



CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near G.B.Pant Hospital, Srinagar-190004

SUPPLY OF FIRE RESISTANT CHEST AND FIRE RESISTANT RECORD & FILING CABINET

(NIT No. 2 of 2015)

Sealed tenders under two bid system are invited from reputed manufactures or their authorized suppliers having proper after sale service set up at Srinagar (J&K) for Supply of Fire Resistant Chest and Fire Resistant Record & Filing Cabinets. The last date for receiving sealed tender documents by post/hand is **04th June, 2015 latest by 3 p.m** to be opened **at 2 p.m. on 05th June, 2015.** Interested parties can obtain the Tender Document from the Transit Campus of the University at Sonwar-Srinagar during the office working hours on payment of Rs 500/ or can download the Tender Document from the University website: www.cukashmir.ac.in. The downloaded form should be accompanied by a Demand Draft of Rs 500/ towards cost of the Tender Document.

Sd/-

CUKmr/Pur/F.No.400/14/38

Registrar

Date: 13.05.2015

0194-2468354/2468361



CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near GB Pant Hospital, Srinagar ó 190 004 (J&K)

Phone: 0194-2468354, 2468357, Website www.cukashmir.ac.in

Cost of the tender Document:
Rs. 500/- (Rupees Five
Hundred only)

Tender No.: CUKmr/Pur/F.No.400/14/38

Dated:13.05.2015

1. Name of the Firm/Supplier/Vendor:.....

.....

2. Address with telephone No. :.....

.....

3. Earnest Money Deposit (EMD)

(to be deposited along with the
tender document)

- a) Bank Draft No. í í í í í ..í .
- b) Date í í í í í í í í í .í í í
- c) for Rs. í í í í í í í í í .í í í .
- d) Drawn on í í í í í í í í ..

4. Cost of Tender Document:

(to be deposited in case of
downloaded tender document)

- a) Bank Draft No. í í í í í ..í .
- b) Date í í í í í í í í í .í í í
- c) for Rs. í í í í í í í í í ..
- d) Drawn on í í í í í í í í í

CENTRAL UNIVERSITY OF KASHMIR

TENDER NOTICE No. 02 of 2015 SUPPLY OF FIRE RESISTANT CHEST AND FIRE RESISTANT RECORD & FILING CABINET

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

**04/06/2015
by 3:00 p.m.**

DATE, TIME & VENUE FOR OPENING OF BIDS:

05/06/2015 at 2 p.m.

COMMITTEE ROOM, CENTRAL UNIVERSITY OF KASHMIR, SONWAR,
SRINAGAR 6 190 004 (J&K)

TERMS AND CONDITIONS

Sealed tenders under two bid system are invited from reputed manufactures or their authorized suppliers having proper after sale service set up at Srinagar (J&K) for Supply of Fire Resistant Chest and Fire Resistant Record & Filing Cabinets, as per specification given in the financial bid. The Tender Document can be had from the Transit Campus of the University on payment of Rs 500/ or can be downloaded from the University website: www.cukashmir.ac.in. The downloaded form should be accompanied by a Demand Draft of Rs 500/ as cost of Tender Document.

Part 1 (Technical Bid) of the bid comprises of bidders profile in the prescribed format, EMD, application fee with regard to the eligibility of the bidder as set out in this NIT. Part 2 comprises of Financial Bid in the prescribed format. Both parts should be submitted in separate envelopes and submitted in a single covering envelope superscripted "Supply of Fire Resistant Chest and Fire Resistant Record & Filing Cabinets" on or before 04.06.2015 (03:00 pm). The bids will be opened on 05.06.2015 at 02:00 pm at the Transit Campus Sonwar.

SALE OF TENDER FORM

1. The interested bidders may obtain the tender form from the University office at Administrative Campus, Sonwar, Near GB Pant Hospital, Srinagar, J&K on all working days, during the office working hours, against the payment of non-refundable amount of Rs. 500/- through D.D from 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. In that case the cost of tender form (Rs. 500) is to be attached with the Technical Bid in the form of a D.D along with the downloaded form. The D.D towards the cost of tender form should be submitted separately and not merged with the EMD.

EMD

1. The Technical Bid should be accompanied by Earnest Money Deposit (EMD) of Rs. 20,000 in shape of Demand Draft from any nationalized bank favoring Central University of Kashmir payable at Srinagar (**CDRs will not be accepted**). The offers without EMD shall be summarily rejected.

2. The EMD of the unsuccessful bidders will be returned after the selection of the successful bidder and placement of purchase order. The EMD in favour of the successful bidder shall be released on submission of Performance Security to the extent of 10% of Purchase order value.
3. The EMD 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 furnish Performance Security
 - (ii) To execute the supply within the stipulated time.

ELIGIBLE BIDDERS

1. The Bidder should have a minimum annual turnover of **Rs 50 Lakhs** from Sales & Maintenance during the past two consecutive financial years. The bidder should submit 02 years audited balance sheet in support of the said turnover.
2. The bidder must have supplied the items of same or better specifications as mentioned in this NIT during the last two years. A performance certificate from the consignee indicating the satisfactory working of the items must be enclosed with the technical bid.
3. Bidder should have service presence in Srinagar and in case of service requirement; the downtime will be 48 hours. An undertaking to this effect must be enclosed in the technical bid.
4. Bidders must be either Original Equipment Manufacturer (OEM) or authorized dealer of the OEM. Assemblers/Traders are not eligible to participate in the tender. The authorization letter from the manufacturer should be attached along with the tender in case of the authorized dealers.
5. The bid must include latest Tax/VAT Clearance Certificate, if applicable.
6. The bidder should be an ISO Certified Company and the required ISO certificate/s must be submitted along-with the bid.
7. The copy of valid BIS license is also required to be submitted along-with the bid.
(Note: Failure to meet above requirements shall disqualify the bidder from participation in bidding. Claim of bidder on account of above must be substantiated by suitable documentary evidence).

SUBMISSION OF BIDS

1. The bids should be addressed to the REGISTRAR, Central University of Kashmir, Administrative Campus, Near G.B.Pant Hospital, Sonwar, Srinagar 190 004 (J&K) and delivered by hand or by post before the date and time as specified above along-with the samples of the product quoted. Furthermore, both the technical and the financial bids are required to be submitted in separate envelopes. PLEASE NOTE THAT THE UNIVERSITY SHALL NOT BE RESPONSIBLE FOR ANY POSTAL LOSSES/DELAYS. BIDS SENT BY POST AND RECEIVED AFTER **3.00 p.m. on 04/06/2015** SHALL BE SUMMARILY REJECTED AND IN CASE OF ANY DISPUTE IN THE TIMING OF RECEIPT, THE DECISION OF THE UNIVERSITY SHALL BE FINAL.
2. The Bidders are expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish complete required

- information or submission of a bid with incomplete information may result in rejection of the bid.
3. The University may, for any reason, whether suo-moto or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment, any time prior to the last date for submission of bids.
 4. Quotations received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.
 5. The bid will be opened on 05/06/2015 at 02:00 pm in presence of bidders or their authorized representatives, who wish to be present. The representative should bring the authorization letter from the bidder for attending the tender opening.
 6. In the event of the date fixed for receipt and opening of the bid being declared as a closed holiday for University office, the relevant dates may be treated as the next working day. The time and venue shall, however, remain unchanged.
 7. The bidder should confirm that there are no hidden costs. Any items found necessary to make the equipment functional will be provided by the bidder without extra cost.
 8. The successful Bidder shall have to deposit (10%) of total payable amount as Security Deposit in the form of DD in favour of Central University of Kashmir for the warranty period of two years. The performance security shall be returned to the supplier 60 days after the date of such warranty period. In case of unsatisfactory service provided by the bidder, the Performance Security shall be forfeited.
 9. **Late Bids:** Any bid received by the University after the last date for submission of bids prescribed by the University, will be rejected/returned unopened to the Bidder.
 10. No bid will be allowed to be modified subsequent to the last date for submission of bids.
 11. No bid will be allowed to be withdrawn during the period from the last date of the receipt of bid and the date of validity of the bid as specified by the Bidder on the bid form. Withdrawal during this period may result in the forfeiture of his bid security.
 12. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, under any circumstances.
 13. 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.
 14. **Period of Validity of Bids:** Bids shall remain valid for a minimum period of 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.

EVALUATION OF BIDS (Two Bid System)

1. The bids shall be evaluated in two stages. **Stage-1**, Technical bid (Part-I) shall be opened and only those bidders shall qualify for stage 2 of bidding, whose technical bid meets the eligibility criteria mentioned in the foregoing clauses and the specifications given in this NIT. Financial Bid of only those bidders shall be opened whose Technical Bid is accepted by the University. The Committee

- Constituted for evaluations of the bids reserves the right to reject the bid of the bidder on the basis of justifiable reasons.
2. **Stage-2**, Financial Bids (Part-2) of the qualified bidders shall be opened and on the basis of the comparative statement, the contract shall be awarded.
 3. The evaluation of a financial bid will be based on the delivery cost at the site including all the taxes, levies, freight, insurance, forwarding, installation, transportation and assembling charges etc. The quoted rates should be final and any extra amount over and above the quoted rates will not be entertained.
 4. Any effort by a Bidder to influence the University, in its decisions on bid evaluation, bid comparison or award of contract may result in rejection of bid.
 5. Failure of the successful bidder to comply with the requirements of the University shall constitute sufficient ground 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.

General Terms & Conditions

1. Prices shall be quoted in Indian Rupees (INR) only.
2. The amount is required to be quoted both in figures and in words, in case of a discrepancy, the amount quoted in words will be taken as final.
3. The supply, transportation etc. of the items will be sole responsibility and at the risk of the firm till the acceptance by the University.
4. The supply shall be made at Transit Campus of the University located at Sonwar, Srinagar.
5. The item offered must comply with the BIS and should be marked with the Standard Mark/BIS label.
6. Detailed specifications, catalogue/ literature of the item quoted shall be attached with the technical bids. Incomplete bids in any respect are liable to be rejected.
7. The supply of equipment should be made strictly in accordance with the specifications given in the Financial Bid. The warranty period takes effect from the date of acceptance of the equipment by the University. The Tenderer shall be liable to make good the loss (free of cost) by replacing/repairing the equipment or other accessories found defective during the warranty period.
8. **Payment terms:** All the payment will be made in Indian rupees. Payment (100%) shall be made by the University after successful supply of the item/s and furnishing of performance security equal to 10% of total payable amount in the shape of D.D favoring Central University of Kashmir. The performance security shall be returned to the supplier 60 days after the date of completion of all contractual obligations of the supplier including the warranty period of two years. However, in case of unsatisfactory service during the warranty period, the Performance Security will be forfeited. The decision of the University to declare the service unsatisfactory shall be final.
9. The amount payable against supplies shall be subject to the applicable Taxes like TDS etc.

10. Submission of bid under this NIT shall mean that the bidder has accepted all the terms and conditions laid down in the tender document. No enquiry, whether verbal or written, shall be entertained in this behalf.
11. The University may make changes within general scope of the Contract in any one or more of the following:
 - (a) The method of shipping or packing;
 - (b) The place of delivery; and/or
 - (c) The Services to be provided by the Supplier
12. The supply has to be made within a **period of 45 days from the date of the issue of Purchase Order** by the University. In case of failure to do so, the University may impose the penalty as may be decided by the University Committee.
13. 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 on 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.
14. Item offered in the tender can be re-ordered at the same rate, under same terms & conditions within a period of twelve months from the date of issuance of the first Purchase Order.
15. All the items supplied through this tender shall be covered by a **warranty of two years**. During the period of warranty, no charges will be paid by the University on any kind of service or repairs carried out by the supplier.
16. The University reserves the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
17. The University reserves the right to relax any condition enumerated or arising out of this Tender notice, without assigning any reason/s thereof.
18. The University reserves the right to place the order for increased/decreased number of items or to out-rightly cancel the tender without assigning any reason/s thereof.
19. If the supply of the required items are not affected before the specified period, the University shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
20. 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

No.: CUKmr/Pur/F.No.400/14/38
Date: 13.05.2015

TECHNICAL SPECIFICATIONS:

S.No.	Particulars/ Specification
1.	<u>FIRE RESISTANT CASH SAFE:</u> 31ö- BB CLASS WITH BIS LABEL {IS 550(Part 1):2003}
2.	<u>FIRE RESISTING RECORD PROTECTION CABINET:</u> FR-120 (2 HOUR RATING) WITH BIS LABEL {IS 14203:1999}
3.	<u>STANDARD FIRE RESISTING (INSULATING) FILING CABINET:</u> FR-120; Four Drawer (2 HOUR RATING) WITH BIS LABEL {IS 14561:2007}

BIDDER'S PROFILE
(PART -I)

1. Name of the bidder í í í í í í í í í í í í í í í í í í ..í í í í
2. Name of the authorized signatory (whose photograph is affixed)
Mr/Ms/Mrsí í í í í í í í í í í í í í í í í í
3. Permanent address of the firm/Supplierí ..í í
í ..í í
Tel. No. (with STD Code) (O) í í í í í í ..í (Fax) í ..í í í í í í í í
(R) í í í í í í í .. (Mobile) í í í í í í í ..
4. Registration & incorporation particulars of the firm.
 - 4.1 Proprietorship
 - 4.2 Partnership
 - 4.3 Private Limited
 - 4.4 Public Limited(Please attach attested copies of documents of registration/incorporation of your firm with the competent authority as required by business law).
5. Name of proprietor/partners/directors í í í í í í í í í ..í í í í í í í í í .
í í
6. Bidders bank, its address and his current account
numberí ..í í í í í í í
í í .
í í
7. Permanent Account Number, Income Tax Circleí í í í í í ..í í í í í ..í ..
8. TINí í

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. In case the above information is found incorrect at any stage before finalization of the process, the University may take appropriate action as warranted.

Name and sign of the authorized person of the firm along with seal

Place:

Date:

**PROFORMA FOR FINANCIAL BID
(PART –II)**

Name of the Bidder:í ..

Tel Nosí í

S.No.	Particulars/ Specification	Make	Rate per unit.
1.	<u>FIRE RESISTANT CASH SAFE:</u> TRTL-15 x 6 (31ö- BB CLASS) WITH BIS LABEL {IS 550(Part 1):2003}		
2.	<u>FIRE RESISTING RECORD PROTECTION CABINET:</u> FR-120 (2 HOUR RATING) WITH BIS LABEL {IS 14203:1999}		
3.	<u>STANDARD FIRE RESISTING (INSULATING) FILING CABINET:</u> FR-120; Four Drawer (2 HOUR RATING) WITH BIS LABEL {IS 14561:2007}		

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:í í í í í í í í í ..

Signature:í í í í í í í í í í

Date:í í í í í í í í í í

Name:í í í í í í í í í í í ...

Designation:í í í í í í í í í .