



Assam University: Silchar
Notice Inviting Tender

No: AUG/FURNI-19/2011

Date: 20.02.2017

Sealed tenders valid for 90 days from the date of opening of tender invited from manufacturer / agent / authorized distributor/dealer for **Supply of Office Furniture to Administrative Building and other Departments of Assam University, Silchar.**

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 20/03/2017 up to 03:00 PM.

Sd/-
Registrar



ASSAM UNIVERSITY: SILCHAR

TENDER DOCUMENT

For

SUPPLY OF FURNITURE IN ASSAM UNIVERSITY, SILCHAR.

Tender Notice No. AUG/FURNI-19/2011 Date: 20th February, 2017

TENDER DETAILS & SCHEDULE EVENTS

Tender Reference	AUG/FURNI-19/2011 ; Date: 20/02/2017
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. 60, 000.00
Last Date and Time for receipt of tender offers	20.03.2017 up to 3:00 PM
TIME AND DATE FOR OPENING of Technical bid	20.03.2017 at 3:30 PM
TIME AND DATE FOR OPENING of 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 two separate covers (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 **20.03.2017**. The Quotations (technical bid) will be opened on **20.03.2017 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 to administration and other departments as per specifications (Annexure B/B-4) with Assam University**

terms and condition. The Technical Bid & Financial Bid are to be submitted in proforma given in Appendix- “B/A” & “B/B”

2. For technical 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. 60,000.00 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” along with the Technical bid.** The tenders submitted without EMD (Earnest Money Deposit) and cost of tender document shall be liable to be rejected summarily.

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

4. The technical bid and financial bid should be sealed by the bidder in separate covers superscripted with "Technical bid for **supply of office furniture to administration and other departments** " and “Financial Bid for **supply of office furniture to administration and other departments** ". Both sealed envelopes should be kept in a main/ bigger envelope superscripted as “Tender for **supply of office furniture to administration and other departments**”.

GENERAL TERMS AND CONDITIONS:

Definitions :In this Contract, the following terms shall be interpreted as indicated:

- (a) "The order" means the agreement entered into between the Purchaser and the Supplier including all the attachments and appendices and all documents incorporated as per notification of award.
- (b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations;
- (c) "The Goods" means all the items, which the Supplier is required to supply to the Purchaser under the Contract;
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services training and other obligations of the Supplier covered under the Contract;
- (e) “GCC” means the General Conditions of Contract contained in this section.
- (f) “The Purchaser” means the organization purchasing the Goods i.e. Assam University, Silchar-11.

(g) "The Purchaser's country" is India.

(h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.

(i) "Day" means calendar day.

1. The supply and installation of office furniture shall be done by the vendor free of charges within 5 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 different Offices and departments of Assam University, Silchar.

2. The price quoted in the financial bid should be inclusive of packing, forwarding, freight & insurance up to Assam University, Silchar, and with and without 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. The furniture items quoted shall be of a reputed brand having ISO certification.

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. Attested copies of 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 does 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. **Performance Security:** 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 scheduled commercial bank in favour of Assam University, Silchar payable at Silchar as Performance Security Deposit within 20 days from issue of supply order. The Performance security deposit shall be released after one year of successful supply and performance of the product. Validity of the performance security deposit must be three months beyond the warranty period.

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:**

1. 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. **Clarification of Bids**

1. During evaluation of the bids, the purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

2. No Bidder shall contact the purchaser 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 be done in writing.

3. Any effort by a Bidder to influence the purchaser in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

22. Opening of Priced Bids

1. The Purchaser will open the Priced Bids of only those bidders whose techno commercial bids have been found to be substantially responsive and their samples have been approved by the technical committee.

2. The priced Bids of the technically qualified bidders shall be opened by the tender committee.

23. Evaluation and Comparison of priced Bids

1. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between words and figures, whichever is the higher of the two shall be taken as bid price. If the Vendor does not accept the correction of errors, its bid will be rejected

2. Bidders shall state their bid price for the payment schedule outlined in the Clause 3 of General Terms & Conditions of Contract. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The purchaser may consider the alternative payment schedule offered by the selected Bidder but it may not be binding on the purchaser.

3. The purchaser, at its option may ask some more bidders to match the rates of the lowest bidder for creating parallel suppliers.

24. Purchasers right to accept any bid and to reject any bid or all bids

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

25. Packing

1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

2. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, in any subsequent instructions ordered by the Purchaser.

26. Delivery and Documents

1. The Supplier shall make delivery of the Goods within 30 days from the placement of purchase order in pursuance of the notification of award. The purchase order would be placed after assessing the requirements on quarterly basis. However, the supplier shall also arrange to execute all orders on priority basis which would be placed to meet any emergent requirements.

2. In case the purchaser decides to conclude parallel rate contracts, then the requirements would be split on different firms on equitable basis as per the discretion of the purchaser.

3. The delivery of Stores shall be affected at the premises of the Institute free of all delivery charges and within the stipulated time and as may be elucidated in the confirmed order, accompanied by a delivery challan. No extension of time for delivery of Stores shall normally be accorded.

Time and date of delivery – the essence of the contract: The time for and the date of delivery of the stores stipulated shall be deemed to be of the essence of the contract and delivery must be completed not later than the date(s) specified.

27. Insurance

The Goods supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be obtained by the suppliers in an amount equal to 110% of the value of the goods from “warehouse to warehouse” (final destinations) on “all risks” basis including war risks and strikes.

28. Transportation

Where the Supplier is required under the Contract to transport the Goods within India defined as Project site, transport to such place of destination in India including insurance, as shall be specified in the Contract, shall be arranged by the Supplier, and the related cost shall be included in the contract Price.

29. Warranty

The Supplier warrants that the Goods supplied under this Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials

unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in India. This warranty shall remain valid for at least 12 months (or as specified) after the Goods or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, unless specified otherwise. The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall with all reasonable speed, repair or replace the defective Goods or parts thereof, without any extra cost to the Purchaser. If the Supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

30. Payment

1. The payment shall be made by Bank transfer (NEFT/RTGS) after inspection of the materials and satisfactory installation.
2. The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted pursuant to terms and conditions and upon fulfilment of other obligations stipulated in the contract.

31. Prices

Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in his bid.

32. Governing Language

The contract shall be written in English language. Subject to GCC, English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

33. Resolution of Disputes

1. The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
2. If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified below. These mechanisms may include, but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.
3. In case of Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996.

34. Applicable Law

1. The contract shall be governed by the Law of Contract for the time being in force.
2. Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.
3. Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.
4. One month notice will be given by either party for termination of Contract during the tenure of Contract for breach of Clause or otherwise

35. Fall clause

1. The price quoted by the supplier should not be higher than the maximum retail price, if any, for the stores and the same shall not be higher than the price usually charged by the supplier for stores of the same nature, class or description to any other purchaser.
2. The price charged for the stores supplied under the contract by the supplier shall in no event exceed the lowest price at which the supplier sells the stores of identical description to any other person during the period till performance of all supply orders placed during the currency of the contract is completed. If at any time during the period the supplier reduces the sale price of such stores or sells such stores to any other person including his dealers at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale to the purchaser and

the price payable under the contract for these items of stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.

3. If it is discovered that the supplier has contravened the above conditions, then without prejudice to any other action which might be taken against him, it shall be lawful for the purchaser to (a) revise the price at any stage so as to bring it in conformity with sub-clause (i) above, or (b) to terminate the contract and purchase the items of stores at the risk and cost of the supplier.

36. Samples

All suppliers shall have to show samples of items indicated in the schedule of requirements along with the technical bid (where ever applicable) in case the purchaser desire so.

37. Taxes and Duties

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser.

38. 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.

39. Subcontracts

The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in his original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

40. 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.

41. Force Majeure

1. 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.

2. 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.

3. 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.

4. Conditional bid will be treated as unresponsive and it may be rejected.

5. 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).

Sd/-

Registrar

TO BE SUBMITTED WITH TENDER (TECHNICAL BID)

Following proforma should be filled in and duly signed by the firm and sent along with the Tender/quotation. (Please refer to the detailed instructions/notes before filling this proforma).

1. Validity of the offer:
2. Approximate Delivery Period:
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges. : YES / NO
 (b) If not, please mention the same:
4. (a) Whether the prices are inclusive of Sales Tax and other taxes. YES / NO
 (b) If not, kindly specify the amount / rate :
5. If the Sales Tax is charged extra, declaration for charging Sales Tax correctly attached. : YES / NO
6. (a) Whether supply will be made directly or through any Local / Regional / Authorized Dealer / Stockist: Directly/Stockist/Authorized Dealer
 (b) If through a Stockist / Dealer: -
 (i) Name and full address of the Party:
 (ii) Whether the order to be placed with the: Principal / Stockist / Dealer
 (iii) Who will raise the bill: Principal / Stockist / Dealer?
 (iv) Cheques will be drawn in favour of : Principal / Stockist / Dealer
 (v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockist/Dealer: YES / NO
 (Please specify the amount/percentage etc, if any)
7. Our terms of payment (Please indicate your preference by a () mark).
 (a) **For Local Firms or if the bills are raised by the Local Dealers.**
 (i) 100% Payment on bill basis:
OR
 (ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report.
(Only under exceptional cases)
OR
 (iv) 75% against Proforma Invoice (at site) or documents through Bank and 25% after receipt of materials in good condition, installation and satisfactory report. :
OR
 (v) 90% payment against Proforma Invoice (at site) or documents through bank and 10% after receipt of materials in good condition, installation and Satisfactory report (Only under special Circumstances). :

