



ASSAM UNIVERSITY, SILCHAR
NOTICE INVITING TENDER

NO. AU/TSSOT-ETE/23/2013

Date: 23/12/2015

Sealed tender is invited from Manufacturer/Importer/Authorised Dealer for supply of steel furniture. Details of furniture items, terms & conditions etc. can be down loaded from University Web Site www.aus.ac.in. Last date for submission of tender in prescribed annexure with cost of tender paper, earnest money and other relevant papers is 2:00PM of 18/01/2016 in the Office of Dept. of Electronics and Communication Engineering, Assam University, Silchar.

Sd/-
HOD, ECE

TERMS AND CONDITIONS FOR SUBMISSION OF TENDER FOR ITEMS AT ANNEXURE

1. Only Manufacturer/Distributor/Authorized Dealer (Herein after called the Vendor) of reputed brands having wide experience in dealing with items at Annexures only may submit the tender. Tender is to be submitted in a sealed envelop superscripting Tender for supply of furniture and also Tender No. with last date of submission is also to be mentioned.
2. The Tenderer must enclosed copy of PAN, TIN and GNR/CST no. along with the tender document.
3. The tenderer must have experience in supply & installation of furniture in Govt. organization /Public Sector Enterprises etc. in last three years. Certificate in this regard from the responsible officer of that organizations with contact no., e-mail address etc is to be submitted.
4. Tender paper can be down loaded from the University web site www.aus.ac.in and same is to be submitted in prescribed annexure along with cost of tender paper of Rs 500.00 in the form of demand draft favouring Finance Officer, Assam University payable at Silchar ..
5. A Committee constituted by the University authority will check the technical and financial implications of each tender to prepare the panel of successful bidders. Mere quoting lowest rate will not be only factor for a successful tenderer.
6. Earnest money of Rs 16,000.00 (Rupees Sixteen Thousand only) in the form of **Call deposit** favouring Finance Officer, Assam University is to be enclosed along with tender papers.
7. The selected bidders after receipt of supply order has to deposit 10% of supply order value in the form of Call deposit from any bank in favour of Finance Officer, 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.

8.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 Dept.

9.The receipt copy of Challan (original) shall have to be submitted along with bill for payment.

10.Mode of despatch: The consignment is required to be sent to Assam University under supplier's own arrangement free of additional charges. In case of damage or loss in transit, if any will be borne by the supplier.

11.Delivery: The furniture items are required to be delivered/dispatched within 30(Thirty) days from the date of receipt of the supply order. In extreme cases, time of supply shall be extended only after receiving written request from supplier on genuine grounds. Suppliers are requested to take care that all the items mentioned in annexure are to be supplied in full set basis and the items are required to be installed. User's manuals are also to be provided alongwith the items supplied if it is necessary.

12.Special discount/rebate: Special discount/rebate admissible to Educational Institution/Central University may be specifically indicated in the quotation.

13.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.

14.Rejection of offer: Tenders not conforming to the terms and conditions and procedure so outlined are liable to be rejected summarily. University reserves the right to reject any or all tender at any time without assigning any reasons thereof.

15. 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.

Those tenderers, who accept the above terms and conditions, may submit their tenders in the prescribed format along with all relevant documents/brochures to the office of the undersigned as mentioned above on or before the stipulated date. The tenderer must also submit a certificate in their official letter head duly signed and sealed stating that all above terms and conditions are acceptable to them.

S/d
HOD, ECE

ANNEXURE FOR SUBMITTING RATE QUOTATION

NO. AU/TSSOT-ETE/23/2013

Date: __/__/____

Sl. No.	Name of the Items	Quantity	Make/Model	Rate per Unit (Rs.) inclusive of all taxes
1.	Steel table cum bench (2 seat) with sunmica or processed wood top for students' classroom, size (in cm) table :105(L)x40(B)x75(H) and bench: 105(L)x35(B)x45(H).	40 Nos.		
2.	Steel table with sunmica or processed wood top, both side drawer of any reputed brand, size (in cm) 136x76x75	10 Nos.		
3.	Executive Arm Chair of any reputed brand, soft top fixed arms	20 Nos.		
4.	Steel Almirah with 2 door 4 shelves of any reputed brand (big), size (in cm) 180x45x90	06 Nos.		
5.	Steel Book shelf with 2 door 4 shelves of any reputed brand, size (in cm) 175x90x30	04 Nos.		
6.	White Board of any reputed brand, size (in cm) 240x115	10 Nos.		
7.	Steel rack without any door, 6 racks, size (in cm) 150x100x40	8 Nos.		

Signature with seal _____

Name: _____

Address: _____

_____ Mobile No. _____