

Price: Rs. 500/-

CENTRAL UNIVERSITY OF KASHMIR

TENDER NOTICE FOR THE SUPPLY OF FURNITURE

**LAST DATE & TIME FOR SUBMISSION
OF TENDER**

**16th June, 2012
by 2 p.m.**

DATE, TIME & VENUE FOR OPENING OF BIDS:

**16th June, 2012 at 3 p.m. COMMITTEE ROOM, CENTRAL UNIVERSITY OF
KASHMIR, SONWAR, SRINAGAR – 190 004 (J&K)**

TERMS AND CONDITIONS

- (1) Sealed tenders for the supply of **Two Seater Student Desk-cum-Bench** (120 Nos) are invited from suppliers/firms registered with the appropriate Govt agency (**Sales Tax Department/Department of Industries & Commerce** etc) under two bid system. Part I (Technical Bid) shall consist of physical sample of the Desk-cum-Bench, supplier's profile, EMD, Registration Certificate, Tax/VAT Clearance certificate, commercial terms & conditions if any, other relevant documents & DD of Rs.500, in case tender form is downloaded. The specifications of the item must be in consonance with those prescribed by the University (Annexure – II). The specifications of the item mentioned in this NIT are minimum and any other additional but essential feature/quality shall be welcome. Part II (Financial Bid) shall indicate the price quotes for the item in the prescribed format (Annexure – II). Both parts (sealed separately) shall be sent/submitted in a sealed envelope super scribed with TENDER DOCUMENT FOR THE SUPPLY OF FURNITURE.

SALE OF TENDER FORM

- (2) The interested bidders may obtain the tender form from the University office at Transit Campus, Sonwar, Near GB Pant Hospital, Srinagar, J&K on all working days by payment of non refundable amount of Rs. 500/- through DD of any nationalized bank drawn in favour of Central University of Kashmir payable at Srinagar (J&K). The tender document can also be downloaded from the University Website.: www.cukashmir.ac.in. The cost of tender form (Rs. 500) is to be attached with the Technical Bid as DD along with the downloaded forms.

EMD

- (3) The Technical Bid should be accompanied with EMD of Rs. 20,000. The EMD of the unsuccessful bidders will be returned after the selection of the successful bidder and of the successful bidder will be returned after submission of Performance Security to the extent of 10% of Purchase order value.

- (4) All the DD's of the nationalized banks are to be drawn in favour of Central University of Kashmir payable at Srinagar (J&K) issued after the date of tender notification.

ELIGIBLE BIDDERS

- (5) The Bid is open to all eligible suppliers, who are not under a declaration of ineligibility for corrupt and fraudulent practices.
- (6) Bidders must be either Original Manufacturers (OEM) or authorized dealers. Assemblers/Traders are not eligible to participate in the tender. The authorization letter from the manufacturer should be attached along with the tender.
- (7) Bidder must be registered with appropriate Govt Agency like Department of Sales Tax /Industries & Commerce etc.
- (8) The bid must include latest Tax/VAT Clearance certificate.

SUBMISSION OF BIDS

- (9) The bids should be addressed to the **REGISTRAR**, Central University of Kashmir, Sonwar, Srinagar – 190 004 (J&K) within the dates and time as specified above by hand or by post. PLEASE NOTE THAT THE UNIVERSITY IS NOT RESPONSIBLE FOR ANY POSTAL LOSSES/DELAYS. IN CASE OF BIDS SENT BY POST AND BEING **RECEIVED AFTER 2.00 p.m. ON 16th June, 2012** THE UNIVERSITY SHALL REJECT THE SAME AND IN CASE OF ANY DISPUTE IN THE TIMING OF RECEIPT, THE DECISION OF THE UNIVERSITY SHALL BE FINAL.
- (10) The Bidder is expected to examine all instructions, terms & condition as specified in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- (11) At any time prior to the deadline for submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
- (12) Tenders received after the due date and time will not be considered by the University. The bid will be opened on 16th June, 2012 at 03:00 pm in presence of bidders or their authorized representative. The representative should bring the authorization letter from their vendor for attending the tender opening committee meeting. However, the presence of the bidders is not mandatory.
- (13) In the event of the date specified for bid receipt and opening being declared as a closed holiday for University's office, the due date for submission of bids and opening of bids will be the following working day at the time fixed above.
- (14) The bidder should confirm that there are no hidden costs. Any items found necessary to make structure functional will be provided by the bidder without extra cost.
- (15) The bid security may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity

- (b) If at any stage, it is proven that the information given by the bidder is incorrect.
- (c) in case of a successful Bidder, if the Bidder fails:
- (i) to sign the Contract; or
 - (ii) to furnish performance security
 - (iii) to execute the supply within stipulated time.
- (16) **Late Bids:** Any bid received by the University after the deadline for submission of bids prescribed by the University, will be rejected/returned unopened to the Bidder.
- (17) No bid will be allowed to be modified subsequent to the deadline for submission of bids.
- (18) No bid will allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the bid form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of his bid security.
- (19) Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
- (20) During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
- (21) **Period of Validity of Bids:** Bids shall remain valid for a minimum 90 days after the date of bid opening prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.
- (22) In exceptional circumstances, the University may solicit the Bidder's consent to an extension of the period of validity. The request and the responses there to, shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting his bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

EVALUATION OF BIDS

- (23) The evaluation of bids shall be a two stage process. In Stage – 1, Technical bid (Part –I) shall be opened and the specifications mentioned in this NIT shall be matched with the physical sample produced by the bidder. **Failure to present sample of the item at the time of bid opening shall disqualify the bidder from bidding and his bid minus application fee shall be returned.** Only those bidders shall qualify for Stage – 2 of bidding, whose sample is declared accepted by the University. The University reserves the right to reject the sample of the bidder on the basis of justifiable reasons.
- (24) In stage – 2, financial bids (Part B) of the qualified bidders shall be opened and on the basis of the comparative statement, the contract shall be awarded to the L1.
- (25) The University's evaluation of a financial bid will be based on the landing cost at the site taking in to account all the taxes, duties, transportation and assembling charges etc.
- (26) No Bidder shall contact the University on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the University, it should do so in writing.

- (27) Any effort by a Bidder to influence the University, in its decisions on bid evaluation, bid comparison or contract award may result in rejection of bid.
- (28) Failure of the successful bidder to comply with the requirements of the University constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest evaluated bidder or call for new bids.

BID CURRENCIES

- (29) Prices shall be quoted in Indian Rupees only.
- (30) The amount to be quoted both in figures and in words, in case of a discrepancy the amount quoted in words will be taken as valid.
- (31) The supply, transportation, assembling etc, of furniture will be on the risk of the firm till the acceptance of the University.
- (32) The quoted rates should be final and should include taxes, levies, freight, insurance, forwarding, installation, transportation etc. Any extra amount over the quoted rates will not be entertained.
- (33) Detailed specifications, catalogue/ literature of the item quoted may be attached with the technical bids. Incomplete bids in any respect are liable to be rejected.
- (34) The bidders must submit their company profile in the prescribed format given in Annexure I. A list of organizations/ agencies to which furniture has been supplied may be furnished along with copies of supply order, with the technical bid.
- (35) **Payment terms:** All the payment will be made in Indian rupees. 40% payment after supply of furniture and 40% after successful installation and balance 20% payment will be released against furnishing of Performance Security of the 10% amount for a period of **three years** to cover the warranty obligations. Performance Security is to be deposited in the shape of the DD favoring Central University of Kashmir payable at Srinagar, J&K. Performance Security will be returned to the supplier after the expiry of the warranty period. However, in case of unsatisfactory service during the warranty period, the Performance Security will be forfeited. The decision of declaring the service unsatisfactory will be the discretion of the University and shall prevail on all other judgments made thereto.
- (36) The amount payable to the supplier against supplies shall be subject to the TDS/GST etc, as may be applicable, if any.
- (37) The actual quantity to be purchased can be increased or decreased by the Competent Authority of the University at the time of the placement of purchase orders in favour of successful bidder. The purchase orders in favour of successful bidders may also be issued in a phase wise manner depending upon the requirement of the University.
- (38) Each firm/supplier should clearly specify that the **firm/supplier agrees to abide by the conditions of this tender document on their printed letter head** indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.
- (39) The University may at any time, by written order given to the supplier, make changes within general scope of the Contract in any one or more of the following:
 - (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the University;
 - (b) The method of shipping or packing;

- (c) The place of delivery; and/or
 - (d) The Services to be provided by the Supplier
- (40) The supply of Furniture has to be made within a **period of 30 days from the date of the issue of Purchase Order** by the University. In case firm fails to supply within the stipulated time, the University may impose 0.5% cost of the whole supply for every week as penalty and the amount so collected will be deducted from the bill to the maximum of 10% beyond which the order will remain cancelled and Bid Security/Earnest Money deposited will be forfeited. Besides, the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier.
- (41) All the supplies made under this tender notice will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve upon the supplier. Besides, in such event the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.
- (42) Item offered in the tender can be re-ordered at the same rate, under same terms & conditions within a period of twelve months of the tender opening.
- (43) All the items supplied through this tender shall be covered by a **warranty of three years**. During the period of warranty, no charges will be paid by the University on any kind of service or repairment carried by the supplier.
- (44) The selected firm will be required to enter into an Agreement with University by submitting an Instrument of Agreement on a non-judicial stamp paper of **Rs. 100/**. Necessary clauses mentioned in this NIT shall be incorporated in the said agreement.
- (45) All pages of the tender document are to be signed and stamped by the firm and to be submitted along with the bid.
- (46) The University reserves the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
- (47) Once the bidder submits the tender, it would be presumed to have understood and accepted all the terms and conditions given in NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
- (48) The University reserves the right to relax any condition enumerated or arising out of this Tender notice, without assigning any reason thereof.
- (49) In case of any dispute, the same shall be resolved initially by mutual discussion between the parties with in a period of 60 days failing which appropriate courts at Srinagar will have the jurisdiction to adjudicate upon the matter.

Sd/-

REGISTRAR

Central University of Kashmir

Place: Srinagar
Date: 25.05.2012

ANNEXURE I

BIDDER’S PROFILE
(Part – I)

- 1. Name of the bidder/firm
- 2. Name of the person submitting the tender (whose photograph is affixed)
Mr/Ms/Mrs.....
(In case of Proprietary/Partnership firms, the tender has to be signed by
Proprietor/Partners only, as the case may be)
- 3. Permanent address of the firm.....
.....
- 4. Tel. No. (with STD Code) (O) (Fax)
(R) (Mobile)
- 5. Whether an Original Manufacturers (OEM) or authorized dealer
(In case of authorized dealer, copy of the authorization letter must be attached)
- 6. ISO Certification Number, if any
- 7. Highest single supply order executed in last two years Rs.....
Name of the client.....
- 8. Annual Turn Over (i) Financial year 2009-10 Rs.....
(ii) Financial year 2008-09 Rs.....
- 9. Bidders bank, its address and his current account number.....
.....
- 10. Permanent Income Tax Number, Income Tax Circle
- 11. TIN.....

Passport size
photograph of the
tenderer/authorised
signatory holding
power of attorney

I/We hereby declare that the information furnished above is true and correct.

Place
Date:

Authorized Signatory & Seal

Annexure – II

Name of the bidder/firm/supplier.....

**Financial Bid
(Part – II)**

S.No	Description	Deviations in prescribed specifications; if any	Quantity Required	Unit Price Quoted (Rs.)	Total quoted (Rs.) (Figures and words)
1.	<p>Two Seater Student Desk-cum-Bench</p> <p>Dimensions: Width – 3'2'', Depth Base – 3', Desk Height – 2'6'', Seat Height – 1'5''</p> <p>Tops of the Desk, Seat & Back made from 18 mm thick Pre-laminated Boards with PVC edge binding on all sides.</p> <p>Understructure: Made of 25 x 25 x 1.2 mm thick powder coated ERW tubes, welded to the Desk & Seat Structure made of 1. mm powder coated MS C Sections. Stiffeners provided between the 2 vertical frames at base and back of seat made from 25 x25 x1.2 mm thick powder coated ERW tubes. Additional horizontal supports of 1.5 mm thick powder coated MS 'C' sections placed below the desk and seat. Storage Shelf below Desktop made from 0.8 mm thick powder coated MS Sheet</p>		120		

Note: Rates quoted are all inclusive. Deviations to the prescribed specifications, if any shall be examined and in case of suitability shall be admitted for purchase.

Validity of the bid: 90 days from the date of opening the tender

Place
Date:

Authorized Signatory & Seal