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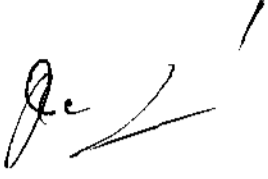
Name of Work: Modernisation of CBI Academy under Plan Grant 2015-16.

Subhead:-Supply and Installation of setting up of Modular Kitchen in Mess of CBI Academy.

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SECTION - I

Instructions for Submission of Online Bids

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## **A ) Instructions for Submission of Online Bids**

**1.0** The Tenderer are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions as stipulated below are meant to assist the Tenderer in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. The procedures/information useful for submitting online bids on the CPP Portal may also be referred on the CPP Port ( <https://eprocure.gov.in/eprocure/app>).

### **2.0 REGISTRATION**

- i Tenderer are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrolment" on the CPP Portal which is free of charge.
- ii As part of the enrolment process, the Tenderer will be required to choose a unique username and assign a password for their accounts.
- iii Tenderer are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv Upon enrolment, the Tenderer will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by Controller for Certifying Authority (CCA ) India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- v Only one valid Digital Signature Certificate (DSC) should be registered by a bidder. Please note that the Tenderer are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- vi Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **2.1 SEARCHING FOR TENDER DOCUMENTS**

- i. There are various search options built in the CPP Portal, to facilitate Tenderer to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Tenderer may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- ii. Once the Tenderer have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the Tenderer through SMS / e-mail in case there is any corrigendum issued to the tender document.
- iii. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.



## 2.2 PREPARATION OF BIDS

- i. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- iv. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the Tenderer. Tenderer can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## 3.0 SUBMISSION OF BIDS

- i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v. Tenderer are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the Tenderer. Tenderer are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.



- vi. The server time (which is displayed on the Tenderer' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the Tenderer, opening of bids etc. The Tenderer should follow this time during bid submission.
- vii. All the documents being submitted by the Tenderer would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- viii. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix. Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- x. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **4.0 ASSISTANCE TO TENDERER**

- i. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is **1800 3070 2232.**



**INSTRUCTIONS TO TENDERER (Offline)**

**SECTION - 1**

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## INSTRUCTIONS TO TENDERER FOR OFFLINE

**1.0** Tender shall have to be submitted in four parts i.e. Sechedule - I i.e. Cost of Tender Document, Schedule-II - Earnest Money Deposit (EMD), Schedule-III - Technical Specifications/Parameters & Details of Quantities and Schedule-IV - various prescribed formats.

**1.1** The cost of Tender Document is Rs.500/- (Five Hundreds) in the shape of Demand Draft/Pay Order drawn in favour of Superintendent of Police, CBI Academy, Ghaziabad has to be submitted by the Bidder. However, Bidder has to append the Scanned Copy of the Draft/ Pay Order along with the Bids to be submitted Online. The original Bank Draft for Tender Document is to be deposited in the Office of Superintendent of Police, CBI Academy, Ghaziabad before the last stipulated date of receipt of the Tender Documents. It is clarified no other mode for payment in respect of Tender Fee/Cost shall be accepted.

**2.0** Earnest Money Deposit (EMD):-

**2.1** The Bidder has to submit a refundable interest free amount of Rs.1,00,000/- (Rs. One Lakh) towards EMD. The original draft/FDR/Bank Guarantee of the EMD has to be deposited in the Office of the Superintendent of Police, CBI Academy before the last date and time of submission of the Tender. The Bidder has to append the scanned copy of the same on the CPP Portal while uploading his bid.

**2.2** No request for transfer of deposited amount in other works with CBI Academy Ghaziabad or any of its offices of CBI shall be entertained. The EMD amount is not transferrable. Hence, the Tenderer are advised to furnish fresh EMD while uploading of their bid.

**2.3** Bidder shall not be permitted to withdraw his offer / bid or modify the terms and conditions stipulated herewith. In case the bidder fails to observe to comply with the stipulations made herein or backs out after quoting the rates, than the aforesaid 100% amount of EMD shall be forfeited. No representation shall be entertained in this respect.

**2.4** No claim shall be entertained in respect of erosion of the value or interest on the amount of Earnest Money Deposit (EMD) or Performance Security Guarantee.

**2.5** In case the Bidder withdraws his offer before finalisation of technical evaluation, 50% amount of EMD shall be forfeited whereas after evaluation financial bid or before issue of Letter of Award, the 100% amount of EMD shall be forfeited. No representation in this respect of EMD shall be entertained.

**3.0** Validity of the Bid.

**3.1 The bids/offers should be valid for 90 days from the date of opening of the price bids. In case, the Bids under evaluation are not decided during the period of validity then CBI may solicit the consent of the Tenderer for any extension if required.**

#### **4.0 Pre-Bid Meeting --**

The pre-bid meeting has been scheduled on 16/11/2015 at 3.30 pm in the Conference Hall of CBI Academy, Ghaziabad with the objective that any clarification; if required; in respect of various Terms & Conditions, Technical Specifications/ Parameters etc. in respect of this work shall be held for information of prospective Tenderer. It is advised , in their own interest, the bidder may submit the enquiries along with their responses i.e. desired clarifications may be submitted in the Pre-Bid Meeting. No further clarification, shall be entertained by the CBI Academy after the Pre-Bid Meeting date. The enquiries/ clarifications by and Additions / Deletions to the Tender Document shall be resolved by CBI through the Corrigendum which shall also be treated a part of Tender Document.

#### **5.0 Opening of Bid:**

The tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him bid acknowledgement slip on the date and time indicated in the "Schedule of Tender" or bidder can view the bid opening live from the remote end. Commercial Bids of such tenders shall only be opened whose technical bids are found suitable and qualified the technical evaluation.

**5.1 The bids shall be opened on the scheduled date, time & venue as indicated in the Tender Document.**

**5.2 The eligibility criteria shall be examined as stated above before opening of the Technical Bids.**

**5.3 Only bids of the Tenderer who meet the defined eligibility criteria shall be evaluated initially. The Bids of those Tenderer who meet the Eligibility Criteria shall only be opened for scrutiny.**

**5.4 The Tenderer are therefore advised in their own interest to visit the CBI Academy and familiarize themselves so as to quote the competitive rates before submission of their Tender Document.**





**FORMAT FOR EMD IN CASE, THE TENDERER WHO WISH TO SUBMIT EMD THROUGH BANK GUARANTEE**

Whereas .....  
(hereinafter called the "tenderer")

has submitted their offer dated.....  
for the supply of .....  
( hereinafter called the "tender")

against the purchaser's tender enquiry No.....

KNOW ALL MEN by these presents that WE .....  
of ..... having our registered office at  
..... are bound unto .....  
(hereinafter called the "Purchaser")

in the sum of .....  
for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of .....20.....

**THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the tow conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

/



.....  
(Signature of the authorized officer of the Bank)

.....  
.....  
Name and designation of the officer

.....  
Seal, Name & address of the Bank and address of the Branch

**SECTION - II**

**CONDITIONS OF CONTRACT**

/

Qc 7

## CONDITIONS OF CONTRACT

### 1.0 INTERPRETATION –

- (i) "CBI Academy" means the purchaser and Superintendent of Police, CBI Academy means the consignee for the purpose of this Tender.
- (ii) "Successful bidder/Tenderer" means the person or agency who has been issued Letter of Award for the work by the CBI Academy.
- (iii) "Contractor" means the person or agency who shall be contracted to execute the work after issue of Letter of Award for the work.
- (iv) "Parties" means the Superintendent of Police, CBI Academy , Ghaziabad for and behalf of the President of India as a First party whereas Contractor as Second Party to the contract.
- (v) "Addresses" mean the registered address as indicated in the Format of Technical Bid by the Contractor i.e. Second Party whereas the notified address in the Tender for all purposes including Arbitration etc. In case, Contractor notifies a change in address through a separate letter/ request to First Party then the notified Address shall be considered. The Second Party shall be solely responsible for the consequences, if any omission or error happened during the period between change of Address and request made to CBI.

### 2.0 SCOPE OF WORK:-

Supply and Installation for setting up Modular Kitchen in the Mess of CBI Academy Ghaziabad.

2.1 The Contractor shall have to complete the Supply and Installation for setting up Modular Kitchen in the Mess of CBI Academy Ghaziabad along with Auxiliaries/Ancillaries. The Contractor shall be responsible for completion of work in totality.

### 3.0 SCHEDULED, DELIVERY AND COMPLETION OF WORK

3.1 The above cited work shall have to be completed in all respect within one month from issue of letter of award. No extension of the period specified shall be allowed by CBI under any circumstances except the circumstances indicated in Force Majeure Clause hereunder. The Supply, Installation and Acceptance Testing for setting up of Modular Kitchen shall have to be made in the Kitchen of CBI Academy, Kamla Nehru Nagar, Hapur Road, Ghaziabad. Tenderer shall have to Supply, Installation and Acceptance Testing of setting up of Modular Kitchen within the above said period in totality.

3.2 The authenticity certificates issued by the various equipments shall also have to be appended with the Technical Bid.

3.3 The work is to be completed within the above indicated period. Time is essence of the Contract.

#### 4.0 TENDER PREPARATION EXPENSES:

4.1 The tenderer shall solely bear all costs associated with the preparation and submission of the bid. The CBI shall in no case be responsible or liable for such costs.

#### 5.0 ELIGIBILITY CRITERIA

##### 5.1 Pre-qualification criteria.

5.1.1 The Technical Bid shall have to contain the information regarding firm/company, business turnover, experience and other details of the firm to judge the suitability of the bidder as defined in the format of Technical Bid.

5.1.2 Only reputed COMPANIES/ORGANIZATIONS/FIRMS OR THEIR AUTHORISED DISTRIBUTERS/DEALERS/SUPPLIER who can execute the work in totality are eligible to submit the bids.

5.1.3 Tenderer are advised to append the scanned copy of PAN issued by Department of Income Tax, Company Registration Certificate, Trade License alongwith VAT Registration, List of Major Customers where in the past, the Tenderer, Service Tax Registration, Balance sheets and Income Tax Returns etc. shall have to be uploaded on the CPP Portal. Complete Tender Document duly signed and stamped on the each and every page is also to be uploaded on CPP Portal.

##### 5.2 Technical Criteria

5.2.1 The Technical Particulars / Specifications of the equipments are defined in the Tender Document alongwith the above cited Documents and shall be the basis for Qualification for opening of their financial/Price Bids.

5.2.2 Experience of having successfully completed works during the last 3 years ending previous day of last date of submission of tenders.

Three similar works of Rs.8 lacs.

Or

Two similar works of Rs.12 lacs.

Or

One similar work of Rs. 16 lacs.

**Note :** The similar works are in respect of Setting up the Modular Kitchen along with required axillaries/ancillaries in totality.

#### 6.0 FINANCIAL CRITERIA (to be considered while evaluation of Technical Bid)

##### 6.1 Average Annual Financial Turnover



**6.1.1** The bidder should have Average Annual Financial Turnover of Rs.20,00,000/- during the immediate last three Financial Years as on 30 September of 2015 based on available three consecutive Balance Sheets duly audited by the Chartered Accountant. Year in which no turnover is shown, would also be considered for working out the average.

**6.2. Profit / Loss:-**

**6.2.1** The Tenderer should not have incurred any loss a more than two years during three consecutive balance sheets and Income Tax Returns duly certified by the Chartered Accountant of Financial Years 2012-13, 2013-14 & 2014-15.

**6.2. 2** The bid of those Tenderer who have not complied with one or more of the conditions or the eligibility criteria or fails to submit the required documents as mentioned in the Technical Bid format are liable to be summarily rejected and no representation in this regard shall be entertained.

**6.2.3** The Tenderer shall not have debarred or black listed by any Central/State Government departments of India or Public Sector Undertakings/ Enterprises. An affidavit to this effect on Non-judicial Stamp paper of Rs.100/- duly notarized shall have to be enclosed with the Bid. To supplement the information, Tenderer are required to upload a Scanned Copy of Affidavit as prescribed in Schedule ---. However, such Tenderer who were blacklisted or debarred by above cited organizations, shall be eligible after expiry of period of blacklisting/debarring.

**7.0 RIGHT OF ACCEPTANCE:**

**7.1** CBI Academy reserves all rights to reject any tender including of those tenderer who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest bid. The decision of the CBI in this regard would be final and binding

**7.2** CBI may terminate the contract in whole or in part for non-supply and installation of material within a specified time. CBI shall be at liberty to make the Risk Purchases on the cost of the successful tenderer to whom the letter of award was issued. In case of Risk Purchases, CBI shall recover the extra cost of risk purchase either from the withheld amount available with CBI or Performance Guarantee.

**7.3** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency, Act made against them or in the case of a company passing any resolution or issuing any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, CBI shall have the power to terminate the contract without previous notice.



#### **7.4 Breach of Terms and Conditions:**

In case of breach of any of terms and conditions specified in tender documents or letter of award, Competent Authority of CBI i.e. Supdt. of Police(A/T), CBI Academy, Ghaziabad shall have the right to cancel the letter of award without assigning any reasons. Nothing shall be payable to the successful tenderer and in such an event the performance guarantee furnished by him shall stand forfeited.

#### **7.5 Subletting of Works:**

The successful tenderer shall not assign or sublet the supply of any part of it to any other person(s) without the specific permission of DIG/CBI Academy, Ghaziabad. The decision in this respect shall be final and binding.

#### **8. TERMS OF PAYMENT:**

8.1 The full payment i.e. 100% shall be paid by CBI Academy, Ghaziabad after completion of the work i.e. Supply and Installation of setting up of Modular Kitchen in Mess of CBI Academy. The Tenderer are therefore advised to indicate their Bank details etc. so that payment can be made through NEFT/RTGS.

#### **9 COMMUNICATION OF ACCEPTANCE:**

Successful Tenderer shall be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for submission of Performance Guarantee shall be intimated to successful Bidder. The notification of award shall be considered as a document for contract agreement.

#### **10 PERFORMANCE GUARANTEE:**

10.1 The successful tenderer shall have to furnish interest free Performance Guarantee equivalent to 10 % (Ten Percent) of the awarded value as contained in the Letter of Award in the shape of Demand Draft / Pay Order/Bank Guarantee within 7 (seven ) Days from the date of issue of letter of award. Awarded value of the work / supply, quantity of the material and terms and conditions in pursuant to this tender document shall also be part of contract agreement. The prescribed format of Performance Guarantee shall be issued to the Successful Tenderer at the time of issue of letter of award.

10.2 The successful tenderer shall also have to execute an Agreement on NON-JUDICIAL Stamp Paper of value of Rs. 100/- (Rupees One Hundred – Payable by tenderer only ) in the prescribed proforma ( To be supplied along with Letter of Award) within 7 (seven ) days of date of issue of letter of award. The agreement shall be between CBI as First Party and successful tenderer as Second Party.

#### **11.0 DEVIATION**



No deviation of Technical parameters, terms & conditions shall be allowed in respect of this Tender.

#### 12.0 GUARANTEE/WARRANTY

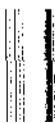
12.1 The Guarantee/Warranty period as prescribed by various Manufacturers for the items executed shall be effective from the expiry date of defect liability period as per the policy of the various Manufacturers. In defect liability period, the Guarantee / Warranty has to be provided by the Tenderer free-of-cost.

#### 13.0 EVALUATION CRITERIA

13.1 Technical Bid shall be evaluated as detailed below so as to qualify for the opening of the Financial Bid.

Sr. No	Attributes	Total marks (100 marks)	Marks obtained by Bidder
A	<b>Financial Strength</b> <b>1. The average of total turnover of Bidder from last three financial years (2012-13), (2013-2014) &amp; (2014-2015) should not less than Rupees 20 lakhs (twenty lakhs)- 15 marks</b> <b>2. Profit &amp; Loss. (in case profit then full marks to be allotted. In case loss marks to be allotted as Zero)- 15 Marks</b>	30	
B	<b>Submission of proof indicating as below:-</b> <b>1. Submission of copy of PAN Card.-05 marks</b> <b>2. Submission of Income Tax returns alongwith Computation of Income for FY 2012-13, 2013-14 , 2014-15 - 05 marks</b> <b>3. Submission of Company Registration Certificate with OEM - 05 marks</b>	20 marks	

	<p align="center"><b>Certificate with OEM - 05 marks</b></p> <p><b>4. Submission of trade License - 05 marks</b></p>						
<b>C</b>	<p><b>1. Experience of having successfully completed works during the last 3 years ending previous day of last date of submission of tenders</b></p> <p><b>Three similar works each of Rupees eight lakhs</b></p> <p align="center"><b>Or</b></p> <p><b>Two similar works each of Rupees twelve lakhs</b></p> <p align="center"><b>Or</b></p> <p><b>One similar work of Rupees sixteen lakhs</b></p> <p><b>2. Submission of Performance Certificate executed by the Tenderer issued by previous organizations (proof of experience certificate to be appended)</b></p> <table border="1"> <tr> <td>(a) without imposing of liquated damages</td> <td align="center">10</td> </tr> <tr> <td>(b) with imposing of liquated damages</td> <td align="center">05</td> </tr> </table> <p><b>3. Submission of proof for depositing statutory taxes in respect of the following in Financial Year 2014-2015 :</b></p> <p><b>(i) VAT - 5 marks</b></p> <p><b>(ii) Service Tax - 5 marks</b></p>	(a) without imposing of liquated damages	10	(b) with imposing of liquated damages	05	20	
(a) without imposing of liquated damages	10						
(b) with imposing of liquated damages	05						





	(iii) Income Tax - 5 marks (iv) Work Contract Tax - 5 marks		
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**Note:** The Tenderer who scores minimum 60 (sixty marks) in the Technical Evaluation will become shall be eligible for opening of Financial Bid.

**13.2** After Evaluation of Technical Bid(s), a list of successful Tenderer shall be intimated through E-mail & Speed Post about the Bids to be opened for Financial Evaluation.

**13.3** However, the work shall be awarded to the Tenderer who has quoted the lowest amount in totality as indicated in Price Bid.

**14 TOLERANCE IN QUANTITY**

**14.1** The total quantities stipulated in the Tender Document is only indicative. However, if CBI revises the requirements in quantity of works, then the maximum tolerance shall be +/- 15% of the total cost of Letter of Award on the same terms and conditions.

**15 FORCE MAJEURE:**

**15.1** Any delay due to Force Majeure will not be attributable to the tenderer. Force Majeure events shall mean one or more of the following acts or events: Acts of God or events beyond the reasonable control of the tenderer which could not reasonably have been expected to occur, such as exceptionally adverse weather conditions, lightning, earthquake, cyclone, flood, volcanic eruption or fire or landslide; Radioactive contamination or ionizing radiation; Strikes or boycotts (other than those involving the tenderer or its employees/representatives or attributable to any act or omission of any of them) interrupting supplies and services of the Project for a period exceeding a continuous period of 7 (seven) days; An act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, embargo, riot, insurrection, terrorist or military action, civil commotion or politically motivated sabotage which prevents the tenderer to Supply the equipments to CBI and their Installation, Testing & Commissioning for a continuous period of 7 (seven) consecutive days. In such event, purchaser shall extend the scheduled period of delivery appropriately.

**16 LIQUIDATED DAMAGES**

If the tenderer fails in supply, satisfactory Installation, Testing & Commissioning of the equipments including system integration in stipulated time then liquidated damages/penalty at the rate of 0.5% (zero point five percent) of the Contract Value per week subject to maximum of 10% (Ten Percent) of the contract value shall be deducted from the due payments of the supplier or contractor or from the performance security/performance guarantee as the case may be.



**17. JURISDICTION:**

The courts at Ghaziabad alone shall have the jurisdiction for resolution of the dispute or reference between parties arising out of this tender / order. It is specifically agreed that no court outside than Ghaziabad shall have the jurisdiction in respect of this Tender Document.

**18 ARBITRATION:**

In case of any dispute or difference arising out of or in connection with the tender conditions and Contract, the CBI and the Supplier or Contractor shall address the dispute/difference for a mutual resolution failing which the matter shall be referred for arbitration of a Sole Arbitrator to be appointed by the CBI or Court of Law. However, the Sole Arbitrator shall ask both the parties to submit the name of one arbitrator from each party. The final award of the Sole Arbitrator shall be based on the majority decision of Arbitration Board consisting of three Arbitrators. The arbitration proceedings shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 of India and the venue of arbitration shall be at Ghaziabad. The award of the Arbitration Board shall be final and binding on both the parties. It is also clarified that the expense incurred on arbitration proceedings shall be equally borne by both the parties.

**19. TECHNICAL LITERATURE & MANUALS**

The Successful tenderer whom the work shall be awarded has to submit 2 (two) sets of the following technical literature & manuals for reference & record of CBI.

Sl. No.	Description of Literature	Purpose	Remarks
1.	Installation manual of the equipments	For installation purposes of various items under the scope of contract	
2.	Operation and maintenance manual	For major and minor maintenance including operation of equipments	
3.	Part list/ catalogue	For ordering spares	
4.	Any other manual/ literatures to be required for satisfactory supply and installation of setting up of Modular Kitchen equipments.		

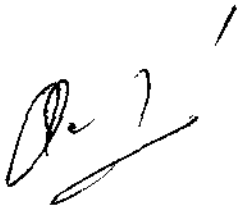
5.	The Prescribed life cycle of the equipments as per manufacturer's code		
6.	Any other manual/technical document which tenderer considers that the same is necessary for the use of CBI.		

**20 CONDITIONAL OFFER:**

No conditional offer shall be accepted by CBI.

**21 BACK TO BACK CONTRACT:**

In case, it is observed by CBI that Contract has been awarded by the Contractor on back to back basis, the Contract shall be summarily terminated.



**DETAILS OF QUANTITIES AND TECHNICAL SPECIFICATION/PARAMETERS**

/

**SECTION – III**

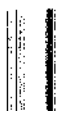
A handwritten signature in black ink, consisting of a stylized, cursive name followed by a horizontal line underneath.

**DETAILS OF REQUIREMENT AND TECHNICAL SPECIFICATIONS/PARTICULARS  
IN RESPECT OF EQUIPMENTS TO BE PROVIDED IN MODULAR KITCHEN IN  
THE MESS OF CBI ACADEMY, GHAZIABAD.**

Sl. No.	Name of the item	Size	Quantity
1	<p><b>TWO BURNER STOVE WITH STAND :-</b> Top :- 16 SWG S.S. sheet 304 food grade make: Jindal/ SAIL. Shelves made of 18 SWG S.S. sheet food grade. Top secured with 35x35x4 mm thickness SS welded MS Angle make Tata or Equivalent, duly rusts proof painted. The top having two heavy duty CI Pan supports and two high pressure burner (70000 BTU) with needle control valve, copper pigtail &amp; pilot burner, 04 S.S. Legs of 40mm dia with nylon adjustables.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	60"x24"x32"	03
2.	<p><b>S.S. DOSA PLATE :-</b> Free standing commercial Dosa Plate / hot plate. Heavy duty thickness MS Plate (removable). Having three V-Type HP Burners. Outer body made of heavy duty gauge of Stainless Steel with Pilot Burner for the ignition of V-Type burners. Inbuilt oil drain box with shelf. L.P.G operated. Having adjustable Stainless Steel Bullet feet.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	48"x27"x32"	1
3.	<p><b>S.S. WORK TABLE :-</b> Top :- 16 SWG S.S. sheet Two Shelves made of 18 SWG S.S. sheet food grade. Structure made of MS Angle (35x35x4mm) Make: Tata or Equivalent duly rust proof painted. Legs made of SS round pipe of 38 mm dia with nylon adjustable feet.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	27"x27"x32"	2



4	<p><b>S.S. EXHAUST HOOD :-</b> Complete frame work of 20/22 SWG complete at joints and air tight insulated, weather proof, mechanically painted on the upper surface <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	84"X60"X24"	3
5	<p><b>S.S. CHAPPATI CUM PUFFER :-</b> Top made of MS Plate 14 mm thickness with one side chapatti puffer. Shelves :- shelf made of 18 SWG S.S. sheet food grade. Panel :- front panel 18 SWG., 3 side 300 mm and 3 sides covering made of 20 SWG Stainless Steel sheets. Frame: MS Angle, dully rust proof painted. Legs: SS round/ square pipe 38mm with nylon adjustable feet. Having four numbers high pressure RV burners (90000 BTU) with needle control valve, copper pigtail &amp; pilot burner. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	48"X30"X32"	1
6	<p><b>S.S. CHAPPATI COLLECTION TROLLEY :-</b> BODY-Two shelves tier trolley made of 18 swg stainless steel sheet. LEGS- 4 Nos. 25MM dia Round / Square legs with castor wheels, 2 nos. Plain and 2 nos. with brake. HANDLE- Handle of 25 mm dia, 16 swg provided on one side of the trolley <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	30"X24"X36"	1
7	<p><b>BAKING OVEN (ELECTRIC) :-</b> Freestanding Commercial Oven for baking. Double Jacketed body with mineral wool insulation. Heavy duty oven door with durable Hinge design. High Performance heating elements digital temperature controller with Stainless Steel fabricated stand for oven. Elements made of Copper with auto cut controller.</p>	Standard size at least 3 feet high	1
8	<p><b>S.S. THREE SINK UNIT :-</b> Top :- Sinks 16 swg S.S. sheet food grade Make :- Jindal/ SAIL or equivalent Shelf made of 18 swg S.S. sheet food grade. Structure made of MS Angle (35x35x4mm) Make :- Tata or Equivalent dully rust proof painted. Legs :- Made of SS round pipe of 38 mm dia. with nylon adjustable</p>	72"x24"x34"+ 6"	1



	feet. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).		
9	<b>S.S. GARBAGE TROLLEY :-</b> Top:- 16 swg food grade SS Sheet, Structure made of MS Angle (40x40x5mm) Make: Tata or Equivalent duly rust proof painted. LEGS- 4 number with castor wheels, 150 mm x40 mm., 2nos. fixed and 2 nos. with brake Handle of 25 mm dia, 16 swg, on one side of the trolley <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	60"x24"x34"	1
10	<b>S.S. WALL SHELF :-</b> Body 18 swg. food grade SS Sheet Secured to top with acorn Nuts & Bolts & Bracket secured to wall with anchor fasteners. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	72"x12"	2
11	<b>S.S. POT RACK 4 shelves :-</b> Heavy duty 4 tiers rack made of 1" dia S.S. tubular pipes positioned horizontally spaced approx on 100mm O.C. with ends welded integrally to cross tubing of 32mm dia SS.Uprights 40mm dia S.S. with top ends closed and rounded and smooth. LEGS- (4) no.38x38 mm S.S. legs with nylon adjustable feet. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	48"x24"x60"	1
12	<b>S.S. STORAGE RACK :-</b> 1800 mm high over all on SS adjustable feet, constructed of 38 mm / 16 gauge SS Square / round pipe. SHELVES: Each to have five shelves at equal distance of 18 Gauge SS with 3 side upright 32mm & front turn down. Legs: made of SS round pipe of 38 mm dia16 swg. with nylon adjustable feet. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	48"x24"x60"	1
13	<b>POTATO PEELER/MACHINE :-</b> Body completely constructed of food grade S.S. sheet of 16 swg. with top lid and outer body made of 18 swg.	15 Kg. Capacity	1

	S.S. sheet and proper water inlet & outlet valve in machine. Machine will be electricity operated. 1.5 hp Crompton/ abb/ equivalent heavy duty motor single phase, with proper control panel & on/off switch, indicating lamp etc. Having adjustable feet. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).		
14	<b>WET-GRINDER</b> Made of 16 SWG good grade S.S. Sheet, silent running, economic in operation, easy to maintain, complete with revolving drum, grinding stone & wooden scrapper. Heavy duty Motor 1.5 HP Crompton/ABB/Kirloskar motor with gear box. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	5Kg. (Capacity)	1
15	<b>KEEMA MACHINE :- Heavy Duty Machine</b> CAPACITY- 120 Kg/hr POWER CONSUMPTION- 750 Watts MOTOR - 1.0 HP Crompton/ABB/kirloskar. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	Standard size	1
16	<b>GRAVY MACHINE :- Heavy Duty</b> Crompton/ABB/kirloskar. Best suited to grand dry/ wet masala i.e chilly, spices sugar, herbs, paste & chutney etc. Made of stainless steel body. 24 Hrs. running capacity. Works without any noise, economic in operation, easy to maintain. Attractive in finish. Special air cooling system for motor. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	2 HP	2
17	<b>S.S. COOKING Range WITH STAND :-</b> Top: 16 swg S.S. sheet. Panel :- Front panel 18swg, 3 sides covering made of 20 swg food grade stainless steel sheets. Frame: MS Angle duly rust proof painted. Legs: SS round/ square pipe 38mm with nylon adjustable feet. The top having one no. heavy - duty CI Pan support and one no. high pressure burner (70000 BTU) with needle control valve, copper pigtail & pilot burner. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	24"x24"x34"	1



18	<p><b>S.S. WORK TABLE WITH FOOD WARMER :-</b>  Top: 16 swg food grade SS Sheet make: Jindal/ SAIL or equivalent, Shelves: shelf made of 18 swg. food grade SS Sheet. Structure made of MS Angle (35x35x4mm) Make: Tata or Equivalent duly rust proof painted. Legs made of SS round pipe of 38 mm dia. with nylon adjustable feet.  <u>Note</u> : All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	60"x24"x34"	1
19	<p><b>SALAMANDER :-</b>  Top: Made of 18 Swg food grade SS Sheet Jindal/ SAIL. Inner &amp; outer made of 18 Swg food grade SS Sheet Jindal/ SAIL. Insulation: Glass wool insulation. Element: Custom made 3 KW. Electrical Panel: Electrical Control panel with thermostat on &amp; off switch &amp; indicating light. Tray: ¼" S.S. wire mesh tray with adjustable system insulated handle.  <u>Note</u> : All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	Standard	1
20	<p><b>S.S. FOUR DOOR REFRIGERATOR :-</b>  Outer body made of 20 swg. &amp; Inner tank made of 22 swg. food grade stainless steel. Frame: MS Angle duly rust proof painted.  DOOR- Four (4) nos. S.S doors with side formed handle, magnetic Gasket locking arrangement, built-in cylindrical locks, all keyed Alike, handles to form a part of door and should not protrude out. REFRIGERATED STORAGE: cooled from internal refrigerated storage. INTERNAL TEMP -5 deg. C to +5 deg. C. SHELVES- Six (6) nos. SS Welded removable wire shelf behind door, on adjustable SS Clips. REFRIGERATION- Static cooling system "Kirlosker (Immersion)" / "Tecumseh" normal temperature type, assembly on right complete with louvered access panels digital thermometer, cord etc. Legs :- four no 150 mm High counter type S.S. with adjustable feet. CONDENSATE-Bottom of internal storage pitched to and provided with 25mm dia waste outlet, removable S.S. Perforated false bottom and slide out S.S. Drip tray below waste outlet, false bottom shall function as a bottom shelf with all sides turned down 25mm and 12mm with lift out finger holes.  <u>Note</u> : All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards</p>	48"x30"x82"	1



	(BIS).		
21	<b>PALLETS FOR STORE:- OF SS SHEETS WITH 6 INCHES FOUR LEGS WITH DIA OF 38MM</b> <u>Note</u> : All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	48"x24"x6"	3
22	<b>S.S. ONION/ POTATO BIN :-</b> Entire bin unit to be constructed by four side covering (6mm x4mm) stainless steel wires on 1" DIA Stainless steel pipe 16 swg. mounted on 4 nos. LEGS, 2 nos. with brakes and 2 nos. plain, 100 mm dia castor wheels. Top of the unit to have two lids with handles. Having a single window on front side beneath the unit. <u>Note</u> : All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	24"x24"x36"	2
23	<b>S.S. VEG. STORAGE RACKS WITH FOUR SHELVES:-</b> <b>SHELVES:</b> Each to have four shelves at equal distance of 18 Gauge SS made with 3 sides upright 32mm & front turn down. Legs: made of SS square pipe of 38 mm dia 16 swg. with nylon adjustable feet. <u>Note</u> : All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	26"x17"x46"	3
24	<b>VEG CUTTER HEAVY DUTY MACHINE OF STANDARD SIZE :-</b> Motor – 0.5 HP, Power consumption – 380 Watts. <u>Note</u> : All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	--	1
25	<b>S.S DINNING TABLE :-</b> Stainless Steel Dining table top constructed in heavy duty gauge of Stainless Steel. Heavy duty framework in S.S/M.S angle duly coated with rust proof primer and paint. Table cross braced from all sides at the bottom. Eight no. of 14" dia foldable Stainless steel seats at both sides of table. Legs made in 38mm dia Square/Round Stainless Steel Pipes. Height adjustable feet. <u>Note</u> : All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	72"x30"x32"	2

26	<p><b>S.S. BAIN MARIE :-</b>  Top: 16 swg food grade SS. Sheet, Double walled insulated puff type glass wool. Inner tank made of 18 swg. Three side covering made of 20 swg. Shelf made of 18 swg S.S. sheet food grade, and tray sliding made of S.S. round pipe 25 mm dia. With 5 food pans of equal size. Structure made of MS Angle duly rust proof painted. Heating: immersion type heating elements with auto temp. controller, on/of switch indicating lamp. Legs made of SS round pipe of 38 mm dia. with nylon adjustable feet.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	78"x27"x34" +12"	2
27	<p><b>G.I DUCTING :- GI SHEET IN 24 SWG.</b>  <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	900 Sq Ft.	-
28	<p><b>EXHAUST FAN AND CHIMNEY SUITABLE FOR THE MODULAR KITCHEN IN CBI ACADEMY, GHAZIABAD</b></p> <p><b>Note 1 :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p> <p><b>Note 2 :</b> Tenderer are advised to visit CBI Academy before quoting the rates to assess the size of exhaust fan and chimney suitable for the Kitchen of the Mess.</p>	--	3
29	<p><b>GAS PIPE LINE:-</b></p> <p><b>Providing and fixing in position LPG/ PNG GAS ERW Pipe Line</b></p> <p>Gas Pipe Line for LPG/PNG Gas supply to all kitchen equipments as required through Copper Pipe Line, Valves, NRVs, all safety equipments including Shed for Gas bank as per approved specifications of IOC/any LPG Gas supply agency / statutory bodies. With all necessary accessories/equipments to make line fully functional (testing &amp; commissioning).</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	--	As per site requirement.

**SCHEDULE OF TECHNICAL BID**

**SCHEDULE-I**

**Format for Technical Bid**

Earnest Money Deposit (EMD) (To be enclosed in a separate envelope while submitting Technical Bid)	Demand Draft No. ____ dated ____ For Rs. ----- /- (rupees ----- ) drawn on (name and Branch of the bank) in favour of SP (Trg.), CBI Academy, Ghaziabad Or Bank Guarantee number for equivalent amount issued by bank in favour of SP (Trg.), CBI Academy, Ghaziabad
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COMPANY/FIRM PROFILE	
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<p>Name of the Company/Firm and Complete registered address</p> <p>1(a) Legal Status (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation)</p> <p>1(b) Status of the signatory of the tenderer in case of Hindu Undivided Family(HUF) business/Partnership/</p> <p>1(c) Has your company/firm ever changed its name any time? If so, what was the earlier name and the reasons for changing the name of the company/firm.</p> <p>1(d) Were you or your company ever required to suspend catering services for a period of more than 06 months continuously after you commenced the catering services? If so, give the name of the number and contract number and reasons thereof.</p> <p>1(d) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing</p>	
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<p>2. Name, Designation and Tel. No(s) of the Contact Person</p> <p>-Fax No(s)</p> <p>-E-mail address</p> <p>- Telephone No.</p> <p>-Mobile No.</p>	
<p>3. (a)Year of commencement of Business</p> <p>(b) Nature of Business (Copies of Audited Balance Sheet for the last three Financial years to be enclosed)</p>	




<p>4. Statutory Details (Photocopy duly signed to be attached)</p> <ul style="list-style-type: none"> <li>-Registration No. of the Firm</li> <li>- PAN No.</li> <li>- Service Tax, VAT/CST Registration No.</li> <li>- Name &amp; Address of Bankers alongwith Current Account Details</li> </ul>	
<p>5. Income Tax Assessment Completion Certificates or computation of income reported to Income Tax Department along with the Balance Sheet for the financial years 2012-2013, 2013-2014 and 2014-2015.</p>	

6. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid:

S. No.	Name of the organization with complete postal address	Name of work.	Name & designation of the Contact Person with Tel/ Mobile No(s) and E-mail

**7 Details of Similar Works**

S. No.	Name of Organization	Name of Work	Schedule Period of completion of Work	Actual period for execution of the job	Whether copy of Letter of Award or work order issued by	Amount (In Rs)

				in totality.	previous organization enclosed or not.
1					
2					
3					

**8 Volume of business done during the last three financial years**  
 (please submit documentary evidence)  
 (Rs. in Lakh)


(a)Details of annual financial turnover (gross) (Duly certified by Chartered Accountant)	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>

9. **Whether Performance Certificates as prescribed in the Tender Document from previous organizations enclosed?**

10. **Details of proof of depositing Statutory Taxes to be enclosed as per evaluation criteria laid herewith.**

Signature of Tenderer

Place & Date :



**NOTE:-**

- a) In case of sole proprietary concern, the name of the sole proprietor, father's/ husband's name, age, residential address and office and residential phone numbers are to be indicated.
- b) In case of partnership concern, the Photostat copy of the Registered Partnership Deed is to be enclosed. The partnership deed should state specifically that a particular partner or partners are authorized to deal with any matter of company. Certified Photostat copy of the Income Tax assessment of the partnership firm as well as individual partners ( for last 3 years) is to be submitted.
- c) In the case of Hindu Undivided Family Firm, an Income Tax registration certificate is to be enclosed in addition to the above as per (b).
- d) In case of Limited Company, printed copies of Memorandum and Articles of Association as well as last three Annual Report of Audited Accounts are to be annexed. Authorization by the Board of Directors in favour of the signatory of the tender as well as other documents on behalf of the company may also be enclosed.
- e) A declaration is to be recorded by the authorized signatories of the tender that no change in the status of sole proprietorship Hindu Undivided Family/Partnership/ Company (as the case may be) will take place from the date of submission of tender and during currency of the Contract Agreement, if entered into with them. In case any change is necessary in the overall interest of the business's purpose for which the premises is allotted, it will be with the prior written approval of the CBI, failing which the Contract Agreement will be terminated at the sole discretion of the CBI. It is also to be certified that there is no criminal record of the tenderer/applicant/ proprietor/ Managers/partners/Directors) or their close relatives affecting the business profession under this Contract Agreement..
- f) Bid submitted by a Consortium should comply with the following additional requirements:-
  - i) Number of members in a consortium should be limited to two only;
  - ii) The bid should contain information of each member of the consortium;





- iii) Any or one of the consortium members should purchase the tender document from CBI and /or intimate CBI, in case the tender document are downloaded from the web sites;
- iv) An individual Bidder cannot at the same time be a member of a Consortium and cannot be a member of any other consortium applying for the bid;

The members of the consortium shall nominate any one member as their lead technical member and any one member as their financial member; Alternatively, the Members of the consortium can nominate one member as the lead member for both the bids also;

The nomination (s) shall be supported by a Power of Attorney as per standard practice of Govt. of India and signed by all members as well as by the lead technical and financial members;

- v) The Memorandum of Understanding (MOU) shall, inter alia:
  - a) Expressly convey the intent to form a Joint Venture Company, with their respective share holding commitment(s) in accordance with the prescribed clauses set forth in this Bid document, which would be entered into through the Contract Agreement and subsequently carry out all the responsibilities in accordance with the terms of the Contract Agreement;
  - b) Clearly outline the roles and responsibilities of each member at every stage.
  - c) Commit the minimum equity stake as required under the clause; and
  - d) Include a statement to the effect that all the members of the Consortium shall be liable jointly and severally for the execution of the transaction process in accordance with the terms of the Contract Agreement.

A copy of the MOU should also be submitted alongwith the Bid.

The MoU entered into amongst the members of the Consortium should be specific to the tender and should also contain the above requirements, failing which the Bid shall be considered non-responsive.

Any entity which has been debarred by CBI or any of the other entity of Govt. of India from participating in the transaction process and the debar stands as on the Bid Due Date, would not be eligible to submit the Bid, either individually or as a member of a Consortium.

## **Change in Consortium composition**

Any change in the composition of a Consortium will not be permitted during the stage of the bidding process.

Note:- Declaration regarding blacklisting /debaring for taking part in Tender.

**Place:**  
**Date:**

Signature of Tenderer

### **NOTE:-**

- a. The documents viz. Sales Tax, Value Added Tax, Service Tax, Work Contract Tax, Balance Sheets, Income Tax Assessment, Completion Certificates, Volume of Business, annual Financial Turnover, Financial Solvency are not mandatory in case of Govt./ R&D departments of Central/ State Governments.
- b. In case of sole proprietary concern, the name of the sole proprietor, father's/ husband's name, age, residential address and office and residential phone numbers are to be indicated.
- c. In case of partnership concern, the Photostat copy of the Registered Partnership Deed is to be enclosed. The partnership deed should state specifically that a particular partner or partners are authorized to deal with any matter of company. Certified Photostat copy of the Income Tax assessment of the partnership firm as well as individual partners (for last 3 years) is to be submitted.
- d. In the case of Hindu Undivided Family Firm, an Income Tax registration certificate is to be enclosed in addition to the above as per (b).
- e. A declaration is to be submitted by the authorized signatories of the tender that no change in the status of sole proprietorship Hindu Undivided Family/Partnership/ Company (as the case may be) will take place from the date of submission of tender and during currency of the Contract Agreement, if entered into with them. In case any change is necessary in the overall interest of the business's purpose then the written approval of CBI, has to be obtained failing which the Contract Agreement will be terminated at the sole



discretion of the CBI. It is also to be certified that there is no criminal record of the tenderer/applicant/proprietor/Managers/partners/Directors) or their close relatives affecting the business profession under this Contract Agreement.

f. Bid submitted by a Consortium should comply with the following additional requirements:-

- i. Number of members in a consortium should be limited to 2 (two) only;
- ii. The bid should contain information of each member of the consortium;
- iii. Any or one (01) of the consortium members should purchase the tender document from CBI and /or intimate CBI, in case the tender document are downloaded from the web sites;
- iv. An individual Bidder cannot at the same time be a member of a Consortium and cannot be a member of any other consortium applying for the bid;

The members of the consortium shall nominate any one member as their lead technical member and any one member as their financial member; alternatively, the Members of the consortium can nominate one member as the lead member for both the bids also;

The nomination (s) shall be supported by a Power of Attorney as per standard practice of Govt. of India and signed by all members as well as by the lead technical and financial members;

- v. The Memorandum of Understanding (MoU) shall, inter alia:
  - a) Expressly convey the intent to form a Joint Venture Company, with their respective share holding commitment(s) in accordance with the prescribed clauses set forth in this Bid document, which would be entered into through the Contract Agreement and subsequently carry out all the responsibilities in accordance with the terms of the Contract Agreement;
  - b) Clearly outline the roles and responsibilities of each member at every stage.

- c) Commit the minimum equity stake as required under the clause; and
- d) Include a statement to the effect that all the members of the Consortium shall be liable jointly and severally responsible for execution this contract.
- e) The project specific MoU between the Public Sector Undertaking/Enterprise is also acceptable. But the obligations of both the parties are to be clarity indicated in the MoU.

A copy of the MOU on non-judicial stamp paper of Rs. 100/- (One hundred) duly notarized shall have to be submitted alongwith the Bid.

The MoU entered into amongst the members of the Consortium should be specific to the tender and should also contain the above requirements, failing which the Bid shall be considered non-responsive.

Any entity which has been debarred by CBI or any of the other entity of Govt. of India from participating in the transaction process and the debar stands as on the Bid Due Date, would not be eligible to submit the Bid, either individually or as a member of a Consortium.

**g. The CBI reserves the right to independently verify the performance of the installed hardware/ software and after sales services (onsite/offsite) from their clients.**

**h. Change in Consortium composition**

Any change in the composition of a Consortium will not be permitted after the last date of submission of the Tender Document.



**UNDERTAKING**

**(To be executed by the Bidder on non-judicial stamp paper of Rs. 100/-duly notarized )**

I/We undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed order of the **Supdt. of Police(A/T), CBI Academy, Ghaziabad** and shall abide by them.

1 I/We also undertake that I/We have understood "Parameters, Technical Specifications/particulars along with terms and conditions for execution of letter of Award in pursuance to the Tender No. .... Dated /11/2015. and shall conduct the work strictly with the requirement of CBI Academy.

2 I/We further undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

3 I/We also undertake that the materials to be replaced/supplied shall be in accordance with specifications stipulated in the Tender Document and I/We shall be responsible to adhere the for rejection/cancellation of contract in case it is observed by the CBI Academy, Ghaziabad that the materials supplied/installed by the firm are found substandard, then I/We hold the responsibility for the same and accordingly, CBI can take any action (Civil/Criminal) against firm.

Place & Date :

Signature of the Tenderer with stamp of the firm



**DECLARATION**

(To be executed by the Bidder on non-judicial stamp paper of Rs. 100/-duly notarized )

I \_\_\_\_\_ S/O /  
Daughter of Shri. \_\_\_\_\_ hereby  
declare that none of my relative is/are employed in Central Bureau of Investigation.  
In case at any stage, If the information found incorrect then, Central Bureau of  
Investigation Academy, Ghaziabad has the absolute right to take any action as deemed  
fit without any prior intimation to me.

Place & Date :

Signature of the Tenderer with stamp of the firm



**SCHEDULE - IV**

**SCHEDULE OF PRICES OR FORMAT FOR FINANCIAL BID**

Name of Work : Supply and Installation of setting up of Modular Kitchen in Mess of CBI Academy.

1 The Total Price for the work is inclusive of all kinds of incidental charges and all taxes/ duties etc.  
Rs.-----.

2. I/We have read and understood the tender document for **Setting up of Modular Kitchen in the Mess of CBI Academy, Ghaziabad** in reference to the provisions of Tender Document, we hereby quote the competitive rates (inclusive of all taxes & duties) and overall price as under:-

Sl. No.	Name of the item	Quantity	Rate per Unit (in figure of each item)	Rate (in words) of each item.	Amount in Rs
	<b>TWO BURNER STOVE WITH STAND (Size 60"x24"x32")</b> Top :- 16 SWG S.S. sheet 304 food grade make: Jindal/ SAIL. Shelves made of 18 SWG S.S. sheet food grade. Top secured with 35x35x4 mm thickness SS welded MS Angle make Tata or Equivalent, duly rusts proof painted. The top having two heavy duty CI Pan supports and two high pressure burner (70000 BTU) with needle control valve, copper pigtail & pilot burner. 04 S.S. Legs of 40mm dia with nylon adjustables.  <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	03			
2.	<b>S.S. DOSA PLATE (Size 48"x27"x32")</b> :- Free standing commercial Dosa Plate	1			

<p>Hot plate. Heavy duty thickness MS Plate (Renovable). Having three V-Type HP Burners. Outer body made of heavy duty gauge of Stainless Steel with Pilot Burner for the ignition of V-Type burners. Inbuilt oil drain box with shelf. L.P.G operated. Having adjustable Stainless Steel Bullet feet.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>				
<p>3. <b>S.S. WORK TABLE (Size 27"X27"X32)</b> :- Top :- 16 SWG S.S. sheet Two Shelves made of 18 SWG S.S. sheet food grade. Structure made of MS Angle (35x35x4mm) Make: Tata or Equivalent duly rust proof painted. Legs made of SS round pipe of 38 mm dia with nylon adjustable feet.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	2			
<p>4 <b>S.S. EXHAUST HOOD (Size 84"X60"X24" :-</b> Complete frame work of 20/22 SWG complete at joints and air tight insulated, weather proof, mechanically painted on the upper surface</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	3			
<p>5 <b>S.S. CHAPPATI CUM PUFFER (Size 48"X30"X32):-</b> Top made of MS Plate 14 mm thickness with one side chapatti puffer. Shelves :- shelf made of 18 SWG S.S. sheet food grade. Panel :- front panel 18 SWG., 3 side 300 mm and 3 sides covering made of</p>	1			





<p>20 SWG Stainless Steel sheets.  Frame: MS Angle, dully rust proof painted.  Legs: SS round/ square pipe 38mm with nylon adjustable feet. Having four numbers high pressure RV burners (90000 BTU) with needle control valve, copper pigtail &amp; pilot burner.  <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>				
<p><b>6 S.S. CHAPPATI COLLECTION TROLLEY (Size 30"X24"X36") :-</b>  BODY-Two shelves tier trolley made of 18 swg stainless steel sheet.  LEGS- 4 Nos. 25MM dia Round / Square legs with castor wheels, 2 nos. Plain and 2 nos. with brake. HANDLE- Handle of 25 mm dia, 16 swg provided on one side of the trolley  <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	1			
<p><b>7 BAKING OVEN (ELECTRIC) Standard size at least 3 feet high:-</b>  Freestanding Commercial Oven for baking.  Double Jacketed body with mineral wool insulation.  Heavy duty oven door with durable Hinge design.  High Performance heating elements digital temperature controller with Stainless Steel fabricated stand for oven. Elements made of Copper with auto cut controller.</p>	1			
<p><b>8 S.S. THREE SINK UNIT (size 72"x24"x34"+6"):-</b>  Top :- Sinks 16 swg S.S. sheet food grade  Make :- Jindal/ SAIL or equivalent  Shelf made of 18 swg S.S. sheet food grade. Structure made of MS Angle (35x35x4mm)</p>	1			

	<p>Make :- Tata or Equivalent duly rust proof painted. Legs :- Made of SS round pipe of 38 mm dia. with nylon adjustable feet.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>				
9	<p><b>S.S. GARBAGE TROLLEY (size 60"x24"x34") :-</b></p> <p>Top:- 16 swg food grade SS Sheet, Structure made of MS Angle (40x40x5mm) Make: Tata or Equivalent duly rust proof painted. LEGS- 4 number with castor wheels, 150 mm x40 mm., 2nos. fixed and 2 nos. with brake Handle of 25 mm dia, 16 swg, on one side of the trolley</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	1			
10	<p><b>S.S. WALL SHELF (size 72"x12") :-</b></p> <p>Body 18 swg. food grade SS Sheet Secured to top with acorn Nuts &amp; Bolts &amp; Bracket secured to wall with anchor fasteners.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	2			
11	<p><b>S.S. POT RACK 4 shelves(size 48"x24"x60"):-</b></p> <p>Heavy duty 4 tiers rack made of 1" dia S.S. tubular pipes positioned horizontally spaced approx on 100mm O.C. with ends welded integrally to cross tubing of 32mm dia SS.Uprights 40mm dia S.S. with top ends closed and rounded and smooth. LEGS- (4) no.38x38 mm S.S. legs with nylon adjustable feet.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	1			
12	<p><b>S.S. STORAGE RACK( size 48"x24"x60") :-</b></p> <p>1800 mm high over all on SS</p>	1			

	adjustable feet, constructed of 38 mm / 16 gauge SS Square / round pipe. SHELVES: Each to have five shelves at equal distance of 18 Gauge SS with 3 side upright 32mm & front turn down. Legs: made of SS round pipe of 38 mm dia 16 swg. with nylon adjustable feet. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).				
13	<b>POTATO PEELER/MACHINE</b> (15 Kg. Capacity) :- Body completely constructed of food grade S.S. sheet of 16 swg. with top lid and outer body made of 18 swg. S.S. sheet and proper water inlet & outlet valve in machine. Machine will be electricity operated. 1.5 hp Crompton/ abb/ equivalent heavy duty motor single phase, with proper control panel & on/off switch, indicating lamp etc. Having adjustable feet. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	1			
14	<b>WET-GRINDER</b> (5Kg. (Capacity) Made of 16 SWG good grade S.S. Sheet, silent running, economic in operation, easy to maintain, complete with revolving drum, grinding stone & wooden scrapper. Heavy duty Motor 1.5 HP Crompton/ABB/Kirloskar motor with gear box. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	1			
15	<b>KEEMA MACHINE</b> (Standard size) :- <b>Heavy Duty Machine</b> CAPACITY- 120 Kg/hr POWER CONSUMPTION- 750	1			

	<p>Watts MOTOR - 1.0 HP Crompton/ABB/kirloskar. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>				
16	<p><b>GRAVY MACHINE (size 2 HP) :-</b> Heavy Duty Crompton/ABB/kirloskar. Best suited to grand dry/ wet masala i.e chilly, spices sugar, herbs, paste &amp; chutney etc. Made of stainless steel body. 24 Hrs. running capacity. Works without any noise, economic in operation, easy to maintain. Attractive in finish. Special air cooling system for motor. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	2			
17	<p><b>S.S. COOKING Range WITH STAND (24"x24"x34") :-</b> Top: 16 swg S.S. sheet. Panel :- Front panel 18swg, 3 sides covering made of 20 swg food grade stainless steel sheets. Frame: MS Angle duly rust proof painted. Legs: SS round/ square pipe 38mm with nylon adjustable feet. The top having one no. heavy - duty CI Pan support and one no. high pressure burner (70000 BTU) with needle control valve, copper pigtail &amp; pilot burner. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	1			
18	<p><b>S.S. WORK TABLE WITH FOOD WARMER( size 60"x24"x34") :-</b> Top: 16 swg food grade SS Sheet make: Jindal/ SAIL or equivalent, Shelves: shelf made of 18 swg. food grade SS Sheet. Structure made of MS Angle (35x35x4mm) Make: Tata or</p>	1			

	<p>Equivalent duly rust proof painted. Legs made of SS round pipe of 38 mm dia. with nylon adjustable feet.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>				
19	<p><b>SALAMANDER(size Standard) :-</b></p> <p>Top: Made of 18 Swg food grade SS Sheet Jindal/ SAIL. Inner &amp; outer made of 18 Swg food grade SS Sheet Jindal/ SAIL. Insulation: Glass wool insulation. Element: Custom made 3 KW. Electrical Panel: Electrical Control panel with thermostat on &amp; off switch &amp; indicating light. Tray: ¼" S.S. wire mesh tray with adjustable system insulated handle.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	1			
20	<p><b>S.S. FOUR DOOR REFRIGERATOR (size 48"x30"x82"):-</b></p> <p>Outer body made of 20 swg. &amp; Inner tank made of 22 swg. food grade stainless steel. Frame: MS Angle duly rust proof painted. DOOR- Four (4) nos. S.S doors with side formed handle, magnetic Gasket locking arrangement, built-in cylindrical locks, all keyed Alike, handles to form a part of door and should not protrude out. REFRIGERATED STORAGE: cooled from internal refrigerated storage. INTERNAL TEMP -5 deg. C to +5 deg. C. SHELVES- Six (6) nos. SS Welded removable wire shelf behind door, on adjustable SS Clips. REFRIGERATION- Static cooling system "Kirlosker (Immersion)" / "Tecumseh" normal temperature type,</p>	1			



	<p>assembly on right complete with louvered access panels digital thermometer, cord etc. Legs :- four no 150 mm High counter type S.S. with adjustable feet. CONDENSATE-Bottom of internal storage pitched to and provided with 25mm dia waste outlet, removable S.S. Perforated false bottom and slide out S.S. Drip tray below waste outlet, false bottom shall function as a bottom shelf with all sides turned down 25mm and 12mm with lift out finger holes.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>				
21	<p><b>PALLETS FOR STORE (size 48"x24"x6") :-</b> OF SS SHEETS WITH 6 INCHES FOUR LEGS WITH DIA OF 38MM</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	3			
22	<p><b>S.S. ONION/ POTATO BIN (size 24"x24"x36") :-</b></p> <p>Entire bin unit to be constructed by four side covering (6mm x4mm) stainless steel wires on 1" DIA Stainless steel pipe 16 swg. mounted on 4 nos. LEGS, 2 nos. with brakes and 2 nos. plain, 100 mm dia castor wheels. Top of the unit to have two lids with handles. Having a single window on front side beneath the unit.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	2			
23	<p><b>S.S. VEG. STORAGE RACKS WITH FOUR SHELVES (size 26"x17"x46") :-</b></p> <p>SHELVES: Each to have four shelves at equal distance of 18 Gauge SS made with 3 sides upright 32mm &amp;</p>	3			

	front turn down. Legs: made of SS square pipe of 38 mm dia 16 swg. with nylon adjustable feet. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).				
24	<b>VEG CUTTER HEAVY DUTY MACHINE OF STANDARD SIZE :-</b> Motor – 0.5 HP, Power consumption – 380 Watts. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	1			
25	<b>S.S DINNING TABLE (size 72"x30"x32") :-</b> Stainless Steel Dining table top constructed in heavy duty gauge of Stainless Steel. Heavy duty framework in S.S/M.S angle duly coated with rust proof primer and paint. Table cross braced from all sides at the bottom. Eight no. of 14" dia foldable Stainless steel seats at both sides of table. Legs made in 38mm dia Square/Round Stainless Steel Pipes. Height adjustable feet. <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).	2			
26	<b>S.S. BAIN MARIE (size 78"x27"x34"+12") :-</b> Top: 16 swg food grade SS. Sheet, Double walled insulated puff type glass wool. Inner tank made of 18 swg. Three side covering made of 20 swg. Shelf made of 18 swg S.S. sheet food grade, and tray sliding made of S.S. round pipe 25 mm dia. With 5 food pans of equal size. Structure made of MS Angle duly rust proof painted.	2			

	<p>Heating: immersion type heating elements with auto temp. controller, on/off switch indicating lamp. Legs made of SS round pipe of 38 mm dia. with nylon adjustable feet.</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>				
27	<p><b>G.I DUCTING :-</b> GI SHEET IN 24 SWG. (size 900 Sq Ft.)</p> <p><b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p>	-			
28	<p><b>EXHAUST FAN AND CHIMNEY SUITABLE FOR THE MODULAR KITCHEN IN CBI ACADEMY, GHAZIABAD</b></p> <p><b>Note 1 :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).</p> <p><b>Note 2 :</b> Tenderer are advised to visit CBI Academy before quoting the rates to assess the size of exhaust fan and chimney suitable for the Kitchen of the Mess.</p>	3			
29	<p><b>GAS PIPE LINE:-</b></p> <p><b>Providing and fixing in position LPG/ PNG GAS ERW Pipe Line</b></p> <p>Gas Pipe Line for LPG/PNG Gas supply to all kitchen equipments as required through Copper Pipe Line, Valves, NRVs, all safety equipments including Shed for Gas bank as per approved specifications of IOC/any LPG Gas supply agency / statutory bodies. With</p>	-			



	all necessary accessories/equipments to make line fully functional (testing & Commissioning). <b>Note :</b> All materials shall conform with relevant Indian standard as prescribed by Bureau of Indian Standards (BIS).				
30	<b>All Auxiliary Works (Civill/electrical etc) required for completion of the work in totality.</b>				
31	<b>All Ancillary works required for completion of the work in totality.</b>				
32	<b>AMC charges for 3 years after expiry of defect liability period of 12 months.</b>				
	<b>TOTAL AMOUNT QUOTED FOR COMPLETION OF WORK=</b>				

Note:- Rate should be inclusive of all Taxes and Duties on the prescribed dates for submission of Tender Document.

2. In case of increase/ decrease of taxes and duties after the opening of Tender Document then actual increase or decrease in rates as notified by Central / State Government, the taxes and duties applicable on the date of completion of work shall be paid.

3. Tenderer are advised to quote item wise rates along with amount in totality for completion of the work.

Dated at:

Dated Signature of the Bidder with stamp of the firm)



**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Acceptance of Terms & Conditions of Tender.

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

Name of Work: - Supply and Installation of setting up of Modular Kitchen in Mess of CBI Academy.

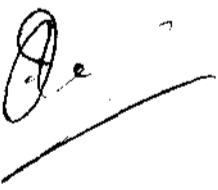
Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Work' from the web site(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents), which form part of the contract agreement and it is confirmed that I / We shall abide all the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by the CBI have also been taken into consideration, while submitting our offer.
4. In case any provisions of this tender are found violated , then CBI shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full amount of Earnest Money Deposit.

Yours Faithfully,

Date & Place :

(Signature of the Bidder, with Official Seal)



**FORMAT FOR PERFORMANCE CERTIFICATION**

(Furnish this information for each individual work from the employer for whom the work was executed)

Sl. No	Description	Remarks
1.	Name of the contract and location:	
2.	Agreement no.:- a. Scope of Contract b. Contract Cost c. Date of start d. Scheduled Completion Period e. Actual Completion Period f. Amount of compensation/ liquidated damages/ penalty levied, if any by the previous employer	
3.	Performance Report	Outstanding/ Very Good/ Good/ Satisfactory or Poor
4.	Compliance of Statutory Requirements in respect of registration: 1. Sales Tax 2. Value Added Tax 3. Service Tax 4. Work Contract Tax	Yes/No Yes/No Yes/No Yes/No

Place:

Date:

(Signature of Authorized Signatory for and on behalf of the firm, Name and designation)

(Seal of the Organization)

(Signature of responsible authority should not be below the rank of Gazetted Officer of



Govt. Organization or General Manager/ Deputy General Manager of PSU or equivalent  
in case of Private Sector Organization)

*J. C. S.*