

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



BID DOCUMENT

FOR

NAME OF THE WORK: Making of Modular Workstation Furniture and Storage Cupboards
for New Administrative Building at Dibrugarh University.

TENDER No: DU/Admn/AR/E-229/NIT/2019/04

Dated: 05/06/2023

CUT-OUT SLIP

NAME OF THE WORK: Making of Modular Workstation Furniture and Storage Cupboards
for New Administrative Building, Dibrugarh University.

TENDER NO. : DU/ Admn/AR/E-229/NIT/2019/04

Date: 05/06/2023

SUBMISSION DUE DATE & TIME : 19/06/2023 up-to 11:00 A.M.

FROM:

Name:
Address

TO:

THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH, ASSAM



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/

Date: /06/2023

TENDER NOTICE

Sealed Tenders are invited from reputed dealers/suppliers for Supplying and Commissioning of Modular Workstation Furniture and Storage Cupboards for infrastructure development of New Administrative Building at Dibrugarh University. Detailed specification of the items, Terms & Conditions *etc.* are given below. **Last date of submission of Tender with all relevant papers is 19/06/2023 up-to 11:00 A.M.**

Availability of Bid papers	From: 05/06/2023 to 19/06/2023 between 10:00 A.M. to 3:00 P.M.
Last date for receipt of Bid	19/06/2023 upto 11:00 A.M.
Time & Date of opening of Bid	20/06/2023 at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Document	500/- 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 i/c
Dibrugarh University

Copy to:

1. The Hon'ble Vice Chancellor, D.U. for favour of information
2. The Deputy Registrar (F&A) *i/c*, D.U. for information.
3. Notice Board
4. Office File

Sd/-
Registrar i/c
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 **20/06/2023 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. Right to reject any or all Tenders, without assigning any reason thereof is reserved by Dibrugarh University.

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 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 **19/06/2023 up-to 11:00 A.M.**
3. Suppliers shall submit the following documents along with their quotations:
 - a) VAT/TIN
 - b) PAN
 - c) GST Registration No.
 - d) Technical specifications offered by the Supplier.
 - e) Technical compliance sheet.
 - f) Technical literature regarding the offered products including diagrams.
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 s/he is signing the Tender.
5. The supplier shall submit the tender in two envelopes. The first envelope (Technical Bid) shall contain all the documents referred to in **PART-B** and it should be sealed. 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 “***Making of Modular Workstation Furniture and Storage Cupboards for New Administrative Building, 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 20/06/2023** or on the next working day if the offices of the University remain closed due to any reason.
8. Technical specifications of the instruments/equipments are given in **Annexure** to these papers **(Part B)**.
9. The Modular furniture, Storage units, cubical fixtures and other items should be delivered, placed, installed and commissioned at New Administrative Building, Dibrugarh University, Dibrugarh within a stipulated period i.e. 01 (one) month from date of issue of letter of award or as specified from placing of the order. If the tenderer fails to supply the ordered quantity within the stipulated time period/ supplies sub-standard item, liquidated damages equivalent to 1% (one percent) of contract/bill value shall be charged per week and 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 fixture, fittings and all other items supplied should be brand new furniture. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit shall be accepted.
12. The bills of the suppliers shall be paid by the University after all the materials/articles/equipment have been received and installed, inspected 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 05 (five) years or may be more as mentioned in the Tender Document.
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 contract placed with the supplier 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 be enclosed.

18. Copy of product literature and catalogue, testing report, BEE rating *etc.*
19. The quantity as mentioned at **Part-B** (Specifications) may be increased or decreased at the time of placing 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.
21. The awarded Agency or the contractor needs to provide one sample Modular work station, Storage Cupboard and cubicle, before proceeding in bulk. On approval of the technical team and authority other cubical may be completed on stipulated time.
22. **No advance payment or payment against Proforma invoice will be made. Payment will be made after making and installation of materials in good condition.**
23. **Payment will be made as per details below:**
 - On execution/ work completion of 50% of work. 25% advance may be considered on satisfactory certification from the concern department.
 - 90% payment may be considered on satisfactory completion and certification from the concerned department.
 - Remaining 10% will be released on completion of warranty period. This may also be considered, if the contractor submits the Bank Guarantee as per NIFT norms which remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
 - TDs as per rule shall be deducted from the bills of the contractor. The agency must enclose copy of PAN No. supported by copy of PAN Card of the firm/company.

Note:

- (a) Tenderers are advised to read carefully the Terms and Conditions of supply 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.

ITEM No	DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS	Unit Price	Taxes	Qty.	Total Amount
1					
2					
3					

Signature of the Tenderer
Seal of the Firm

Part - B (Specifications):

SL. NO	ITEM DESCRIPTION	SPECIFICATION OF THE JOB	Size of Equipment	Qty.
01.	Workstation Table 1	Providing and Fitting of Workstation Office / Computer: Table Frame work completely made of 19 mm Plywood, laminated with 1 mm and to be pasted with shade as approved. The work includes: Keyboard Sliding Tray, Drawer & Pallah, Inside finishing with 0.8mm lamination of approved shade. The work also includes fixing of Handle, Lock and other necessary hardware.	1350 mm (L) x 750 mm (B) x 750 mm (H)	14
02.	Workstation Table 2	Providing and Fitting of Workstation Office / Computer: Table Frame work completely made of 19 mm Plywood, laminated with 1 mm and to be pasted with shade as approved. The work includes: Keyboard Sliding Tray, Drawer & Pallah, Inside finishing with 0.8mm lamination of approved shade. The work also includes fixing of Handle, Lock and other necessary hardware.	1650 mm (L) x 900 mm (B) x 750 mm (H)	04
03.	Partition for Workstation Table 1 described above	Providing and fitting of Wooden Partition with Salwood Frame Work and 6 mm Plywood cover and finished with 1 mm lamination of approved shade pasted. Top portion of Partition is 12 mm thick Glazed Glass.	Front Portion of Partition size: 1350 (L) x 1200 mm (H)	14
			Side Portion of Partition size: 750 (L) x 1200 mm (H)	17
04	Partition for workstation Table 2 described above	Providing and fitting of Wooden Partition with Salwood Frame Work and 6 mm Plywood cover and finished with 1 mm lamination of approved shade pasted. Top portion of Partition is 12 mm thick Glazed Glass.	Front Portion of Partition size: 1650 (L) x 1200 mm (H)	04
			Side Portion of Partition size: 900 (L) x 1200 mm (H)	05
05	Back Storage Low Height Cabinet	Providing and fitting of Back Storage Low Height Cabinet: Frame completely made of 19 mm Plywood with Lamination of 1 mm with approved shade pasted. The work includes shelves. Inside finishing with 0.8mm lamination of approved shade. The work also includes fixing of Handle, Lock and other necessary hardware.	16800 mm (L) x 450 mm (B) x 750 mm (H)	02
06	Printer Cabinet	Providing and fitting of Printer Cabinet: Frame completely made of 19 mm Plywood with Lamination of 1 mm with approved shade pasted. The work includes shelves. Inside finishing with 0.8mm lamination with of shade. The work also includes fixing of Handle, Lock and other necessary hardware.	2300 mm (L) x 600 mm (B) x 750 mm (H)	01
07	Back Storage Low Height Cabinet	Providing and fitting of Back Storage Low Height Cabinet: Frame completely made of 19 mm Plywood with Lamination of 1 mm with approved shade pasted. The work includes shelves. Inside finishing with 0.8mm lamination of approved shade . The work also includes fixing of Handle, Lock and other necessary hardware.	5400 mm (L) x 450 mm (B) x 750 mm (H)	01

08	Full Height Storage Cabinet	Providing and fitting of Back Storage Full Height Cabinet: Frame completely made of 19 mm Plywood with Lamination of 1 mm with approved shade pasted. The work includes shelves. Inside finishing with 0.8mm lamination of approved shade. The work also includes fixing of Handle, Lock and other necessary hardware.	1 cabinet measuring: 2400 mm (H) x 2400 mm (W) x 550 mm (D) 1 cabinet measuring: 2400 mm (H) x 1950 mm (W) x 550 mm (D)	02
09	Back Storage Low Height Cabinet	Providing and fitting of Back Storage Low Height Cabinet: Frame completely made of 19 mm Plywood with Lamination of 1 mm with approved shade pasted. The work includes shelves. Inside finishing with 0.8mm lamination of approved shade. The work also includes fixing of Handle, Lock and other necessary hardware.	1800 mm (L) x 450 mm (B) x 750 mm (H)	01
10	Overhead Storage Cabinet	Providing and fitting of Overhead Storage Cabinet: Frame completely made of 19 mm Plywood with Lamination of 1 mm with approved shade pasted. The work includes shelves. Inside finishing with 0.8mm lamination of approved shade. The work also includes fixing of Handle, Lock and other necessary hardware.	1800 mm (L) x 450 mm (B) x 1050 mm (H)	01
11	File Compactor	<p>A. The file compactor should consist of storage units 450-460mm deep, movable-bolted to the undercarriage, which rolls on to the channels, which should be firmly embedded to the ground.</p> <p>B. The file compactor shall be of 12 bays and 3 bays in each row as per combination detailed below:</p> <ul style="list-style-type: none"> a) Single (row) faced 3 bays deep fixed unit – 1 no. (3 bays) b) Double (rows) faced 3 bays deep mobile unit – 1 no. (2x3=6 bays) c) Single (row) faced 3 bays deep mobile unit – 1no. (3 bays) <p>NB: All the above consist of one set.</p> <p>C. Main body construction: Rigid knock down construction made out of 0.8mm thick CRCA steel conforming to IS: 513 Gr.D. Each body block building should consist of 1 main unit and then 1 Add-on Unit. Each Unit should have 05 Loading levels formed by 04 nos. adjustable shelves. Body units must be bolted to undercarriage.</p> <p>D. File compactor height from ground will be 2075-2080mm (Approx.) + (1975-1980) (approx.) body + 60-65 mm undercarriage 35mm channel system.</p> <p>E. Finish: The bodies including shelves should be given antirust surface treatment and shall be powder coated with epoxy polyester powder. Final finish shall be of epoxy polyester coating of grey color shade with a dry film thickness of minimum 40 microns & oven baked.</p> <p>F. Shelf construction: It should be made of 0.8mm thick CRCA steel conforming to IS:513 Gr.D. Its minimum load bearing capacity should be 40-45 kgs, uniformly</p>	2075-2080mm (Approx.) (1975-1980) (approx.) body + 60-65 mm undercarriage 35mm channel system	

		<p>distributed per shelf. Shelves shall be mounted on support brackets and shelf level should be adjusted at approx 25 pitches. There shall be 4 adjustable shelves per body giving 5 loading levels. Size of shelf shall be 455-460 (L), 425-430mm (B).</p> <p>G. Undercarriage construction: The undercarriage should be welded frame made of HR sheet, 3.15 mm thick conforming to IS:10748, suitably fabricated to take the loads based on configuration. Size of undercarriage shall be approx. 910-915mm (length) x 910-915mm (width) x 65-70mm (height). External load carrying capacity per understructure shall be minimum 500 kgs. The undercarriage after pre-treatment shall be coated with final finish consisting of epoxy polyester powder coat of GREY color and with a dry film thickness of minimum 40 microns.</p> <p>H. Centralized Locking: A centralized locking arrangement shall be provided through locking stiffener mounted on to back of single last unit so that it gets locked on channels when all the units are brought together. Each drive type unit should have locking knob near the drive wheel for manual locking of individual units, when a person is using those units. Knob should be rotated to unlock position when units are to be moved. After the unit is moved and before entering into aisle for accessing, this knob should be rotated to lock position. Each stopper should be provided at the end of channels to prevent derailment.</p> <p>I. Fasteners: The nuts and bolts should be galvanized/black anodized/Zn plated. The guide channels should consist of “J” section 2mm (approx.) thick HR sheet and 25mm square bright bars, both connected by screws. Prior to the embedding of the leveled condition. The label holder should be made from 2mm thick (approx.) clear transparent acrylic sheet and having outer dimension of 150mm x 105mm. Drive type configuration movement of unit should be achieved mechanically through a PU drive wheel and sprocket-chain tensioner arrangement mounted rigidly onto body side. A 1.0 mm thick HR sheet cover fixed on to the body side should cover the drive arrangement. The PU drive wheel should be rigidly fixed at suitable height on body side.</p> <ol style="list-style-type: none"> The color of file compactor shall be grey. The file compactor shall be covered with standard company guarantee/warranty. Installation and commissioning charges shall be quoted separately. After sale-service charges shall be quoted separately. Relevant technical literature/leaflet etc. shall be submitted. The list of organizations to whom similar items have been supplied and installed may also be given with quotation. 		
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Signature:
Name :.....
Address :.....
.....
.....
Mobile No.....

Date.....

GENERAL INFORMATION

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

Brief Description of the Tenderer

1. Name of tendering Company/ Firm: _____
2. Type of Organization (Individual/Partnership/ Pvt. Ltd): _____
3. Name of Owner / Partners / Directors: _____
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: _____
5. 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/manufacture/registered dealer/ other Govt. organization.			
3.	PAN Card No./ TAN			
4.	GST Reg. No			
5.	Income tax return			
6.	Any other additional information			
7.	ISO Certification, if any			

6. Details of payment:

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

7. Turnover of the Tendered During:

Sl. No.	Annual Turn Over	Amount in lakhs	Proof enclosed in page no.
1.	2020-21		
2.	2021-22		
3.	2022-23		

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.

TECHNICAL BID - CHECK LIST

Sl. No	Particulars	Mention 'Yes' / 'No'
1.	Whether "Technical" & "Financial" bids submitted separately and the respective envelopes superscribed properly	
2.	Whether Demand Draft and EMD in favour of the Registrar, Dibrugarh University is enclosed with the tender submitted.	
3.	Whether relevant certificate/ document in support of having items installation and fittings experience in enclosed with a list of organizations (Govt., PSU, reputed MNCs/ organizations).	
4.	Whether Trade License for this kind of jobs enclosed	
5.	Whether copy of Pan Card enclosed	
6.	Whether copy of other statutory registration certificates like VAT/Goods &Service Tax etc. enclosed [As applicable]	
7.	Whether Duly filled Financial bid place in separate cover submitted.	
8.	Whether agreed to abide by all the terms & conditions of this tender	
9.	ISO Certification submitted.	

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 “***Making of Modular Workstation Furniture and Storage Cupboards for New Administrative Building***”.

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, 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 supplied and fixed will be at least 05 (five) years for wooden items fittings and other accessories. The warrant period shall liable to repair and replace the defected part for whole. However for the Furniture made of Aluminum/Iron/Steel, the same should be of 3 to 5 years (more than the expected warranty may please be specified).

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: