



Assam University: Silchar
Notice Inviting Tender

No: AUES/FURNI-21/2016

Date: 01.02.2016

Sealed tenders valid for 90 days from the date of opening of tender invited from manufacturer / agent / authorized distributor/dealer for supply of the following :

A) **Supply & Installation of Modular Laboratory Work-Benches for Department of Pharmaceutical Sciences.**

B) **Supply of Office Furniture for Department of Social Work.**

The details of **tender document** can be downloaded from Assam University website www.aus.ac.in.

The last date of submission of Tender Document is 04/03/2016 up to 03:00 PM.

Sd/-
Registrar

ASSAM UNIVERSITY: SILCHAR

TENDER DOCUMENT

A. Supply & Installation of Modular Laboratory Work-Benches (Four number) in DEPARTMENT OF PHARMACEUTICAL SCIENCES

Tender Reference	AUES/FURNI-21/2016 Date: 01/02/2016
Price of Tender Document	Rs. 1000.00 (submitted either as Bank Draft/ Pay Order/Banker' s cheque in favour of "Finance Officer, Assam University")
EMD	Rs. 16, 000.00
Last Date and Time for receipt of tender offers	04.03.2016 up to 3:00 PM
TIME AND DATE FOR OPENING of tender (Technical bid)	04.03.2016 at 3:30 PM
TIME AND DATE FOR OPENING of tender (Financial bid)	Bidders will be informed separately
Address for Communication	The Registrar, Assam University, Silchar,P.O Dorgakona,Pin-788011, Assam, India

1. Interested parties may send their tender offers in three separate covers (Pre-bid-qualification, Technical and Financial Bids) in a single sealed cover addressed to "The Registrar, Assam University, Silchar,P.O Dorgakona,Pin-788011, Assam, India superscripted with tender number and complete in all respects latest by **04.03.2016**. The Quotations (technical bid) will be opened on **04.03.2016 at 3:30 PM**. The tenders received after the scheduled date and time will be rejected out rightly. **The tender is for supply and installation of four number of laboratory work benches as per specifications and drawing (Annexure I & II) with Assam University terms and condition. The Technical Bid & Financial Bid are to be submitted in proforma given in Appendix-A/A & A/B.**
2. For pre-bid qualifications, the bidder has to be exclusively a manufacturer / agent / authorized distributor of laboratory furniture and should have a registered office

anywhere in India, Preferably having a branch / service office at Guwahati / Silchar. The bidder should provide information about their earlier service and time taken with regard to execution for supply of the laboratory furniture to University / Educational or Research Institute / Government Departments. **The EMD of Rs. 16,000.00 and Price of Tender Document of Rs. 1,000/- should be submitted either as a Bank Draft/ Pay Order/ Banker's cheque in favour of "Finance Officer, Assam University"**. The tenders submitted without EMD (Earnest Money Deposit) and cost of Tender Document shall be liable to be rejected summarily

3. After the pre-bid qualifications, the technical bid will be opened by the committee. The Financial bid containing the rate of the item(s) will be opened after the technical bid by the Committee in respect of those who qualify the terms and conditions of the technical bid.

4. The pre-bid qualifications, technical bid and financial bid should be sealed by the bidder in separate covers superscripted with "Pre-bid qualification for tender for Supply & Installation of Modular Laboratory Workbench" "Technical bid for Tender for Supply & Installation of Modular Laboratory Workbench" and "Financial Bid for Tender for Supply & installation of Modular Laboratory workbench". All three Sealed Envelopes should be kept in a main/ bigger envelope superscripted as "Tender for Supply & Installation of Modular Laboratory Bench".

TERMS AND CONDITIONS

1. The supply and installation of the modular laboratory work benches shall be done by the vendor free of charges within 8 weeks from the date of issue of purchase order by the Estate Section, Assam University, Silchar, to the vendor. The installation of the work benches will be done at the Department of Pharmaceutical Sciences, Assam University, Silchar.

2. The price quoted in the financial bid should be inclusive of packing, forwarding, freight & insurance up to Department of Pharmaceutical Sciences, Assam University, Silchar, and inclusive of all taxes.
3. Payment terms: Payments will be made after delivery and successful installation by factory trained engineers / authorized persons.
4. Validity: The bids should be valid for a maximum period of 90 days from the date of opening of tender and the prices should remain valid till execution of purchase agreement.
5. The work-bench will carry 01 years on site comprehensive warranty. Warranty period will start from the date of successful installation of all the items at site. If any defect is found during this period, the bidder will be liable to replace the item with free of charge.
6. The registration number of the firm along with the CST/VAT No. allotted by the sale tax / trade tax authorities and I.T. registration number (P.A.N) along with the place of registration should invariably be given along with the technical bid.
7. Certificate of dealership / distributorship is required to be submitted.
8. The manufacturer has to stand guarantee for the relocation of the work-bench once the permanent building for Department of Pharmaceutical Sciences get ready for operation. They must be in a position to dismantle the set up in present building and re-install it to the new building. Necessary charges for the same may be shown separately in their respective financial bid.
9. Assam University reserves the right to accept / reject any of the tenders, if situation so warrant.
10. The documents containing bids shall be free from cutting or erasing and overwriting or typing. However, alterations if any in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
11. All the documents required should be submitted along with the technical bid which should be complete with detailed specification, drawing and compliance stated.

12. The bidder should enclose latest sales tax / VAT / income tax clearance certificates along with PAN number.
13. The tender not conforming to any or all the above terms and conditions will be rejected.
14. Incomplete tenders are liable to be rejected.
15. University hereby reserves the right to place whole of the order with single tenderer even if the tenderer has not quoted the lowest price for each item. Merely quoting the lowest price shall not entitle a tenderer to get or receive the order.
16. Actual quantity requirement is tentative and it may vary at the time of placing the order. The rates approved after finalization of tender may be valid for one year and University may place subsequent order as per requirement.
17. The selected bidder after receipt of supply order has to deposit 10% of supply order value in the form of call deposit/TDR from any bank in favour of Assam University, Silchar payable at Silchar as Security deposit. The security deposit shall be released after six month of successful supply and performance of the product.
18. No request for advance payment shall be entertained in any circumstance. After completion of the supply the firm will submit bills in triplicate for payment with a certificate of successful installation of the materials from the Head of concerned Branch/dept./Section.
19. If there be any dispute, it will be referred to an arbitrator to be appointed by the University for his decision and award. The award or decision of the arbitrator shall be final and binding on both parties.
20. **Documents:**
 - a. All pages of the Tender should be numbered and indexed.
 - b. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.

- c. The bidder shall provide a list of major Government and Private Institutions where its relevant bid item has been supplied during last one year.
21. **Additional information and instruction on Duties and Taxes:** If the Bidder desires to ask for excise duty, sales tax/CST / VAT/ CENVAT, Custom Duty, Service Tax, Works Contract Tax etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.
 22. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by Assam University, Silchar in that event the security deposit shall also stands forfeited.
 23. **Insolvency etc.:** 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 the passing any resolution or making of 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 Assam University, Silchar shall have the power to terminate the contract without any prior notice.
 24. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.
 25. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.
 26. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
 27. Conditional bid will be treated as unresponsive and it may be rejected.
 28. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

Annexure I

Technical specifications for Modular Laboratory Work-Bench

Work bench will be used in Department of Pharmaceutical Sciences Laboratory. **Each work bench should comprise the following components:**

1. C-Frame System

Size in mm: (Length: 3100±10, Width: 1550±10, Height: 900)

2. Two Storage Cabinets (Welded cabinet: Hanging type) below laboratory work benches (Size in mm: Length: 530±10, Width:750±10, Height: 635)

3. One Reagent Shelf-two stage (Fixed type)

(Length: 1200±10 mm, Height: 750±10 mm)

4. Work Surface (Granite worktops): Color-Jet Black

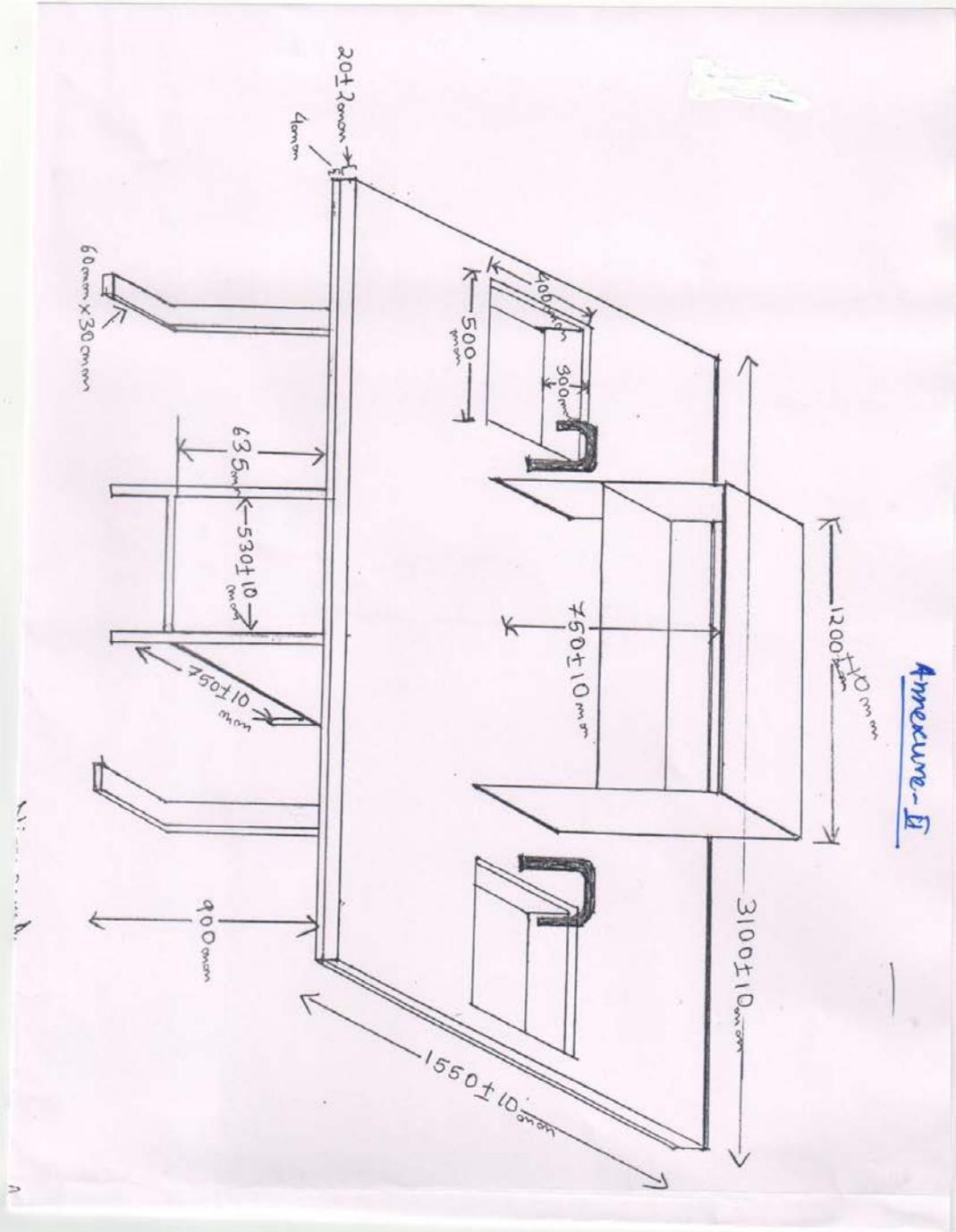
5. Two Sink unit along with one way faucet for each

Length: 500 mm, Width: 400mm, Depth: 300mm

SPECIFICATION:

1. The manufacturer under selection must warrant for a period of one-year starting from date of acceptance or occupancy whichever comes first that the product sold under the contract references shall be free from defects in material and workmanship.
2. The C-Frame legs should be supplied with adjustable feet.
3. The structure should have a removable back panel to provide access for maintenance throughout the length of table
4. The reagent shelf should be modular design consisting of 2 stage horizontal storage shelf. The shelves should be provided between uprights with 1 inch of height adjustability. Length: 1200±10 mm, Height: 750±10 mm
5. The worktop (Working surface) should be 20±2mm thick, jet black granite with edges having chamfer of 4X4mm on the top side along with neoprene mat as the backing material (Thickness: 6mm)

6. The sink should be made up to 5mm thick high density and elastic poly propylene with good resistance to organic solvents. The bowl size (LxWxD) should be (500 X 400 X 300) mm and one way faucet should be provided. The faucet should of high quality. Two sink should be provided at two terminals for each work bench.



Measure - B

PROFORMA “A/A-1”

DETAILS OF AGENT / DISTRIBUTOR / DEALER/MANUFACTURER REGISTRATION

1. Name of Agent / Distributor /Dealer/Manufacturer:
2. Name of the Company under which agent / distributorship:
3. Dealership / Distributorship number (if any):
4. Validity period: With effect from_____ to_____

Copy of Dealership / Distributorship certificate to be enclosed

Signature of Agency/ Contractor

Seal

PROFORMA “A/A-2”

List of similar nature of works with regard to execution for supply & installation of modular laboratory work benches to University / Educational or Research Institute / Government Departments

Sl No	Name of work with brief particular there of	Time required for supply of the items	Contract Amount	Name of the Client with his complete postal address, phone numbers

Add extra sheet if required

Sign of the Agent / Distributor /Manufacturer

Seal

Date:

PROFORMA “A/A-3”

List Ongoing work

Sl No	Name of work with brief particular there of	Time required for supply of the items	Contract Amount	Name of the Client with his complete postal address, phone numbers

Add extra sheet if required

Sign of the Agent / Distributor /Manufacturer
Seal

Date:

Declaration

1. I/ We have read all the terms and conditions of the NIT carefully and these are acceptable to me/ us.
2. I/ We hereby declare that our firm/ company/ concern are registered for the above work. We are in the business of above work for few years, which can be verified from your end. We have all the logistics, infrastructure and technical staff required for carrying out the work, as per terms and conditions, specification and delivery schedule etc. mentioned in the NIT. We have not been blacklisted by any Government (Central and State)/ Board/ University/ Public undertakings/ Banks/ RBI etc till date.
3. The decision of the University authority will be accepted by me/us during and after the bid evaluation process.

Name of the bidder_____

Address_____

Telephone no-

Mobile No-

Email id-

Signature of the Bidder

With Seal & Date

Date:.....

CHECK LIST OF DOCUMENTS

1. Valid Agent / Distributorship /Manufacturer certificate (Xerox copy self attested)

Proforma A/A-1

Experience of similar nature of works with regard to execution for supply of the laboratory furniture to University / Educational or Research Institute / Government Departments, Proforma A/A-2

(Xerox copy self attested): Yes/No

2. Ongoing works statement (if any) Proforma A/A-3

(Xerox copy self attested): Yes/No

3. PAN CARD (Xerox copy self attested): Yes/No

4. CST/VAT No. allotted by the sale tax / trade tax Yes/No

(Xerox copy self attested)

APPENDIX 'A/B'

FINANCIAL BID FORM

To,
The Registrar
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No. No. AUES/FURNI-21/2016 dated. 01/02/2016

Sir,

I/We hereby quote the following rates for supply & installation of modular laboratory work benches as per specification shown in Annexure "I & II". Description of store with specification Rate for each item is also given in the Annexure "A/A.4".

(i) VAT/CST @.....

Certified that I/we have no pre-conditions attached with tender/specification.

Yours faithfully.

Encl.:- Annexure "A/A-4"

(Signature of Tenderer)

Address with seal.....

ANNEXURE “A/A-4”
Rate quotation for supply & installation of modular laboratory work benches
(Pharmaceutical Science Department)

No: AUES/FURNI-21/2016

Date: 01.02.2016

Sl.No	Name of the items	Qty.	Make/Model	Rate per Unit (Rs.) inclusive of all taxes
1.	Supply & installation of modular laboratory work benches (As per specification shown in Annexure “I & II”)	04		

Signature with seal _____

Name : _____

Address: _____

_____ Mobile No. _____



Assam University: Silchar
Notice Inviting Tender

No: AUES/FURNI-21/2016

Date: 01.02.2016

Sealed tenders valid for 90 days from the date of opening of tender invited from manufacturer / agent / authorized distributor/dealer for supply of the following:

- A) **Supply & Installation of Modular Laboratory Work-Benches for Department of Pharmaceutical Sciences.**
- B) **Supply of Office Furniture for Department of Social Work.**

The details of **Tender Document** can be downloaded from Assam University website www.aus.ac.in.

The last date of submission of Tender Document is 04/03/2016 up to 03:00 PM.

Sd/-
Registrar

ASSAM UNIVERSITY: SILCHAR

TENDER DOCUMENT

B. Supply of Office Furniture in Department of Social Work

Tender Reference	AUES/FURNI-21/2016 ; Date: 01/02/2016
Price of Tender Document	Rs. 1000.00 (submitted either as Bank Draft/ Pay Order/Banker' s cheque in favour of "Finance Officer, Assam University")
EMD (Earnest Money Deposit)	Rs. 22, 000.00
Last Date and Time for receipt of tender offers	04.03.2016 up to 3:00 PM
TIME AND DATE FOR OPENING of Technical bid	04.03.2016 at 3:30 PM
TIME AND DATE FOR OPENING of Financial bid	Bidders will be informed separately
Address for Communication	The Registrar, Assam University,P.O Assam University,Silchar,Pin-788011, Assam, India

1. Interested parties may send their tender offers in three separate covers (Pre-bid-qualification, Technical and Financial Bids) in a single sealed cover addressed to "The Registrar, Assam University, Silchar, P.O Dorgakona,Pin-788011, Assam, India superscripted with tender number and complete in all respects latest by **04.03.2016**. The Quotations (technical bid) will be opened on **04.03.2016 at 3:30 PM**. The tenders received after the scheduled date and time will be rejected out rightly. **The tender is for supply of office furniture- Social Work Department as per specifications (Annexure B/B-4) with Assam University terms and condition. The Technical Bid & Financial are to be submitted in proforma given in Appendix- "B/A" & "B/B"**
2. For pre-bid qualifications, the bidder has to be exclusively a manufacturer / agent / authorized distributor of office furniture and should have a registered office anywhere in India, Preferably having a branch / service office at Guwahati / Silchar. The bidder should provide information about their earlier service and time taken with regard to execution for supply of office furniture to University / Educational or Research Institute / Government Departments. **The EMD of Rs. 22,000.00 and cost of Tender Document Rs. 1,000/- should be submitted either as a Bank Draft/ Pay Order/ Banker' s cheque in favour of "Finance Officer, Assam University"**. The tenders

submitted without EMD (Earnest Money Deposit) and cost of Tender Document shall be liable to be rejected summarily

3. After the pre-bid qualifications, the technical bid will be opened by the committee. The Financial bid containing the rate of the item(s) will be opened after the technical bid by the Committee in respect of those who qualify the terms and conditions of the technical bid.
4. The pre-bid qualifications, technical bid and financial bid should be sealed by the bidder in separate covers superscripted with "Pre-bid qualification for tender for Supply of office furniture- Social Work Department "Technical bid for Tender for Supply of office furniture- Social Work Department" and "Financial Bid for Tender for Supply of office furniture- Social Work Department". All three Sealed Envelopes should be kept in a main/ bigger envelope superscripted as "Tender for Supply of office furniture- Social Work Department".

TERMS AND CONDITIONS

1. The supply and installation of office furniture shall be done by the vendor free of charges within 8 weeks from the date of issue of purchase order by the Estate Section, Assam University, Silchar, to the vendor. The installation of the office furniture will be done at the Department of Social Work, Assam University, Silchar.
2. The price quoted in the financial bid should be inclusive of packing, forwarding, freight & insurance up to Department of Social Work, Assam University, Silchar, and inclusive of all taxes.
3. Payment terms: Payments will be made after delivery and successful installation by factory trained engineers / authorized persons.
4. Validity: The bids should be valid for a maximum period of 90 days from the date of opening of tender and the prices should remain valid till execution of purchase agreement.
5. The furniture items will carry 01 years on site comprehensive warranty. Warranty period will start from the date of successful installation of all the items at site. If any defect is found during this period, the bidder will be liable to replace the item with free of charge.

6. The registration number of the firm along with the CST/VAT No. allotted by the sale tax / trade tax authorities and I.T. registration number (P.A.N) along with the place of registration should invariably be given along with the technical bid.
7. Certificate of dealership / distributorship is required to be submitted.
8. Assam University reserves the right to accept / reject any of the tenders, if situation so warrant.
9. The documents containing bids shall be free from cutting or erasing and overwriting or typing. However, alterations if any in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
10. All the documents required should be submitted along with the technical bid which should be complete with detailed specification, drawing and compliance stated.
11. The bidder should enclose latest sales tax / VAT / income tax clearance certificates along with PAN number.
12. The tender not conforming to any or all the above terms and conditions will be rejected.
13. Incomplete tenders are liable to be rejected.
14. University hereby reserves the right to place whole of the order with single tenderer even if the tenderer has not quoted the lowest price for each item. Merely quoting the lowest price shall not entitle a tenderer to get or receive the order.
15. Actual quantity requirement is tentative and it may vary at the time of placing the order. The rates approved after finalization of tender may be valid for one year and University may place subsequent order as per requirement.
16. The selected bidder after receipt of supply order has to deposit 10% of supply order value in the form of call deposit/TDR from any bank in favour of Assam University, Silchar payable at Silchar as Security deposit. The security deposit shall be released after six month of successful supply and performance of the product.
17. No request for advance payment shall be entertained in any circumstance. After completion of the supply the firm will submit bills in triplicate for payment with a certificate of successful installation of the materials from the Head of concerned Branch/dept./Section.

18. If there be any dispute, it will be referred to an arbitrator to be appointed by the University for his decision and award. The award or decision of the arbitrator shall be final and binding on both parties.
19. **Documents:**
- a. All pages of the Tender should be numbered and indexed.
 - b. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.
 - c. The bidder shall provide a list of major Government and Private Institutions where its relevant bid item has been supplied during last one year.
20. **Additional information and instruction on Duties and Taxes:** If the Bidder desires to ask for excise duty, sales tax/CST / VAT/ CENVAT, Custom Duty, Service Tax, Works Contract Tax etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.
21. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by Assam University, Silchar in that event the security deposit shall also stands forfeited.
22. **Insolvency etc.:** 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 the passing any resolution or making of 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 Assam University, Silchar shall have the power to terminate the contract without any prior notice.
23. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.
24. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.
25. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
26. Conditional bid will be treated as unresponsive and it may be rejected.
27. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

TECHNICAL BID FORM

To,
The Registrar
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No. No. AUES/FURNI-21/2016 dated. 01/02/2016

I hereby offer to supply the stores given in schedule and agree to hold offer open till last date of tender. I shall be bound by a communication of acceptance within the prescribed time. I have understood the terms and conditions and it certify that I will be fully abided by terms and conditions. If I/We fail to comply with any of the terms and conditions Earnest Money Deposit (EMD)/ Security money already deposited may be forfeited.

An amount of Rs. /-(Rupees.....) only
as EMD/Security enclosed herewith in form of Bank Draft/Pay Order/Banker's Cheque
No.....dated..... issued by Bank.....
Photo copy of valid VAT/Sale tax clearance and past experience certificate of such supply
enclosed.

Certified that I/we have no pre-conditions attached with tender/ specifications.

Encl: Annexure- B/A-1, B/A-2, B/A-3

Yours faithfully.

Signature.....

Name of tenderer.....

Address with seal.....

PROFORMA “B/A-1”

DETAILS OF AGENT / DISTRIBUTOR / DEALER/MANUFACTURER REGISTRATION

1. Name of Agent / Distributor /Dealer/Manufacturer:
2. Name of the Company under which agent / distributorship:
3. Dealership / Distributorship number (if any):
4. Validity period: With effect from_____ to_____

Copy of Dealership / Distributorship certificate to be enclosed

Signature of Agency/ Contractor

Seal

PROFORMA “B/A-2”

List of similar nature of works with regard to execution for supply of the office furniture to University / Educational or Research Institute / Government Departments

Sl No	Name of work with brief particular there of	Time required for supply of the items	Contract Amount	Name of the Client with his complete postal address, phone numbers

Add extra sheet if required

Sign of the Agent / Distributor /Manufacturer

Seal

Date:

PROFORMA “B/A-3”

List Ongoing work

Sl No	Name of work with brief particular there of	Time required for supply of the items	Contract Amount	Name of the Client with his complete postal address, phone numbers

Add extra sheet if required

Sign of the Agent / Distributor /Manufacturer

Seal

Date:

Declaration

1. I/ We have read all the terms and conditions of the NIT carefully and these are acceptable to me/ us.
2. I/ We hereby declare that our firm/ company/ concern are registered for the above work. We are in the business of above work for few years, which can be verified from your end. We have all the logistics, infrastructure and technical staff required for carrying out the work, as per terms and conditions, specification and delivery schedule etc. mentioned in the NIT. We have not been blacklisted by any Government (Central and State)/ Board/ University/ Public undertakings/ Banks/ RBI etc till date.
3. The decision of the University authority will be accepted by me/us during and after the bid evaluation process.

Name of the bidder _____

Address _____

Telephone no-

Mobile No-

Email id-

Signature of the Bidder

With Seal & Date

Date:.....

CHECK LIST OF DOCUMENTS

1. Valid Agent / Distributorship /Manufacturer certificate (Xerox copy self attested)

Proforma B/A-1

Experience of similar nature of works with regard to execution for supply of the laboratory furniture to University / Educational or Research Institute / Government Departments, Proforma B/A-2

(Xerox copy self attested): Yes/No

2. Ongoing works statement (if any) Proforma B/A-3

(Xerox copy self attested): Yes/No

3. PAN CARD (Xerox copy self attested): Yes/No

4. CST/VAT No. allotted by the sale tax / trade tax Yes/No

(Xerox copy self attested)

APPENDIX 'B/B'

FINANCIAL BID FORM

To,
The Registrar
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No. No. AUES/FURNI-21/2016 dated. 01/02/2016

Sir,

I/We hereby quote the following rates for **“Supply of Office Furniture”** as per specification shown in Annexure “B.4”. Description of store with specification Rate for each item is also given in the Annexure “B.4”.

(i) VAT/CST @.....

Certified that I/we have no pre-conditions attached with tender/specification.

Yours faithfully.

Encl.:- Annexure “B/B-4”

(Signature of Tenderer)

Address with seal.....

ANNEXURE “B/B-4”
Rate quotation for supply of office furniture
(Social Work Department)

No: AUES/FURNI-21/2016

Date: 01/02/2016

Sl.No	Name of the items	Qty.	Make/Model	Rate per Unit (Rs.) inclusive of all taxes
1.	Steel Almira 2door 4 shelves of any reputed brand (Big) Size-(in MM)1981± 10 (H)x918 ± 10 (W)x485 ± 10 (D)	05		
2.	Executive Visitor Chair of any reputed brand with arm rest Size-(in MM)530± 10 (W)x640 ± 10 (D)x820 ± 10 (H)	35		
3.	Executive Visitor Chair of any reputed brand without arm rest Size-(in MM)530± 10 (W)x640 ± 10 (D)x820 ± 10 (H)	35		
4.	Two seater desk cum bench of any reputed brand, size (in mm) 1050W ± 10 (D) 900 ± 10 (H)X 750	50		
5.	Sofa set (Three seater) of any reputed brand	03		
6.	Revolving executive Arm Chair of any reputed brand ,high back upright position locking ,soft top fixed arms	20		
7.	Revolving executive Arm Chair of any reputed brand ,mid back upright position locking ,soft top fixed arms	20		

N.B – Either of the Item at S.No. 2 or 3 and 6 or7 will be procured as per availability of fund.

Signature with seal _____

Name : _____

Address: _____

_____ Mobile No. _____



Assam University: Silchar
Notice Inviting Tender

No: AUES/FURNI-21/2016

Date: 01.02.2016

Sealed tenders valid for 90 days from the date of opening of tender invited from manufacturer / agent / authorized distributor/dealer for supply of the following:

- A) **Supply & Installation of Modular Laboratory Work-Benches for Department of Pharmaceutical Sciences.**
- B) **Supply of Office Furniture for Department of Social Work.**

The details of **Tender Document** can be downloaded from Assam University website www.aus.ac.in.

The last date of submission of Tender Document is 04/03/2016 up to 03:00 PM.

Sd/-
Registrar

ASSAM UNIVERSITY: SILCHAR

TENDER DOCUMENT

B. Supply of Office Furniture in Department of Social Work

Tender Reference	AUES/FURNI-21/2016 ; Date: 01/02/2016
Price of Tender Document	Rs. 1000.00 (submitted either as Bank Draft/ Pay Order/Banker' s cheque in favour of "Finance Officer, Assam University")
EMD (Earnest Money Deposit)	Rs. 22, 000.00
Last Date and Time for receipt of tender offers	04.03.2016 up to 3:00 PM
TIME AND DATE FOR OPENING of Technical bid	04.03.2016 at 3:30 PM
TIME AND DATE FOR OPENING of Financial bid	Bidders will be informed separately
Address for Communication	The Registrar, Assam University,P.O Assam University,Silchar,Pin-788011, Assam, India

1. Interested parties may send their tender offers in three separate covers (Pre-bid-qualification, Technical and Financial Bids) in a single sealed cover addressed to "The Registrar, Assam University, Silchar, P.O Dorgakona,Pin-788011, Assam, India superscripted with tender number and complete in all respects latest by **04.03.2016**. The Quotations (technical bid) will be opened on **04.03.2016 at 3:30 PM**. The tenders received after the scheduled date and time will be rejected out rightly. **The tender is for supply of office furniture- Social Work Department as per specifications (Annexure B/B-4) with Assam University terms and condition. The Technical Bid & Financial are to be submitted in proforma given in Appendix- "B/A" & "B/B"**
2. For pre-bid qualifications, the bidder has to be exclusively a manufacturer / agent / authorized distributor of office furniture and should have a registered office anywhere in India, Preferably having a branch / service office at Guwahati / Silchar. The bidder should provide information about their earlier service and time taken with regard to execution for supply of office furniture to University / Educational or Research Institute / Government Departments. **The EMD of Rs. 22,000.00 and cost of Tender Document Rs. 1,000/- should be submitted either as a Bank Draft/ Pay Order/ Banker' s cheque in favour of "Finance Officer, Assam University"**. The tenders

submitted without EMD (Earnest Money Deposit) and cost of Tender Document shall be liable to be rejected summarily

3. After the pre-bid qualifications, the technical bid will be opened by the committee. The Financial bid containing the rate of the item(s) will be opened after the technical bid by the Committee in respect of those who qualify the terms and conditions of the technical bid.
4. The pre-bid qualifications, technical bid and financial bid should be sealed by the bidder in separate covers superscripted with "Pre-bid qualification for tender for Supply of office furniture- Social Work Department "Technical bid for Tender for Supply of office furniture- Social Work Department" and "Financial Bid for Tender for Supply of office furniture- Social Work Department". All three Sealed Envelopes should be kept in a main/ bigger envelope superscripted as "Tender for Supply of office furniture- Social Work Department".

TERMS AND CONDITIONS

1. The supply and installation of office furniture shall be done by the vendor free of charges within 8 weeks from the date of issue of purchase order by the Estate Section, Assam University, Silchar, to the vendor. The installation of the office furniture will be done at the Department of Social Work, Assam University, Silchar.
2. The price quoted in the financial bid should be inclusive of packing, forwarding, freight & insurance up to Department of Social Work, Assam University, Silchar, and inclusive of all taxes.
3. Payment terms: Payments will be made after delivery and successful installation by factory trained engineers / authorized persons.
4. Validity: The bids should be valid for a maximum period of 90 days from the date of opening of tender and the prices should remain valid till execution of purchase agreement.
5. The furniture items will carry 01 years on site comprehensive warranty. Warranty period will start from the date of successful installation of all the items at site. If any defect is found during this period, the bidder will be liable to replace the item with free of charge.

6. The registration number of the firm along with the CST/VAT No. allotted by the sale tax / trade tax authorities and I.T. registration number (P.A.N) along with the place of registration should invariably be given along with the technical bid.
7. Certificate of dealership / distributorship is required to be submitted.
8. Assam University reserves the right to accept / reject any of the tenders, if situation so warrant.
9. The documents containing bids shall be free from cutting or erasing and overwriting or typing. However, alterations if any in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
10. All the documents required should be submitted along with the technical bid which should be complete with detailed specification, drawing and compliance stated.
11. The bidder should enclose latest sales tax / VAT / income tax clearance certificates along with PAN number.
12. The tender not conforming to any or all the above terms and conditions will be rejected.
13. Incomplete tenders are liable to be rejected.
14. University hereby reserves the right to place whole of the order with single tenderer even if the tenderer has not quoted the lowest price for each item. Merely quoting the lowest price shall not entitle a tenderer to get or receive the order.
15. Actual quantity requirement is tentative and it may vary at the time of placing the order. The rates approved after finalization of tender may be valid for one year and University may place subsequent order as per requirement.
16. The selected bidder after receipt of supply order has to deposit 10% of supply order value in the form of call deposit/TDR from any bank in favour of Assam University, Silchar payable at Silchar as Security deposit. The security deposit shall be released after six month of successful supply and performance of the product.
17. No request for advance payment shall be entertained in any circumstance. After completion of the supply the firm will submit bills in triplicate for payment with a certificate of successful installation of the materials from the Head of concerned Branch/dept./Section.

18. If there be any dispute, it will be referred to an arbitrator to be appointed by the University for his decision and award. The award or decision of the arbitrator shall be final and binding on both parties.
19. **Documents:**
- a. All pages of the Tender should be numbered and indexed.
 - b. The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the purchaser in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the tender documents to establish technical responsiveness of the goods and services offered in its tender duly indicating relevant page numbers in the product literature.
 - c. The bidder shall provide a list of major Government and Private Institutions where its relevant bid item has been supplied during last one year.
20. **Additional information and instruction on Duties and Taxes:** If the Bidder desires to ask for excise duty, sales tax/CST / VAT/ CENVAT, Custom Duty, Service Tax, Works Contract Tax etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.
21. **Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by Assam University, Silchar in that event the security deposit shall also stands forfeited.
22. **Insolvency etc.:** 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 the passing any resolution or making of 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 Assam University, Silchar shall have the power to terminate the contract without any prior notice.
23. **Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.
24. Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may, at least option to terminate the contract.
25. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document should be signed and stamped to confirm the acceptance of the entire terms & conditions as mentioned in the tender enquiry document.
26. Conditional bid will be treated as unresponsive and it may be rejected.
27. The Institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender(s) at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

TECHNICAL BID FORM

To,
The Registrar
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No. No. AUES/FURNI-21/2016 dated. 01/02/2016

I hereby offer to supply the stores given in schedule and agree to hold offer open till last date of tender. I shall be bound by a communication of acceptance within the prescribed time. I have understood the terms and conditions and it certify that I will be fully abided by terms and conditions. If I/We fail to comply with any of the terms and conditions Earnest Money Deposit (EMD)/ Security money already deposited may be forfeited.

An amount of Rs. /-(Rupees.....) only
as EMD/Security enclosed herewith in form of Bank Draft/Pay Order/Banker's Cheque
No.....dated..... issued by Bank.....
Photo copy of valid VAT/Sale tax clearance and past experience certificate of such supply
enclosed.

Certified that I/we have no pre-conditions attached with tender/ specifications.

Encl: Annexure- B/A-1, B/A-2, B/A-3

Yours faithfully.

Signature.....

Name of tenderer.....

Address with seal.....

PROFORMA “B/A-1”

DETAILS OF AGENT / DISTRIBUTOR / DEALER/MANUFACTURER REGISTRATION

1. Name of Agent / Distributor /Dealer/Manufacturer:
2. Name of the Company under which agent / distributorship:
3. Dealership / Distributorship number (if any):
4. Validity period: With effect from_____ to_____

Copy of Dealership / Distributorship certificate to be enclosed

Signature of Agency/ Contractor

Seal

PROFORMA “B/A-2”

List of similar nature of works with regard to execution for supply of the office furniture to University / Educational or Research Institute / Government Departments

Sl No	Name of work with brief particular there of	Time required for supply of the items	Contract Amount	Name of the Client with his complete postal address, phone numbers

Add extra sheet if required

Sign of the Agent / Distributor /Manufacturer

Seal

Date:

PROFORMA “B/A-3”

List Ongoing work

Sl No	Name of work with brief particular there of	Time required for supply of the items	Contract Amount	Name of the Client with his complete postal address, phone numbers

Add extra sheet if required

Sign of the Agent / Distributor /Manufacturer

Seal

Date:

Declaration

1. I/ We have read all the terms and conditions of the NIT carefully and these are acceptable to me/ us.
2. I/ We hereby declare that our firm/ company/ concern are registered for the above work. We are in the business of above work for few years, which can be verified from your end. We have all the logistics, infrastructure and technical staff required for carrying out the work, as per terms and conditions, specification and delivery schedule etc. mentioned in the NIT. We have not been blacklisted by any Government (Central and State)/ Board/ University/ Public undertakings/ Banks/ RBI etc till date.
3. The decision of the University authority will be accepted by me/us during and after the bid evaluation process.

Name of the bidder _____

Address _____

Telephone no-

Mobile No-

Email id-

Signature of the Bidder

With Seal & Date

Date:.....

CHECK LIST OF DOCUMENTS

1. Valid Agent / Distributorship /Manufacturer certificate (Xerox copy self attested)

Proforma B/A-1

Experience of similar nature of works with regard to execution for supply of the laboratory furniture to University / Educational or Research Institute / Government Departments, Proforma B/A-2

(Xerox copy self attested): Yes/No

2. Ongoing works statement (if any) Proforma B/A-3

(Xerox copy self attested): Yes/No

3. PAN CARD (Xerox copy self attested): Yes/No

4. CST/VAT No. allotted by the sale tax / trade tax Yes/No

(Xerox copy self attested)

APPENDIX 'B/B'

FINANCIAL BID FORM

To,
The Registrar
Assam University, Silchar-788011, Assam

Date:

Ref: - Your tender notice No. No. AUES/FURNI-21/2016 dated. 01/02/2016

Sir,

I/We hereby quote the following rates for **“Supply of Office Furniture”** as per specification shown in Annexure “B.4”. Description of store with specification Rate for each item is also given in the Annexure “B.4”.

(i) VAT/CST @.....

Certified that I/we have no pre-conditions attached with tender/specification.

Yours faithfully.

Encl.:- Annexure “B/B-4”

(Signature of Tenderer)

Address with seal.....

ANNEXURE “B/B-4”
Rate quotation for supply of office furniture
(Social Work Department)

No: AUES/FURNI-21/2016

Date: 01/02/2016

Sl.No	Name of the items	Qty.	Make/Model	Rate per Unit (Rs.) inclusive of all taxes
1.	Steel Almira 2door 4 shelves of any reputed brand (Big) Size-(in MM)1981± 10 (H)x918 ± 10 (W)x485 ± 10 (D)	05		
2.	Executive Visitor Chair of any reputed brand with arm rest Size-(in MM)530± 10 (W)x640 ± 10 (D)x820 ± 10 (H)	35		
3.	Executive Visitor Chair of any reputed brand without arm rest Size-(in MM)530± 10 (W)x640 ± 10 (D)x820 ± 10 (H)	35		
4.	Two seater desk cum bench of any reputed brand, size (in mm) 1050W ± 10 (D) 900 ± 10 (H)X 750	50		
5.	Sofa set (Three seater) of any reputed brand	03		
6.	Revolving executive Arm Chair of any reputed brand ,high back upright position locking ,soft top fixed arms	20		
7.	Revolving executive Arm Chair of any reputed brand ,mid back upright position locking ,soft top fixed arms	20		

N.B – Either of the Item at S.No. 2 or 3 and 6 or7 will be procured as per availability of fund.

Signature with seal _____

Name : _____

Address: _____

_____ Mobile No. _____