

**GOVERNMENT OF INDIA
DEPARTMENT OF SPACE
VIKRAM SARABHAI SPACE CENTRE (VSSC)
THIRUVANANTHAPURAM**

**Tender for Rate contract for repair of office furniture with minimum
spares.**

Bids to be submitted online

**Tender No.: VSSC/PURCHASE UNIT I (MAIN PURCHASE)/VS202500421701 dated
23-04-2026**

A. Tender Details

Tender No : **VSSC/PURCHASE UNIT I (MAIN PURCHASE)/VS202500421701**

Tender Date : **23-04-2026**

Tender Classification: **SERVICES**

Purchase Entity : **PURCHASE UNIT I (MAIN PURCHASE)**

Centre : **VIKRAM SARABHAI SPACE CENTRE (VSSC)**

Rate contract for repair of office furniture with minimum spares.

For any clarifications regarding this tender, your query should be sent to pso1_main_pur@vssc.gov.in, Ph:0471-2563522 clearly mentioning the tender number, within the time period specified in the tender.

PLEASE NOTE THE FOLLOWING WHILE SUBMITTING YOUR OFFER:-

X-----X

- 1). Last minute clarification on tenders will not be entertained.
- 2). This is an E Tender. Hence Postal/Fax/Email tenders will not be accepted. Offer shall be submitted through our E-procurement portal.
- 3). Before submission of bid, the bidder should study all the terms and conditions mentioned in the tender document along with the files attached with the tender.
- 4). MSE Purchase preference is will be given to MSEs who is registered under Udyam Registration and on production of Udyam Registration Certificate. MSE Purchase preference will not be applicable to Retail and Wholesale traders.

A.1 Tender Schedule

Bid Submission Start Date : **23-04-2026 18:30**

Bid Clarification Due Date : **01-05-2026 14:00**

Bid Submission Due Date : **19-05-2026 14:00**

Bid Opening Date : **19-05-2026 14:01**

B. Tender Attachments

NA

Instructions To Vendors

1. Instructions to Vendors

1. Last minute clarification on tenders will not be entertained.
2. This is an E Tender. Hence Postal/Fax/Email tenders will not be accepted.

2. Terms and Conditions for Concluding Rate Contract

1. Any damages happened to VSSC employees/property due to negligence from you/your work force, will be to your account.

2. Applicable Law: This Rate Contract shall be interpreted, construed and governed by the Laws of India.

3. Arbitration:

In the event of any dispute(s), difference(s) or claim(s) arising out of or relating to the interpretation and application of the Contract, such dispute(s) or difference(s) or claim(s) shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute(s), then the unresolved dispute(s) or difference(s) or claim(s) shall be referred to the Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation (Amendment) Act 2015. The arbitration shall be conducted in Thiruvananthapuram in the Arbitration and Conciliation Centre, Thiruvananthapuram (Domestic and International) as per its rules and regulations. The expenses for the Arbitration shall be shared equally or as may be determined by the Arbitrator. The considered and written decision of the Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be English only.

Work under the Contract shall be continued by the SERVICE PROVIDER during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the Service Receiver or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained.

4. FALL CLAUSE:

The price charged for the service covered against this Rate Contract by the Contractor shall in no event exceed the lowest charge at which the Contractor perform similar services or offer to do such services to any other party/parties during the validity of the Rate Contract. If at any time during the said period, the Contractor reduces the charge of such services to any other party/parties, the Contractor shall forthwith notify such reduction of charge to Sr. Head, Purchase and Stores, VSSC. The charge payable under this Rate Contract for the services done after the date of coming into force of such reduction of charge shall stand correspondingly reduced.

5. Goods & Service Tax: GST rate shall be clearly mentioned in your offer. All Tax invoices issued by you shall invariably bear your GST Registration No. (GSTIN) and the applicable GST rates.

6. Jurisdiction: The Courts of Thiruvananthapuram only shall have jurisdiction to deal with the award and decide any matter relating to the disputes arising out of this Rate Contract.

7. L.D. CLAUSE/Completion Period: The delivery date stipulated in the order is the essence of the contract. If the contractor fails to fulfill his commitment within the time specified in the order or any extension thereof, the purchaser shall recover from the contractor as Liquidated Damages a sum of one half of one percent (0.5%) of the order value or part thereof the unmaintained portion for each calendar week of delay. The total liquidated damages shall not exceed Ten percent (10%) of the contract price of the unit so delayed. In case of AMCs, breakdown maintenance will be deemed to have been completed only when all its components, parts are also repaired/ all works are completed. If certain components are not repaired in time/not completed, the maintenance will be considered as delayed until such time as the missing parts are repaired/serviced/completed.

8. MODE OF OPERATION/ SCOPE OF WORK: Mode of operation/ scope of the contract is clearly mentioned in the technical documents.

9. MODIFICATIONS:

Any modification to this Rate Contract can be made only with the written consent of the Parties. VSSC reserves the right to delete / drop any line item/service during the validity of the Rate Contract. During the Currency of Rate Contract, the parties agree to delete/drop any line items from the Rate Contract.

10. PAYMENT TERM:Our normal payment term is 100% payment on pro-rata basis/within 30 days of completion of delivery/ Submission of Service Completion Report against each Purchase/Work Order. You shall clearly mention your Bank Account details, PAN Card No., GST registration No., Udyog Adhar No. etc. in your bills while submitting for payment.

11. Period: RC is concluded for a particular period and during the currency of the Contract, supply Orders will be placed on you as and when requirement arises. VSSC will not commit any assured quantity for each year. Supply Orders placed till the last day of the validity (though received by the

Supplier after expiry date) shall be honored and executed.

12. Publicity:

No publicity of any kind whatsoever regarding this contract shall be given by Contractor without prior permission of the Department.

13. Secrecy and Non-Disclosure Agreement:

All the documents, drawings, specifications, formats, and data issued by VSSC in connection with the execution of the contract shall be handled with utmost care and caution by the Contractor/his work force and shall remain the property of VSSC and shall not be passed on or sold or disclosed to third parties for any exploitation, commercial or otherwise without the express written permission of VSSC.

14. SECURITY DEPOSIT: You shall submit a Bank Guarantee (as per format attached) in Rs. 200/- Non-judicial stamp paper, obtained from a Nationalized/ Scheduled Bank equivalent to 3% of RC value, towards Security Deposit, valid for a period of 60 days beyond the date of completion of the work contract obligations. The Security Deposit shall be submitted within 2 weeks from the date of receipt of individual Work Order.

15. Termination and Short closing of Contract:

Under the normal circumstances, Termination/Short Closing of the Contract is not foreseen. However, in case of continued non-performance of the Rate Contract resulting inordinate delays and violations of any terms and conditions or that the work performance is not meeting the norms of Quality standards of VSSC, VSSC reserves the right to terminate the Contract wholly or partly by giving written notice of not less than 30 days.

16. The entry to VSSC will be controlled by CISF on all VSSC working days from 8.45 AM to 5.15 PM. You/your persons shall strictly adhere to their instructions/guidelines.

17. The work shall be completed with utmost care. If any damage happens to our property/personnel due to your negligence, such damages will be to your account. You have to follow VSSC security rules and guidelines. The work shall be completed strictly as per the instructions given by VSSC Contract Manager.

18. VSSC also reserves the right to enter into parallel Purchase Order/Rate Contract or Adhoc Order / Contract simultaneously or at any time during the currency of the Rate Contract with one or more suppliers.

19. VSSC reserves the right to terminate the Rate Contract at any time without any reason by giving one-month notice.

20. VSSC will not provide any transportation, canteen and medical facilities to the work force provided

by the contractors. You/your work force do not entitle for any claim in future for temporary/permanent employment in VSSC.

21. You have to follow all statutory rules/Govt. Orders with regard to safety of your work force including insurance, labour rules, PF rules, Minimum Wages Act etc., applicable from time to time. You have to take valid insurance for accidents etc for your employees and a copy of the same shall be provided to us. The Insurance coverage shall be renewed timely by you.

3. PROFORMA FOR INSTRUCTIONS TO TENDERERS AND TERMS AND CONDITIONS OF TENDER

1. 1.1 All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.

1.2 Samples, if called for, should be submitted free of all charges by the tenderer and the Purchaser shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of nonacceptance of tender, the tenderer will have to remove the samples at his own expense.

1.3 Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensional details are available the same should also be indicated in your offer.

1.4 Specifications: Stores offered should strictly confirm to our specifications. Deviations, if any, should be clearly indicated by the tenderer in his quotation. The tenderer should also indicate the Make or Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary, along with the quotations. Test Certificates, wherever necessary, should be forwarded along with supplies. Wherever options have been called for in our specifications, the tenderer should address all such options. Wherever specifically mentioned by us, the tenderer could suggest changes to specifications with appropriate response for the same.

2. ACCEPTANCE OF STORES:

2.1 The stores shall be tendered by the Contractor for inspection at such places as may be specified by the purchaser at the Contractors own risk, expense and cost.

2.2 It is expressly agreed that the acceptance of the stores Contracted for, is subject to final approval by the purchaser, whose decision shall be final.

2.3 If, in the opinion of the purchaser, all or any of the stores do not meet the performance or quality requirements specified in the Purchase Order, they may be either rejected or accepted at a price to be fixed by the purchaser and his decision as to rejection and the prices to be fixed shall be final and binding on the Contractor.

2.4 If the whole or any part of the stores supplied are rejected in accordance with Clause No. 2.3 above, the purchaser shall be at liberty, with or without notice to the Contractor, to purchase in the open market at the expense of the Contractor stores meeting the necessary performance and quality Contracted for in place of those rejected, provided that either the purchase, or the agreement to purchase, from another supplier is made within six months from the date of rejection of the stores as aforesaid.

3. DISPUTE RESOLUTION MECHANISM:

(A) CONCILIATION: Notwithstanding anything contained in this contract, any disputes or differences whatsoever, which are to be settled amicably between the parties, shall be resolved through Conciliation.

(B) MEDIATION: Any disputes or differences, which are not settled amicably through Conciliation, then either of the parties, may approach for mediation to settle under Mediation Act, 2023. The procedure is to be followed as prescribed in the Mediation Act, 2023 amended from time to time.

(C) ARBITRATION - In the event of any dispute/s, difference/s or claim/s arising out of or relating to the interpretation and application of the Contract, such dispute/s or difference/s or claim/s shall be settled amicably by mutual consultations of the good Offices of the respective Parties and recognizing their mutual interests attempt to reach a solution satisfactory to both the parties. If such a resolution is not possible, within 30 days from the date of receipt of written notice of the existence of such dispute/s, then the unresolved dispute/s or difference/s or claim/s shall be referred to the Sole Arbitrator appointed by the Parties by mutual consent in accordance with the rules and procedures of Arbitration and Conciliation Act 1996 as amended from time to time. The arbitration shall be conducted in Bengaluru in the Arbitration and Conciliation Centre - Bengaluru (Domestic and International) as per its rules and regulations. The expenses for the Arbitration shall be shared equally or as may be determined by the Arbitrator. The considered and written decision of the Arbitrator shall be final and binding between the Parties. The applicable language for Arbitration shall be English only. Work under the Contract shall be continued by the CONTRACTOR during the pendency of arbitration proceedings, without prejudice to a final adjustment in accordance with the decision of the Arbitrator unless otherwise directed in writing by the DEPARTMENT or unless the matter is such that the works cannot be possibly continued until the decision (whether final or interim) of the Arbitrator is obtained. Arbitration will be a method of dispute resolution in contracts where dispute value is lesser than Rs.10 Crore.

4. VALIDITY: 4.1. Quotation should be valid for at least 90 days (for single part tender), Minimum 180 days (for Two part Tender) from the date of opening of the tender.

4.2. Prices are required to be quoted according to the units indicated in the Price Template. When quotations are given in terms of units other than those specified in the Price Template, relationship between the two sets of units must be furnished.

5. PURCHASE ORDER: The term Purchase Order shall mean the communication signed on behalf of the Purchaser by an Officer duly authorised intimating the acceptance on behalf of the Purchaser on the terms and conditions mentioned or referred to in the said communication accepting the tender or offer of the Contractor for supply of stores or plant, machinery or equipment or part thereof.

6. DESPATCH: The Contractor is responsible for obtaining a clear receipt from the Transport Authorities specifying the goods despatched. The consignment should be despatched with clear Railway Receipt or Lorry Receipt. If sent in any other mode, it shall be at the risk of the Contractor. Purchaser will take no responsibility for short deliveries or wrong supply of goods when the same are

booked on said to contain basis. Purchaser shall pay for only such stores as are actually received by them in accordance with the Contract.

7. FORCE MAJEURE Neither the Purchaser nor the Contractor shall be considered default of the performance of their obligations under this contract if such performance is prevented or delayed for any causes beyond the reasonable control of the parties to the contract affected, such as Acts of God, war, riots, civil commotion, illegal strikes, legal lockouts, epidemics, fire accidents, floods, earthquakes, proclamation or regulation or ordinance of any Government thereof, provided notice in writing of any such cause with necessary proof that the obligation under the contract is thereby affected or prevented or delayed, is given within 14 days from the happening of the event. As soon as the cause of force majeure has ceased to exist, the party whose ability to perform his obligation has been affected shall notify the other party of the actual delay that has occurred due to such force majeure conditions.

8. FOREIGN VENDORS ARE NOT PERMITTED TO QUOTE a. Only Class I and Class II Local suppliers as per Make in India Policy are eligible to participate in the bid in line with Public Procurement (Preference to Make in India) Order, 2017 dtd 19.07.2024 and its amendments. b. The percentage of local content should be specifically mentioned in the offer, without which it will be summarily rejected. c. Preference will be given to Class I Local supplier and in their absence, Class II Local supplier will be considered.

9. GUARANTEE AND REPLACEMENT

9.1 The Contractor shall guarantee that the stores supplied shall comply fully with the specifications laid down, for material, workmanship and performance.

9.2. For a period of twelve months after the acceptance of the stores, if any defects are discovered therein or any defects therein found to have developed under proper use, arising from faulty stores design or workmanship, the Contractor shall remedy such defects at his own cost provided he is called upon to do so within a period of 14 months from the date of acceptance thereof by the purchaser who shall state in writing in what respect the stores or any part thereof are faulty.

9.3. If, in the opinion of the purchaser, it becomes necessary to replace or renew any defective stores such replacement or renewal shall be made by the Contractor free of all costs to the purchaser, provided the notice informing the Contractor of the defect is given by the purchaser in this regard within the said period of 14 months from the date of acceptance thereof. d Should the Contractor fail to rectify the defects, the purchaser shall have the right to reject or repair or replace at the cost of the Contractor the whole or any portion of the defective stores.

9.4. The decision of the Purchaser notwithstanding any prior approval or acceptance or inspection thereof on behalf of the Purchaser, as to whether or not the Stores supplied by the Contractor are defective or any defect has developed within the said period of 12 months or any other period or as to whether the nature of defects requires renewal or replacement, shall be final, conclusive and binding on the Contractor.

9.5. To fulfill guarantee conditions outlined in 9.1 to 9.2 above, the Contractor shall, at the option of the Purchaser, furnish a Bank Guarantee/account payee DD/Insurance Surety Bond/ Fixed Deposit

Receipt as prescribed by the Purchaser

10. LIQUIDATED DAMAGES: Delivery Date mentioned in the Contract or Order will be the essence of the Contract. You shall strictly adhere to the delivery schedule mentioned in your quotation. Please confirm acceptance of LD clause and that you will strictly adhere to the delivery schedule.

11. PACKING FORWARDING AND INSURANCE: The Contractor will be held responsible for the stores being sufficiently and properly packed for transport by rail, road, sea or air to withstand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense of the Contractor. The purchaser will not pay separately for transit insurance, all risks in transit being exclusively of the Contractor and the Purchaser shall pay only for such stores as are actually received in good condition in accordance with the Contract.

12. Preference will be given to those tenders offering supplies from ready stocks and on the basis of FOR destination or delivery at site.

13. PRICES - Tender offering FIRM prices will be preferred. Where a price variation clause is insisted upon by a tenderer, quotation with a reasonable ceiling should be submitted. Such offers should invariably be supported by the base price taken into account at the time of tendering and also the formula for any such variations. DELIVERY: (a) The time for and the date of delivery of the stores stipulated in the Purchase Order shall be deemed to be the essence of the Contract and delivery must be completed on or before the specified dates. (b) Should the Contractor fail to deliver the stores or any consignment thereof within the period prescribed for such delivery, the purchaser shall be entitled at his option either. (i) to recover from the Contractor as agreed liquidated damages and not by way of penalty, a sum of 0.5% of the price of any stores per week or part thereof which the Contractor has failed to deliver as aforesaid or during which the delivery of such store may be in arrears subject to a maximum of 5% of total PO value including elements of GST, freight & statutory variation. However, in case of inordinate delay of more than one-fourth in completion period, LD subject to a maximum of 10% of the total order value shall be recovered, or (ii) to purchase from elsewhere, without notice to the Contractor on the account and at the risk of the Contractor, the stores not delivered or others of a similar description (where others exactly complying with the particulars, are not, in the opinion of the purchaser, readily procurable, such opinion being final) without cancelling the Contract in respect of the consignment (s) not yet due for delivery, or (iii) to cancel the Contract or a portion thereof and if so desired to purchase or authorise the purchase of stores not so delivered or others of a similar description (where others exactly if complying with the particulars are not, in the opinion of the purchaser, readily procurable, such opinion final) at the risk and cost of the Contractor. In the event of action being taken under sub-clause (ii) & (iii) of clause 13 (b) above, the Contractor shall be liable for any loss which the purchaser may sustain on that account, provided that the re-purchase or if there is an agreement to repurchase then such agreement is made within six months from the date of such failure. But the Contractor shall not be entitled to any gain on such re-purchase made against default. The manner and method of such re-purchase shall be at the discretion of the purchaser, whose

decision shall be final. It shall not be necessary for the purchaser to serve a notice of such re-purchase on the defaulting Contractor. This right shall be without prejudice to the right of the purchaser to recover damages for breach of Contract by the Contractor.

14. REJECTED STORES: Rejected stores will remain at destination at the Contractors risk and responsibility. If instructions for their disposal are not received from the Contractor within a period of 14 days from the date of receipt of the advice of rejection, the purchaser or his representative has, at his discretion, the right to scrap or sell or consign the rejected stores to Contractors address at the Contractors entire risk and expense, freight being payable by the Contractor at actuals.

15. GOODS AND SERVICE TAX and or other duties or levies legally leviable and intended to be claimed should be mentioned in the price bid template. If nothing is mentioned, then it will be presumed that the rate quoted is inclusive of all taxes and duties.

16. SECURITY DEPOSIT: Wherever, the Purchase Order value is Rs. 5.00 Lakhs or more, on acceptance of the Purchase Order, the Contractor shall, at the option of the Purchaser and within the period specified by him, shall submit Security Deposit @ 3% of the order value by way of Bank Guarantee / FD Receipt/ account payee DD/ Insurance Surety Bond or in any other form as the Purchaser may determine, security deposit not exceeding three percent of the value of the Contract as the Purchaser shall specify. If the Contractor is called upon by the Purchaser to deposit, Security and the Contractor fails to provide the security within the period specified, such failure shall constitute a Breach of the Contract, and the Purchaser shall be entitled to make other arrangements for the repurchase of the stores Contracted at the risk of the Contractor Sub-Clause (ii) and (iii) of clause 13(b) hereof and/or to recover from the Contractor, damages arising from such cancellation.

17. TEST CERTIFICATE Wherever required, test certificates should be sent along with the despatch documents.

18. The authority of the person signing the tender, if called for, should be produced.

19. OPTION CLAUSE: The purchaser reserves the right to increase/decrease the ordered quantity by up to [25] per cent at any time, till the final delivery date (or the extended delivery date of the contract), by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of the delivery period (or the extended delivery period).

20. The purchaser shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portions of the quantity offered and the tenderers shall supply the same at the rates quoted.

21. The tenderer should supply along with his tender, the name of his Bankers with IFSC codeas well as the latest Income Tax clearance certificate duly countersigned by the Income Tax Officer of the

Circle concerned under the seal of his office, if required by the Purchaser.

22. The term Contractor shall mean, the person, firm or company with whom or with which the order for the supply of Stores is placed and shall be deemed to include the Contractors successors, representative, heirs, executors and administrators unless excluded by the Contract.

23. The term Purchaser shall mean the President of India or his successors or assigns.

24. The term Stores shall mean what the Contractor agrees to supply under the Contract as specified in the Purchase Order including erection of plants & machinery and subsequent testing, should such a condition is included in the Purchase Order.

25. GeM Seller Registration: All vendors shall register themselves in GeM Portal (gem.gov.in) and provide GeM Seller unique ID in the tender documents.

26. EXTENSION OF TIME: As soon as it is apparent that the Contract dates cannot be adhered to, an application shall be sent by the Contractor to the purchaser. If failure, on the part of the Contractor, to deliver the stores in proper time shall have arisen from any cause which the purchaser may admit as reasonable ground for an extension of the time (and his decision shall be final) he may allow such additional time as he considers it to be justified by circumstances, of the case without prejudice to the purchaser's right to recover liquidated damages under clause 10 thereof.

27. ERECTION OF PLANT & MACHINERY: Wherever erection of a plant or machinery is the responsibility of the Contractor as per the terms of the Contract and in case the Contractor fails to carry out the erection as and when called upon to do so within the period specified by the purchaser, the purchaser shall have the right to get the erection done through any source of his choice. In such an event, the Contractor shall be liable to bear any additional expenditure that the purchaser is liable to incur towards erection. The Contractor shall, however, not be entitled to any gain due to such an action by the purchaser.

28. PAYMENT: Contractor's bill will be passed for payment only after the stores have been received, inspected and accepted by the Purchaser.

29. MODE OF PAYMENT: Normally payment will be made for the accepted stores within 30 days from the date of receipt of the materials.

30. RECOVERY OF SUM DUE: Whenever any claim for the payment of, whether liquidated or not, money arising out of or under this Contract against the Contractor, the purchaser shall be entitled to recover such sum by appropriating in part or whole, the security deposited by the Contractor, if a security is taken against the Contract. In the event of the security being insufficient or if no security has been taken from the Contractor, then the balance or the total sum recoverable as the case may be,

shall be deducted from any sum then due or which at any time thereafter may become due to the Contractor under this or any other Contract with the purchaser. Should this sum be not sufficient to cover the full amount recoverable, the Contractor shall pay to the purchaser on demand the remaining balance due. Similarly, if the purchaser has or makes any claim, whether liquidated or not, against the Contractor under any other Contract with the purchaser, the payment of all moneys payable under the Contract to the Contractor including the security deposit shall be withheld till such claims of the purchaser are finally adjudicated upon and paid by the Contractor.

31. INDEMNITY: The Contractor shall warrant and be deemed to have warranted that all stores supplied against this Contract are free and clean of infringement of any Patent, Copyright or Trademark, and shall at all times indemnify the purchaser against all claims which may be made in respect of the stores for infringement of any right protected by Patent Registration of design or Trade mark and shall take all risk of accidents or damage which may cause a failure of the supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfillment of the contract.

32. Purchase preference will be given to MSEs having valid Udyam Registration Certificate (URC) as defined in Public Procurement policy for Micro and Small Enterprises(MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase Preference, the bidder must be the manufacturer/OEM of the offered product. Traders and Resellers offering products manufactured by some other OEM are not eligible for any Purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of offered product and eligibility for purchase preference will be decided based on documentary evidence submitted while evaluating the bid.

C. Bid Templates

C.1 Technical Bid - Rate contract for repair of office furniture with minimum spares.

1. Furniture Repair/Maintenance/Rate Contract (Repair, Repaint, Re-Upholstery, Servicing etc.)

Document : T & C

Common Specifications (Applicable for all items)

Sl No	Specification	Value	Compliance	Offered Specification	Remark
1	Nature of repair / minor spares	Quoted Rates	Yes / No / Explain		
2	Levelling, Adjusting the bolt etc		-		
3	Adjustment and re-alignment of shelves		-		
4	Fitting of INSTADEX System		-		
5	Replacement of Storwel Main Door handle with new handle		-		
6	Replacement of Storwel Main Door Lock with new lock		-		
7	Force open & fitting of Storwel main Door Lock		-		
8	Replacing and refixing locking system for Storwel		-		
9	Storwel shelf refitting		-		
10	Dismantling & Refitting of T8 & T9 tables		-		

11	Minor repairs and greasing of T8 & T9 tables		-		
12	Minor repair and greasing of Executive Table		-		
13	Replacement of Top on T8 & T9 tables		-		
14	Replacement of Top on Executive table		-		
15	Replacing of lock on T8 table with new lock		-		
16	Force open & fitting of lock on T8 table		-		
17	Replacing lock on T9 table with new lock		-		
18	Force open and fitting of lock on T9 table		-		
19	Dismantling and refitting of Executive Table		-		
20	Replacing of bushes per table		-		
21	Refitting footrest		-		
22	Replacing of chair stud		-		
23	One seat/ one back fitting for chair		-		
24	Oiling/ Greasing of executive chair		-		
25	Fitting of castors for chairs		-		
26	Refitting of Book-case glass		-		

27	Fitting of new lock		-		
28	Force opening of book case		-		
29	Force opening and fitting of lock of filing cabinet		-		
30	Replacing new lock for filing cabinet		-		
31	Overhauling 3/4 drawers for filing cabinet		-		
32	Fixing of Cradles		-		
33	Repair of filing cabinet locking		-		
34	Repair of table locking system		-		
35	Force opening filing cabinet		-		
36	Upholstery Seat CH-10/Ch-12		-		
37	Upholstery Back CH-10/Ch-12		-		
38	Upholstery pair of Arm rest		-		
39	Welding of under structure assembly per chair		-		
40	Welding of castor bush (per castor) of chair		-		
41	Welding of seat mounting bracket for chairs		-		
42	Welding of pedestal for storewel (per pedestal)		-		

43	Welding stiffener of storewel (per main door)		-		
44	Welding repairs for book case		-		
45	Force open & replacing lock for executive table		-		
46	Force opening of minor works for storewel Cupboard		-		
47	Wheel Castor		-		
48	Sliding door lock		-		
49	Net Type Chair Cap		-		
50	Glass for Book Case		-		
51	Plastic handle for table		-		
52	Rubber stud for table		-		
53	Nylon bush		-		
54	Keyhole cover		-		
55	Bookcase handle		-		
56	Bookcase glass		-		
57	Metal handle for filing cabinet		-		
58	Rubber stud		-		
59	Rubber cap		-		
60	FRN-9		-		
61	Twin wheel castor		-		

62	Twin wheel caster 32mm		-		
63	Arm rest for chr- 7		-		
64	Arm rest for chr- 13		-		
65	Storwel handle		-		
66	Knock cover for storewel		-		
67	Corner support for storwel		-		
68	Bookcase rubber		-		
69	Hip handle for filing cabinet		-		
70	Arm rest for chr- 6		-		
71	Handle for glass for storewel		-		
72	Foot rest long new 101		-		
73	Gas lift lever 7001/7002		-		
74	Evaluation Criteria will be based on Overall L1.		-		

Supporting Documents required from Vendor

1. Previous Experience
2. Your Quotation in PDF format with Price split up and detailed terms & conditions
3. MSME UDYAM Registartion certificate, if applicable.
4. Documentary proof with respect to expreience
5. Duly signed acceptance of Terms and Conditions of Rate Contract
6. Any other documents

5 additional documents can be uploaded by the vendor

C.2 Commercial Terms / Bid

Sl. No.	Description	Compliance	Vendor Terms
1	Repair shall be carried out at our Site.	Yes / No / Explain	
2	The contract shall be valid for a period of One Year from the date of release of Rate Contract. However, VSSC reserves the right to extend the same for further periods with the same rate, terms & conditions on mutual agreement. We also reserve the right to short close the same by giving one month notice in writing without any financial obligations on our side. Note and Confirm.	Yes / No / Explain	
3	This tender is proposed as a DOMESTIC PUBLIC TENDER. This tender is restricted only to Class-I and Class-II Local Suppliers as defined under DPIIT Order dtd 04/06/2020- Preference to Make in India Order-2017 Revision. NonLocal Suppliers need not quote. Foreign OEMs/Agents quoting on behalf of Foreign OEMs are not permitted to quote. High Sea Sales Quotes not permitted.	Yes / No / Explain	
4	Bidder shall have 2 year experience in the field of repairing of office furniture and supply of spares in any Govt./ ISRO establishments. Documentary proof to be enclosed along with the bid.	Yes / No / Explain	
5	The vendor has to compulsorily submit the compliance statement online otherwise their offer will not be considered for further evaluation. Before entering the compliance statement, vendors are advised to refer the detailed specification provided.	Yes / No / Explain	
6	Currency of Quoting: This is a domestic tender and the currency of the bid should be in Indian Rupee only.	Yes / No / Explain	

7	Taxes and other costs, if any, please specify the rates with HSN/SAC code, wherever applicable. For Goods under schedule II with GST @ 18%, VSSC is eligible for concessional rate of tax @ 5% under SI.No.462 (Chapter 88 or any other Chapter) of Schedule-I of Notification No.09/2025 Central Tax (Rate) dated 17.09.2025 & IGST in term of Notification No.09/2025 - Integrated Tax (Rate) dated 17.09.2025. Necessary IGST/CGST/SGST concession certificate shall be issued by us.	Yes / No / Explain	
8	Delivery Terms [On site Work @ VSSC]. Note and Confirm.	Yes / No / Explain	
9	Delivery Period [Please Specify the period, LD shall be applicable in case of delayed delivery]. Mention the time required for supply and installation wherever applicable.	Yes / No / Explain	
10	Spares supplied shall be of reputed make and shall have warranty of 1 year. During warranty period if the spares is found defective, the same shall be replaced at free of cost. Note and Confirm.	Yes / No / Explain	
11	Payment shall be made on within 30 days of submission of bills accompanied with a work completion certificate signed by the Contact person and countersigned by the Head of the division to the concerned Accounts Officer for arranging payments. No other mode of payment shall be entertained. Note and Confirm.	Yes / No / Explain	
12	On receipt of work order you shall depute service personnel with 03 working days to attend the job. Note and Confirm.	Yes / No / Explain	
13	Liquidated Damages @ 0.5% per week of delay or part thereof subject to maximum of 5% of order value including elements of GST, freight & statutory variation is applicable beyond the promised delivery schedule. However, in case of inordinate delay of more than one-fourth in completion period, LD subject to maximum of 10% of the total order value shall be recovered.	Yes / No / Explain	

14	<p>Security Deposit: In case offer value exceeds Rs. 5 lakhs Successful Tenderer shall submit Security Deposit equivalent to 3% of the order value valid for a period of 60 days beyond the date for completion of the Purchase Order. This security deposit is collected towards the performance of the Contract. The said Security Deposit shall be submitted either in the form of Insurance surety bond/ Bank Guarantee/ Fixed Deposit receipts or account payee DD from Commercial Banks in India. No exemption is applicable for MSE vendors from submission of Security Deposit. In case PSU/Autonomous bodies/Central Government organisations, Indemnity Bond shall be accepted. Wherever SD and PBG are involved, the same can be submitted in consolidated SD cum PBG, valid for a period of 60 days beyond the completion of contractual obligation/ warranty obligations under the contract. Necessary formats will be issued to the successful tenderer along with Purchase order.</p>	Yes / No / Explain	
15	<p>The contract shall be valid for a period of One year from the date of issue of Rate Contract. RC shall be operated by VSSC and work orders shall be placed directly by Central Stores of VSSC. RC is concluded for a particular period and during the currency of the Contract, Work Orders will be placed on you as and when requirement arises. VSSC will not commit any assured quantity during the RC period. Work Orders placed till the last day of the validity (though received by the Supplier after expiry date) shall be honored and executed. Note and Confirm.</p>	Yes / No / Explain	
16	Quote Validity: Minimum 90 days from the date of Tender opening.	Yes / No / Explain	
17	Country of Origin	Yes / No / Explain	
18	GeM Seller Unique ID	Yes / No / Explain	

19	PO ordering address in full with Contact Persons Name, E-mail id, Phone No. [also attach your Quotation in PDF format]. Supplier shall furnish Bank Account details with IFSC code.	Yes / No / Explain	
20	If any of the bidders submit any forged or false documents along with the Tender, such tenders will be summarily rejected and such bidders will be blacklisted for all future tenders.	Yes / No / Explain	
21	Bidder shall mandatorily furnish declaration regarding Land Border sharing in the document sought with all terms and conditions given in Instructions to Vendors in your letter head duly signed by authorized signatory with company seal.	Yes / No / Explain	
22	Any other terms.	Yes / No / Explain	

C.3 Price Bid

Sl. No.	Item	Quantity	Unit Price	Currency	Total Price	Remark
1	Furniture Repair/Maintenance/Rate Contract (Repair, Repaint, Re-Upholstery, Servicing etc.)	1.00 Yearly		-		

Common charges (Applicable for all items)

Freight charge	
P&F Charges	