



ASSAM UNIVERSITY, SILCHAR

CALL FOR TENDER (2 BID SYSTEM) FOR

SUPPLY AND INSTALLATION OF FURNITURE

AT TRIGUNA SEN SCHOOL OF TECHNOLOGY, ASSAM UNIVERSITY, SILCHAR

NOTIFICATION NO. : 117/AU-TSSOT/SLPC/2015

DATE OF ISSUE : 28-04-2016

IMPORTANT INSTRUCTIONS

LAST DATE AND TIME OF SUBMISSION OF THE TENDER	DATE:16-05-2016 TIME:12:00 NOON
DATE AND TIME OF OPENING OF TENDER	DATE:16-05-2016 TIME:02:00 PM
DATE AND TIME OF PRE-BID MEETING	DATE: 18-05-2016 TIME:12:00 NOON
APPLICATION FEE	Rs. 500.00/-
EMD	Rs. 7,500.00/-

TENDER DOCUMENT TO BE SUBMITTED:

**TO
THE DEAN
TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY, SILCHAR-788011**

ASSAM UNIVERSITY, SILCHAR

SUPPLY AND INSTALLATION OF FURNITURE

SCOPE OF TENDER

In general TENDER shall consist of the two parts:

1. PART-A (TECHNICAL PROPOSAL) SHALL CONTAIN – TECHNICAL LITERATURE INCLUDING DOCUMENTS TO BE SUBMITTED

- a) Covering letter with the signature of Proprietor/ Manager/ Authorized person of the firm.
- b) A DETAIL EXECUTION PLAN WITH LAYOUTS with signature of the authorized person on each page of the execution plan.
- c) Demand Draft of Rs.500/- from any Nationalized Bank of India, drawn in favour of “**Finance Officer, Assam University, Silchar**” payable at Silchar as application fee.
- d) Trade license/ Company registration/ Partnership deeds/ or other relevant document for conducting business issued by authorized agency/ department.
- e) Self-attested photocopy of the PAN Card.
- f) Self-attested photocopy of Service Tax Registration.
- g) Self-attested photocopy of TIN Registration (VAT).
- h) Self-attested photocopy of Audited statement of 3 Latest Financial Year.
- i) Self-attested photocopy of ISO 9001:2008 Registration.
- j) Self- attested photocopy of previous work experience (Minimum 3 working experience of Execution of similar nature of works.)
- k) Dealership Certificate In-case of using branded materials.
- l) Manufacturing certificate in case of self-manufacturer.
- m) Letter of agreement on warranty period in the letter head.
- n) Letter of agreement on delivery period in the letter head.
- o) Other relevant supporting documents if any.

2. PART-B (FINANCIAL PROPOSAL) SHALL CONTAIN

- a) The Financial Offer as per the Financial Proposal Format. (Annexure-I). Do not insert unnecessary documents in the Financial Proposal.

N.B. (Merely lowest Quote does not guarantee that the firm/vendor is entitled to get the Work.)

ASSAM UNIVERSITY, SILCHAR

TERMS AND CONDITIONS FOR SUPPLY AND INSTALLATION OF FURNITURE

Ref:11 7/AU-TSSOT/SLPC/2015

Dated:28/04/2016

1. The applicant should be a reputed manufacturer of furniture or authorized distributor and also service provider for the same. Attach documentary proof.
2. The applicant should have been in operation for a period of at least 5 years as on last date of bid submission, as evidenced by the “Certificate of Incorporation and Certificate of Commencement issued by the registrar of Companies”.
3. Applicant must have at least 3 years of experience in supply and installation of respective furniture, out of which at least 2 years must be in similar nature of works for single organization. The bidder should give details of at least 2 projects of the same scale and nature executed by him.
4. The documents should be submitted in a sealed envelope super scribed as “**SUPPLY AND INSTALLATION OF FURNITURE.**” addressed to the Dean, TSSOT. Assam University, Silchar.
5. The documents should be accompanied with **Rs. 7,500** as call deposit in the form of Demand Draft to be drawn from any nationalized bank pledged in favour of the “**Finance Officer, Assam University, Silchar**” as earnest money.
6. The rate quoted should be for the items and specifications as mentioned in the list. The party should not quote for other specifications. If the party wishes to quote for a higher/superior specification, it must be separately stated along with proof that the specification is higher/ Superior. In no case they should quote for lower/ inferior specification. In that case the tender will not be considered.
7. The bidder should enclose a copy of quality certificate from a recognized institution for their manufacturing / assembly / system integration facilities anywhere located in India or abroad. This certification should be from any globally recognized Institution.
8. Bidder should submit valid documentary proof as Sales Tax/VAT, Service Tax registration number and the details of income tax registration (PAN).
9. The vendor must fulfill the above criteria. Technical bid of vendors fulfilling the criteria will only be evaluated by the duly constituted technical evaluation committee. Bid of vendors not fulfilling the criteria given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

The University may place the whole order with single bidder even if the bidder has not quoted the lowest price for each item but overall his rate is lowest. **Merely quoting the lowest price does not entitle a bidder to get the order for the item.**

10. The selected bidder after receipt of supply order has to deposit 7.5% of the supply order value in the form of FDR from any nationalized bank in favour of Finance Officer, Assam University payable at Silchar as security deposit. In addition, the earnest money deposited shall also be retained as security deposit. The security deposit will be released only after completion of warranty period.
11. The successful bidder shall have to supply the materials strictly as per the configuration, make/brand as stated in the supply order and shall have to complete the supply within 30 days from the date of issue of order. Otherwise, the order shall automatically stand cancelled and the security deposit of the bidder shall be forfeited. No communication in this regard will be entertained. In such eventuality the University will have the right to place order to the next bidder from the panel.
12. Earnest money of unsuccessful bidders will be released after finalization of the order.
13. Warranty: The quoted components must be warranted for a minimum of three years.
14. If the vendor / supplier / bidder fails to attend to the breakdown calls made within the warranty period, a portion or whole of the security Deposits decided by the University shall be forfeited.
15. **A) Rate:** The rate which should be quoted both in figure & words must be inclusive of packing forwarding freight and all other incidentals charges.
B) SALE TAX / VAT: Rate inclusive of sales Tax / VAT will be preferred however, where quoted separately the rates payable should be clearly cited in accordance with provision of relevant Act and rules.
C) Form 'C' & 'D': Assam University Silchar is not authorized to issue 'C' & 'D' Form against CST.
16. **A) Consignee:** All stores are required to be consigned to the Dean, Triguna Sen School Of Technology, Assam University, Silchar – 788011 (Assam).
B) Mode of dispatch: The consignment is required to be dispatched by Road Transport or delivered at this University under supplier's own arrangement free of additional charges. All offers of delivery should be made ex-stock and clear note should be inserted in case of damage or loss in transit, if any will be recoverable from the suppliers.
C) Dispatch of Document: The consignment note along with the quadruplicate of copy of relevant bill and two copies of priced challan should be dispatched to the Dean, Triguna Sen School Of Technology, Assam University, Silchar-78011 (Assam) immediately on completion of dispatch of consignment. If these documents do not reach the said office in time all wharf age / demurrage incurred, if any will be recoverable from the suppliers.
17. **Delivery:** The stores are required to be delivered / dispatched within thirty (30) days from the date of receipt of the supply order / or as per mutual agreement, suppliers are requested to take care that all the items mentioned above which are to be supplied in full set basis and the items are required to be installed in the Laboratory.
18. **Quality Specification:** The stores offered should be of the best/standard quality available unless, otherwise specified conforming strictly to the specification cited. The Registrar reserves the

right to reject such stores as are found unacceptable on these grounds. Items of only reputed manufacturers will be given preference.

19.Liquidated damages: If a firm accepts the order and fails to execute the order in full or part as per terms and conditions stipulated therein, it will be open to the Competent Authority to recover liquidated damaged from the firm at the rate of 1% per month or the part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to the Competent Authority, alternatively to arrange procurement of the required stores from and source, at the risk and expense of the firm that has accepted the order and failed to execute the order according in stipulations agreed upon. This will also entail removal of the defaulters name from the approved / registered list of suppliers.

20.Special discount / rebate: Special discount/rebate admissible to educational institute of National importance may be specifically indicated in the quotation.

21.Rejection of offer: Tenders not conforming to the terms and conditions and procedure so outlined are liable to be rejected summarily.

22.Special Condition: Special condition, if any, printed on the quotation sheets of the

tenders or condition attached with the tender will not be applicable to the contract unless these are expressly accepted in writing by the DEAN of concerned department for technical conditions and Commercial conditions.

23. Payment: 100% Payment shall be made after successful delivery, installation, commissioning and demonstration of goods at TSSOT, Assam University, Silchar generally through A/c payee cheque.

24. The following updated documents should also accompany the tenders:

- Trade License.
- Income Tax clearance certificate.
- Sale Tax clearance certificate.
- CST/VAT clearance certificate if quoted in the tender for CST/VAT.

Those applicant who accept the above terms and conditions may submit their documents in the prescribe format along with all documents / brochure to the office of the undersigned on or before the stipulated date. The applicant must also submit a certificate in their official pad stating that all the above terms and conditions are acceptable to them.

Sd/-

Dean

**Triguna Sen School Of Technology
Assam University, Silchar-788011**

Copy To:

1. The Secretary to VC for kind information of Hon'ble Vice Chancellor.
2. The Finance Officer, Assam University Silchar for kind information.
3. Registrar, Assam University Silchar for kind information
- 4. Director, Computer Centre, Assam University, Silchar for Web site uploading.**
5. Sri/ M/S_____ for kind information.
6. File

Sd/-

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SCOPE OF THE WORK

<i>SL. NO.</i>	<i>ITEMS</i>	<i>SPECIFICATION</i>	<i>QUANTITY</i>
01	Sitting Table (Branded)	With processed wood both side drawer- 136 x 76 x 75cm (± 10 cm)	06
02	Sitting Chair (Branded)	Size: 65cm W x 65cm D x (100- 120)cm H (± 10 cm)	10
03	Visiting Chair (Branded)	Size: 60cm W x 60cm D x 68-89 cm H and Seat Height 44-56 cm (± 10 cm)	15
04	Computer Table	Size: 60cm W x 50cm D x 75cm H (± 10 cm)	05
05	Storewell	Size: 90 cmW x 48 cm B x 198 cm H (± 10 cm)	05
06	File Rack	W 90cm x D 46cm x H 185 cm (± 10 cm)	04

Sd/-

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Financial Proposal Format

ITEM DESCRIPTION	QUANTITY	UNIT COST	TAX	TOTAL AMOUNT
Grand Total (inclusive of TAX)				

N.B. Extra rows if needed can be added without hampering the format of the financial proposal.

Sd/-

Dean
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