8. Whether any Excise Duty is payable on the items. : YES / NO

If yes, indicate the amount / percentage. :%

9. Whether any installation charges are payable extra. : YES / NO

If yes, amount to be specified. :

10. Whether any discount for educational institution offered on the printed price list of the manufacturer. : YES / NO

Please mention the amount / percentage. :

11. Whether the product is on DGS &D/D.I. Rate contract. YES / NO

If yes, please enclose a photocopy of the same. :

12. Whether the product bears I.S.O. Mark. YES / NO

If yes, please mention the I.S.O. License no. :

13. (a) Whether the firm is Sales Tax payer. : YES / NO

If yes, please mention the Sales Tax Numbers. :

(b) Whether the Local Dealer(s) is / are Sales Tax

Payer: YES / NO

If yes, please mention the Sales Tax numbers of each:

14. Whether printed / authenticated price list of the Firm's

Products and Catalogue etc. enclosed. : YES / NO

Signature of the Authorised Official with Seal

TO BE RETURNED WITH QUOTATION/TENDER (TECHNICAL BID)

UNDERTAKING

WE HEREBY UNDERTAKE THE FOLLOWING:

- 1.** We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than those quoted by us to the University.
- 2.** The goods on which Sales Tax has been charged are not exempted for payment of Sales Tax under C.S.T. Act or Assam VAT. Act or the rules made there under and the amount mentioned on account of Sales Tax on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
- 3.** The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules and the same is payable to the Excise Authorities in respect of the stores.
- 4.** The goods / Stores / articles offered shall be of the best quality and workmanship and their supply will be strictly in accordance with the technical specifications and particulars as detailed in the quotation/tender.
- 5.** The information furnished by us in the quotation/tender is true and correct to the best of our knowledge and belief. We have read and understood the rules, regulations, terms and conditions and agree to abide by them.
- 6.** 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.
- 7.** The decision of the University authority will be accepted by me/us during and after the bid evaluation process.

Authorised Signatory
(Seal)

APPENDIX 'B/A'

TECHNICAL BID FORM

(To be typed in original letter head/stationary and enclosed in a separate sealed envelope)

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

Date:

Ref: - Your tender notice No. No. AUG/FURNI-19/2011 dated. 20/02/2017

I hereby offer to supply the stores/furniture 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.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorised to sign the bid document.)

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

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

Yours faithfully.

Signature.....

Name of bidder.....

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 bidder

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

Signature of the bidder

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

Signature of bidder
Seal

Date:

Name of the bidder_____

Address_____

Telephone no-

Mobile No-

Email id-

Checklist for Bid/Tender Submission

The following check-list must be filled in and submitted with the bid document:

Techno-Commercial Bid

1. Have you attached the techno commercial un-priced bid form duly filled in appropriately Yes / No
2. Have you attached a copy of a compliance list against the Specification (for each point) Yes / No
3. Have you attached a copy of the last audited balance sheet of your firm Yes / No
4. Have you attached the details of the income tax clearance certificate, proof of manufacturing unit/
dealership letter/general order suppliers and copy of Central/State sales tax registration certificate?
Yes / No
5. Have you attached the copies of relevant work orders from Govt. Deptt. /PSUs and Central
Autonomous Bodies. Yes / No
6. EMD: Have you submitted EMD asked for- Yes / No
7. Do you accept to submit samples of all items indicated in the respective schedule of requirements?
Yes / No
8. Have you enclosed the schedule of requirement indicating the make offered without indicating the
pricing components along with the techno commercial un-priced bid? Yes / No
9. Have you submitted the bids both techno commercial un-priced and priced bid separately for each
tender? Yes / No
10. Have you enclosed compliance statement form? Yes / No
11. PAN CARD (Xerox copy self attested): Yes/No
12. CST/VAT No. allotted by the sale tax / trade tax Yes/No
13. Service Tax Registration (Xerox copy self attested) Yes/No
14. Valid Agency/Firm/ Distributorship/Dealer /Manufacturer certificate (Xerox copy self
attested) Proforma B/A-1 Yes/No

Priced Bid:

1. Have you signed and attached the priced bid form? Yes / No
2. Have you attached the schedule of requirements duly priced? Yes / No
3. Have you attached the Declaration / integrity pact (as applicable)? Yes / No

Signature of the Authorised Official with Seal

APPENDIX 'B/B'

FINANCIAL BID FORM

(To be typed in original letter head/stationary and enclosed in a separate sealed envelope)

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

Date:

Ref: - Your tender notice No. **No. AUG/FURNI-19/2011** dated. **20/02/2017**

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 @.....

(ii) Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/
constituted attorney of sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and
he has authority to refer to arbitration disputes concerning the business of the partnership
by virtue of the partnership agreement/by virtue of general power of attorney,

Or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly
attested by the person authorised to sign the bid document.)

We do hereby undertake that, until a formal notification of award, this bid, together with your
written acceptance thereof, shall constitute a binding contract between us.

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

Yours faithfully.

Encl.:- Annexure **“B/B-4”**

(Signature of bidder)

Dated this day of _____

Address with seal.....

Telephone No.:

Fax No.

E-mail:

ANNEXURE “B/B-4”
Specification of Required Furniture
(Administration & Other Departments)

No: AUG/FURNI-19/2011

Date: 20/02/2017

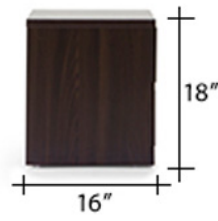
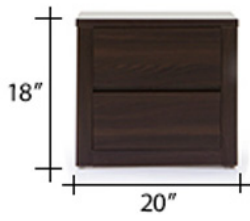
Sl. No	Name of the items and relevant specification/description etc	Quantity	Make/ Model	Rate per Unit (Rs.) with all taxes In figure	Rate per Unit (Rs.) with all taxes In words
1.	Steel Almira 2door 5 shelves of any reputed brand , Size-(in MM)1950± 50 (H)x900 ± 50 (W)x450 ± 50 (D) CRCA sheets, antirust treatment, free from corrosion & rust, all steel parts finished in powder coating	15			
2.	Steel rack with 8 shelf of any reputed brand(tickness1mm sheet) CRCA sheets, antirust treatment, free from corrosion & rust, all steel parts finished in powder coating Size-(in MM)2400± 50 (H)x900 ± 50 (W)x450 ± 50 (D)	50			
3.	Steel double door plane wardrobe with three shelves & hanger holder of any reputed brand (Big) Size-(in MM)1950± 50 (H)x900 ± 50 (W)x450 ± 50 (D) CRCA sheets, antirust treatment ,free from corrosion & rust, all steel parts finished in powder coating	05			
4.	Steel Almira 2door 4 shelves of any reputed brand (Big) Size-(in MM)1950± 50 (H)x900 ± 50 (W)x450 ± 50 (D) CRCA sheets, antirust treatment, free from corrosion & rust, all steel parts finished in powder coating	28			
5.	Steel Table with sun mica or processed wood top ,one side three drawer, of any reputed brand size (in MM) (H) 740±50 X(W)1200±50X(D) 600±50	28			
6.	Steel Chair with arm of any reputed brand with Steel frame covered by plastic cane in seat & back size (in MM) 495±50(W)X570±50(D)X875±50(H)-SH445±50	32			
7.	Revolving Chair with Arm of any reputed brand ,Size (in MM) W-760±50X(D)760±50X(H)780-900,SH-440-540	28			
8.	Two seated desk cum bench of appropriate material and rectangular top, size (in MM) 1050W ± 50x (D) 900 ± 50x (H) 750 ±50 integrated table & chair for optimum space utilization, hook to hang bags ,bottles and a shelf to keep books and other necessities.	30			
9.	Computer Table with spacious table top to accommodate monitor and printer. Item dimension Width 1000(mm) ±200 D eph500mm +50, Height 800±50 with keyboard tray & shelves for CPU, UPS, and Printer. Drawer with or without lock and key above CPU Space	30			
10.	Ten seated Conference table oval shaped with Non Storage and all wood products/MDF, which have to go through an intense 3-step treatment for any termites, borers and pests. The wood used in the furniture is perfectly seasoned for optimum moisture content, to reduce the possibility of seasonal expansion or contraction of the products (a sample bed dimension is attached at annexure- H)	01			
12	Bedside table with rectangular shape and rectangular top & engineered wood. Height -18 " Width 20"Depth 16" & two drawer closed storage. The two drawer glide in & out on metal channel and close flush against the frame. Drawer must have noiseless channel mechanism movement. Material is to be engineered wood/Plywood (Annexure-G)	12			

Signature with seal _____

Name : _____

Address: _____ Mobile No. _____

Annexure-G





ANNEXURE-H



Tentative Size & Dimension (in MM)

Height-735± 50, Width-1350±50, Length- 3000±50,