incomplete quoting or leaving any item blank shall render the bid non-responsive and liable for rejection.
2. It is hereby clarified that the bidder shall be mandatorily required to supply all individual items specified in the Bill of Quantities (BOQ) as an integral and non-divisible part of the contract. Partial or selective bidding for certain items shall not be permitted under any circumstances. Any bid which does not cover the entire BOQ shall be treated as non-responsive and summarily rejected in accordance with the provisions of this tender.
3. The price quoted should be inclusive of all applicable charges, including customs/excise duties, transportation, installation, commissioning, training, warranty, and any other incidental expenses.
4. The unit rate and total amount shall be quoted in Indian Rupees (INR) only.
5. No extra payment shall be made by the University beyond the quoted amount.
6. L1 (Lowest Bidder) will be decided based on the total price quoted in the “Total Price” column.
7. All required documents (detailed BoQ, item specifications, supporting data sheets) must be attached along with this form.

Authorized Signatory

(Signature with Name & Designation)

Company Seal/Stamp

Place: _____

Date: _____

DETAILS OF WORK EXECUTED BY THE BIDDER IN LAST FIVE FINANCIAL YEARS

(Attach certified copies of valid Work/Supply Orders and Completion/Experience Certificates)

Name of the Bidder: _____

Sr. No.	Name of Work/Project	Name and Address of the Client/Organization	Place and State	Agreement/Work/Supply Order No.	Date of Commencement	Tendered Value (in Lakhs)	Actual Value of Work Executed (in Lakhs)	Date of Completion	Scope/Features of Work	Copy of Work Order/ Experience Certificate Attached (Yes/No)
1										
2										
3										

Note: This is a standard form. Please ensure that all information is accurate and verified by supporting documents. The completed and signed form, along with copies of relevant supply orders and completion/experience certificates, should be uploaded/attached in the appropriate bid envelope or cover.

Bidder's Signature with Seal

Date: _____

Place: _____

-----End of the Document-----