

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



BID DOCUMENT

FOR

NAME OF THE WORK: Supply and Installation of Office Furniture for Dibrugarh University.

TENDER No: DU/Admn/AR/E-229/NIT/2019/53

Dated: 29/09/2023

CUT-OUT SLIP

NAME OF THE WORK: Supply and Installation of Office Furniture for Dibrugarh University.

TENDER No: DU/Admn/AR/E-229/NIT/2019/53

Dated: 29/09/2023

SUBMISSION DUE DATE & TIME : 16/10/2023 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/Admn/AR/E-229/NIT/2019/53 **Date: 29/09/2023**

TENDER NOTICE

Sealed Tenders are invited from Registered Vendors of Dibrugarh University for Supply and Installation of Office Furniture for different Departments, Centres and Offices of Dibrugarh University. Detailed specification of the items, Terms & Conditions *etc.* are given below. **Last date of submission of Tender with all relevant papers is 16/10/2023 up-to 11:00 A.M.**

Availability of Bid papers	From: 30/09/2023 to 16/10/2023 between 10:00 A.M. to 3:00 P.M.
Last date for receipt of Bid	16/10/2023 upto 11:00 A.M.
Time & Date of opening of Bid	17/10/2023 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
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. Dibrugarh University Website.
4. Notice Board
5. 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 17/10/2023 **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 **16/10/2023 up-to 11:00 A.M.**
3. Suppliers shall submit the following documents along with their quotations:
 - a) PAN
 - b) GST Registration No.
 - c) Technical specifications offered by the Supplier.
 - d) Technical compliance sheet.
 - e) 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 ***“Supply and Installation of Office Furniture for 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 17/10/2023** 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 furniture should be delivered, placed, installed at different Departments, Centres and Offices of 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. **No advance payment or payment against Proforma invoice will be made. Payment will be made after supply and installation of materials in good condition.**
22. **The quantity as mentioned here may be increased or decreased at the time of order as per actual requirement.**

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	Preferred Brand	Qty.
01.	TEACHER CHAIR (Mid-Back Chair)	Revolving Mid Back Chair: The seat and back should be made up of 1.2 cm. thick hot-pressed plywood, upholstered with fabric upholstery covers and moulded Polyurethane foam. The back foam should be designed with contoured lumbar support for extra comfort. The seat should have extra thick foam on front edge to give comfort to popliteal area. Back Size: 47.5 cm. (W) x 58.0cm. (H). Seat Size: 47.0 cm. (W) x 48.0 cm. (D).The Polyurethane foam should be moulded with density = 45 +/-2 kg/m ³ and Hardness = 20 +/- 2 for 25% compression. The one-piece armrests should be injection moulded from black Co-polymer Polypropylene. The mechanism should be designed with the following features: 360° revolving type, Upright position locking, Tilt tension adjustment, Seat/back tilting ratio of 1:3.The pneumatic height adjustment should have an adjustment stroke of 12.0 cm. The bellow should be 3 piece telescopic type and injection moulded in black Polypropylene. The pedestal should be injection moulded in black 30% glass-filled Nylon and fitted with 5 nos. Twin wheel castors. The pedestal should have 66.0cm. pitch-center dia. (76.0 cm with castors).The twin wheel castors should be injection moulded in 30% Glass Filled black Nylon.	Godrej or Equivalent	11
02.	VISITOR'S CHAIR	The seat and back should be made up of 1.2 cm. thick hot-pressed plywood, upholstered with fabric upholstery covers and moulded Polyurethane foam. The back foam should be designed with contoured lumbar support for extra comfort. The seat should have extra thick foam on front edge to give comfort to popliteal area. Back Size: 47.5 cm. (W) x 58.0cm. (H). Seat Size: 47.0 cm. (W) x 48.0 cm. (D). The Polyurethane foam should be moulded with density = 45 +/-2 kg/m ³ and Hardness = 20 +/- 2 for 25% compression. The one-piece armrests should be injection moulded from black Co-polymer Polypropylene.	Godrej or Equivalent	22

03.	ALMIRAH	The overall dimension should be 916mm(W)x 486mm(D)x 1981mm(H). Construction and material: welded construction with 0.7mm thick CRCA for shelves, 0.8mm thick high yield strength CRCA for doors and back,0.9mm thick CRCA for all other parts. CRCA 'D' grade as per IS:513 and CRCA 'D' grade high yield strength as per IS:513. Locking and handle: Mazak handle and three way locking mechanism with shooting bolt. Shelving: Height-wise adjustable shelf mounting, udl of 40 kg per full shelf, 4 nos. adjustable shelves. The finish should be epoxy powder coated to the thickness of 50 microns.	Godrej or Equivalent	07
04.	TEACHERS TABLE	Executive Table of Three layer prelaminated particle board (Wood Product) of grade II type II of IS 12823/Latest 1500 millimeter 750 millimeter 750 millimeter	Godrej or Equivalent	11
05.	Double Sided All Steel BOOK RACK	Size: Width 900mm, Height: 1850mm, Depth: 600mm Material: CRCA0.8mmThickness Finish: Epoxy Polyester Powder coated to the thickness of 50 microns (+/-10). Stack ability: Add-on units to be stacked width wise to form a bank of racks having common side panel. Accessibility: From Front and Back (Racks on Both sides) Number of Adjustable shelf: At the rear side of the shelves back stiffeners are to be provided. These act as separators between front & rear books. Accessories: Optional stand of 125 mm. Height with leveling.	Godrej or Equivalent	19
06.	WOODEN SHOWCASE	6'W X 2'H X 12"D WOODEN SHOWCASE WITH VINIER AND POLISH	--	01
07.	WOODEN SHOWCASE	5'W X 3'H X 18"D WOODEN SHOWCASE WITH VINIER AND POLISH	--	01
08.	WOODEN SHOWCASE	7'W X 6'H X 18"D WOODEN SHOWCASE WITH VINIER AND POLISH WITH GLASS	--	01
09.	CLASSROOM DESK	Dimension:60-120W x 72.55H x 105.1D Material: Mild Steel Table Top Material: Plywood	Godrej or Equivalent	03
10.	BOOK TROLLEY	Material: Carbon Steel Special Feature: Portable, Anti Corrosion, Lockable. No of Racks: 3 Size: 30 H X 14 D X 45 W	Godrej or Equivalent	20

N.B.: The quantity as mentioned above may be increased or decreased at the time of order as per actual requirement.

Signature:

Date.....

Name :.....

Address :.....

.....

.....

Mobile No.....

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: _____
6. 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./ TAN			
4.	GST Reg. No			
5.	Income tax return			
6.	Any other additional information			
7.	ISO Certification, if any			

7. Details of payment:

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

8. 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	

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.

UNDETAKEING 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 and Installation of Office Furniture for 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, 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: