

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM
PIN: 786 004**



BID DOCUMENT

FOR

NAME OF THE WORK: Supply, Installation and commissioning of Treadmill and Elliptical Cycle at Dibrugarh University.

TENDER No: DU/NIT-2022/File-V/125 dated 09.06.2022

CUT-OUT SLIP

NAME OF THE WORK: Supply, Installation and commissioning of Treadmill and Elliptical Cycle at Dibrugarh University.

TENDER NO. : DU/NIT-2022/File-V/125 **Date:09.06.2022**

SUBMISSION DUE DATE & TIME : 27.06.2022 up-to 11:30 A.M.

FROM:

Name:
Address

TO:

THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH, ASSAM



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/NIT-2022/File-V/125

Date: 09.06.2022

TENDER NOTICE

Sealed Tenders are invited from reputed and authorized dealers/suppliers/vendors for Supplying, installation and commissioning of Treadmill and Elliptical Cycle at Dibrugarh University. Detailed specification of the item, Terms & Conditions *etc.* are given below. The bids should reach the office of the undersigned **with all relevant papers on or before 27.06.2022 up-to 11:30 A.M.**

Availability of Bid papers	From 09.06.2022 to 27.06.2022
Last date for receipt of Bid	27.06.2022 upto 11:30 P.M.
Time & Date of opening of Bid	27.06.2022 at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Document	1000/- Non refundable
EMD	2.5 % of the Tender Value

The tender should be submitted in two separate sealed envelopes *i.e.* **Part - I** (TECHNICAL BID) and **Part – II** (FINANCIAL BID). The Technical Bid shall be opened on above mentioned date and time and the Financial Bid of only those bidders who qualify in Technical Bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose Technical Bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

Sd/-
Registrar
Dibrugarh University

Copy to:

1. The Deputy Registrar (F&A) *i/c*, D.U. for information.
2. The Programmer, D.U. with a request to upload the NIT in the D.U. website
3. Office File

Sd/-
Registrar
Dibrugarh University

Part A - Terms and Conditions

Part B - Specifications

PART A - TERMS AND CONDITIONS

GENERAL INFORMATION

The Tender Bids duly complete in all respects, along with the necessary documents should be submitted to the Registrar, Dibrugarh University. The Technical Bids so received, shall be opened on **27.06.2022 at 02:30 P.M.** in the Office of the Registrar, Dibrugarh University in the presence of the representatives of the bidders. The Financial Bids of the Tenderers shall be opened on the same date or at a later date to be intimated to the tenderers whose Technical Bids are found to be valid or eligible. Dibrugarh University reserves the right to reject any or all Tenders without assigning any reason thereof.

Terms and Conditions of Supply:

1. All the vendors/ suppliers/ stockists should also give a brief profile about their firm/company and the facilities available with them of the quoted items. Their turnover and list of the organizations/firms/ Government Institutes/ P.S.U.s *etc.* to whom they are supplying/have supplied the quoted items, should also be mentioned.
2. The last date and time for the acceptance of the bids is **27.06.2022 up-to 11:30 A.M.**
3. Suppliers shall submit the following documents along with their quotations as provided in the Checklist –**ANNEXURE-II**:
 - (a) PAN Card
 - (b) VAT/TIN No.
 - (c) GST Registration No.
 - (d) Technical specifications offered by the Supplier/Vendor.
 - (e) Technical compliance sheet.
 - (f) Technical literature regarding the required products.
4. The rates should be mentioned in the Schedule attached with the Tender Document. Each page of the tender shall be signed in full and stamped with the seal by the supplier. The supplier must clearly state in what capacity he or she is signing the Tender.
5. The supplier shall submit the tender in 02 (two) envelopes. The first envelope (Technical Bid) shall contain all the following documents and be sealed.
 - Filled in Format Technical Specifications/Literature
 - Valid copy of Trade License,
 - PAN Card,
 - Registration certificate of GST,
 - Dealership/Manufacturing/Small Scale Industry (SSI) Certificate (if any)
 - The cost of tender of Rs. 1000/- (Rupees One thousand) only which is non-refundable, along with the Earnest Money of 2.5 % of the Tender value in the form of Demand Draft/Bankers Cheque in favour of the Registrar, Dibrugarh University, Assam payable at Dibrugarh University.

The second envelope (FINANCIAL BID) shall contain the **quoted rates**, in which the supplier shall register the rates of supply/goods/services. The second envelope shall also, likewise, be sealed. Both the envelopes then should be put together, and should be sealed in another envelope on which the cut out slip provided as part of the tender document should be pasted or should be inscribed as “***Supply and Installation of Treadmill and Elliptical Cycle at Dibrugarh University***” and should reach the undersigned on or before the prescribe time and date. The Technical Bid shall be opened first to ensure that suppliers have submitted all the requisite documents. If the Technical Bids are not in order or are deficient in some respect, the Financial Bids in respect of such tenders shall not be opened. The date and time of opening the Financial Bids shall be announced one day after opening all the Technical Bids.

6. Supplier should read carefully all the instructions and terms and conditions, *etc.* before registering rates in prescribed schedule of the tender. Taxes and duties *etc.* should be shown separately.
7. The Technical Documents shall be opened **on 27.06.2022** or on the next working day if the offices of the University remain closed due to any reason.
8. Technical specifications of the instruments/equipment are given in **ANNEXURE-I** to these papers (**Part B**).
9. The Treadmill and Elliptical Cycle should be delivered at Dibrugarh University, Dibrugarh within a stipulated period i.e. 02 (two) weeks from the date of issue of letter of award or as specified from placing of the order. If the shortlisted tenderer fails to supply the ordered quantity within the stipulated time period or supplies sub-standard item(s), liquidated damages equivalent to 10% (ten percent) of invoice/bill value shall be deducted from the bills of the contractor subject to maximum of 10% of contract/ bill value.
10. If the supplier fails to deliver the article(s) as per the delivery schedule, the University shall be free to procure the balance/undelivered supply of goods and services, at the risk and cost of the supplier, from other such suppliers.
11. The specified items supplied should be of reputed brand as indicated in the specification. The materials supplied by the supplier shall be accepted only after inspection by an officer authorized by the competent authority of Dibrugarh University. Materials/equipment which does not conform to the specifications laid down in the terms and conditions or particulars shall not be accepted. Additionally, the delivered materials/equipment if found damaged, in transit, shall not be accepted and Dibrugarh University would not be liable to pay any delivery charges or cost of the said materials to the tenderer.
12. The bills of the suppliers shall be paid by the University after all the materials/articles/equipments have been received and installed after inspection as above.
13. The vendor/supplier must submit Compliance Statement in tabular form comparing each

specification of the quoted item with that given in the Tender Document **Part - B**.

14. The warranty period shall be for minimum 03 (three) years or may be more as mentioned in the Tender Document. The supplier shall have to provide one additional free service of the delivered products. The supplier should provide the phone numbers or contact details of the service personnel and ensure that they repair or replace the parts, if any, within three days from the date of complaint failing which the said supplier would be blacklisted.
15. This tender document is not transferable.
16. In the event of any breach of the terms and conditions of the supply, the University may terminate the purchase order placed and forfeit the security deposit of the supplier.
17. Whether OEM or Authorized Distributor/ Dealer a letter or a valid certificate of authorization of manufacturer shall have to be enclosed with the Technical Bid.
18. Copy of product literature and catalogue, *etc.* have to be provided in the Technical Bid.
19. The quantity as mentioned at **Part-B** (Specifications) may be increased or decreased at the time of placing Purchase Order as per requirement.
20. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
22. **No advance payment or payment against Proforma invoice will be made. Payment will be made after receipt and installation of materials in good condition.**

Note:

- (a) Tenderers are advised to read carefully the Terms and Conditions for Supply and Installation of Treadmill and Elliptical Cycle before recording the rates in this Schedule.
- (b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- (c) The University reserves the right to:
 - (i) Accept/reject any/all tenders without assigning any reason thereof.
 - (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
 - (iii) Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary.
 - (iv) Award the contract to one or more tenderers for the items covered by the tender.

Signature of the Tenderer
Seal of the Firm

PART-B

ANNEXURE-I

Specification of the materials/items/equipment

Sl. No.	Particulars/Specification	Brand	Quantity
01	<p>Motor : 4HP (8HP Peak) AC Continuous Duty Speed Range : 1~20km/h Incline : Motor Incline 0~20% Running Belt : 23 x 63" (580 x 1600mm) Display : Large LED Screen Display Max. User Weight : 200 Kgs. Net Weight : 280 Kgs. Assembly (LxWxH) : 2320 x 950 x 1800mm Foldable : No Emergency Stop : Yes Other Features : Mp3 and USB ,High Grade German Make Running Belt, Backlit LED offers Reduced Energy Consumption, Better Contrast and Brightness, Greater Colour Range</p> <p>ELECTRONICS Displays : Time, Speed, Distance, Pulse, Calories, Incline, Heart</p> <p>Rate</p>	COSCO or equivalent	04
02	<p>Elliptical Offers a Wonderful Workout Solution by using a Long Pedal Arm to help Exercisers to Smoothly Train the Whole Body at a Nature and Fluid Ergonomic Position, it is also Equipped with Heavy Flywheel to Maintain a Smooth Action and Ensure a Comfortable Workout.</p> <p>Stride Length : 500mm Flywheel : 242 mm (14.5 Kgs.) Resistance Level : 1~20 Transmission Ratio : V-Belt 1:10.3 Max. User Weight : 180 Kgs. Net Weight : 130 Kgs. Assembly (LxWxH) : 2200 x 730 x 1560 mm</p> <p>ELECTRONICS Displays : Time, RPM, Distance, Pulse, METS, Calories with 4 Preset, 4 HRC, 1 Manual Program Power Supply : No External Power Supply Required.</p>	COSCO or equivalent	02

Name & Signature of the tenderer with seal

Date:
Place:

GENERAL INFORMATION

(To be filled in by the bidder for the Technical Bid evaluation)

Brief Description of the Tenderer

1. Name of tendering Firm/Supplier/Vendor : _____
2. Type of Organization (Individual/Partnership/ Pvt. Ltd): _____
3. Name of Owner / Partners: _____
4. Full particulars of office
 - (a) Address: _____

 - (b) Telephone No.: _____
 - (c) Mobile No.: _____
 - (d) e-mail address: _____
 - (e) Company website, If any: _____
 - (f) Year of establishment: _____
4. Registration details: (Details of supporting documents enclosed with self-attested)

Sl. No.	Registration Under	Registration No.	Valid up-to	Proof enclosed in Page No:
1.	Firm/Company Registration/Individual			
2.	Proof for having registration in Firm/manufacturer/registered dealer/ other Govt. organization.			
3.	PAN Card No./ TIN			
4.	GST Reg. No			
5.	Income tax return			
6.	Any other additional Information			

5. Details of payment:

Sl. No	Particulars	Bank Details	Amount with date	Valid up to
1.	Tender cost of Rs.			

Note: Self-attested copy as proof of the above must be attached to qualify, compulsorily and original papers/documents should be produced as and if required for verification purpose. All the above copies of documents to be sealed in the Technical Bid cover along with EMD.

ANNEXURE-II

TECHNICAL BID - CHECK LIST

Sl. No	Particulars	Mention 'Yes' / 'No'
1.	Whether "Technical Bid" & "Financial Bids" submitted separately and the respective envelopes superscribed properly	
2.	Whether Demand Draft/Receipt in favour of the Registrar, Dibrugarh University is enclosed with the tender submitted.	
3.	Whether Trade License for this kind of jobs enclosed	
4.	Whether copy of PAN Card enclosed	
5.	Whether copy of other statutory registration certificates like Goods & Service Tax <i>etc.</i> enclosed [As applicable]	
6.	Whether agreed to abide by all the terms & conditions of this tender	
7.	Proof of authorized dealership of Brands	
8.	Documents submitted regarding 3 (three) years warranty period + 1 (one) year free service (failing to provide free service would lead to blacklisting of the supplier)	
9.	Details and contact numbers of the service personnel is enclosed/provided.	
10.	Literature, leaflets <i>etc.</i> pertaining to the products/equipment has been provided.	

All above enclosures must be valid (wherever applicable)

Date:

Name & Signature of the tenderer with
seal

Place:

Note: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.

UNDETAKING FROM THE BIDDER

(In the original letter Head of the Firm)

To

The Registrar
Dibrugarh University
Dibrugarh

Dear Sir,

I/We hereby unconditionally accept all terms and condition mentioned in the Tender no. _____ for "*Supply of Treadmill and Elliptical Cycle at Dibrugarh University*".

I /We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection and forfeiting of EMD/Money receipt drawn in favour of the Registrar, Dibrugarh University, if the same is found to be false or the information is found to have been suppressed by me.

The warranty/ guarantee on the item(s) supplied shall liable to repair and replace the defected part(s) for whole for a period of 3 (three) years and an additional 01 (one) year of free service.

I/ We having our office at declare that I/ We have never been blacklisted by any state Government/ Central Government or any State/ Central PSU.

Regards,

(Authorized Signatory)

(Company Seal)

Date:

FINANCIAL BID

To
The Registrar
Dibrugarh University
Dibrugarh

Ref: NIT no.dated.....
Sub: Financial Bid

Sir,

In reference to the NIT cited above, the undersigned would like to submit the Financial Bid as per the unit price, taxes, quantity *etc.*

ITEM No	DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS	Unit Price (INR)	Taxes (GST%) to be levied	Qty.	Total Amount
1					
2					
3					

- * **Kindly note that the above price has been quoted inclusive of GST.**
- * **The actual price and GST is shown separately.**

This is for your kind perusal and acceptance please.

Signature
Seal

Date:

Place: