

مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032, [www.manuu.ac.in](http://www.manuu.ac.in)

MANUU Arts and Science College, Budgam KMR

9419015243

**Open Tender (2 bids system)**

No. MANUUASCW/F.03/2016-17



Sealed tenders are invited from Original Manufacturers / Govt. Organisations / authorized dealers to supply of Furniture items for the MANUU ASCW Budgam off campus of the University. The detailed tender form can be had from Principal's (ASCW) Office against D.D. of **Rs.1,000/-** (non refundable) or log on to University website. The Filled-in tender shall be accompanied with EMD of **Rs.18,000/-** (Refundable) in favour of MANUU payable at Hyderabad.

Last date for receipt of tender - 17-01-2017 by 3:00 p.m.

Date of opening of bid - 17-01-2017 at 3:30 p.m.

Sd/-  
Registrar

**I/c Principal**  
(MANUU, ASCW)

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**MAULANA AZAD NATIONAL URDU UNIVERSITY**

(A Central University established by an Act of Parliament in 1998)

Gachibowli, **Hyderabad** – 500 032

No. MANUUASCW/F.03/2016-17/

Date: 23-12-2017

Cost of tender form: **Rs.1,000/-** through DD favouring MANUU payable at Hyderabad

**TENDER DOCUMENT FOR SUPPLY OF FURNITURE ITEMS AT  
MANUU, ARTS & SCIENCE COLLEGE FOR WOMEN, KASHMIR**



***Last date & time of submission of technical and financial bids : 17- 01-2017  
at 3:00 p.m.***

## Tender Schedule

### **Chapter-I : Instructions to the bidders**

1. **Preface:** Maulana Azad National Urdu University (MANUU) is a Central University with headquarter at Hyderabad and off campuses, colleges and Regional Centres located all over India. The University intends to procure best quality equipments from the reputed firms only as decided by the University.
2. **Call for tender:** MANUU, ASCW invites sealed tenders from original manufacturers / Govt. organizations / authorised dealers for supply of Furniture as detailed in Annexure-I for MANUU, Arts and Science College Budgam Kashmir of the university. This is tender cum rate contract for a period of one year.
3. **Submission of tender:** The sealed tenders are to be submitted for supply furniture for MANUU, Arts and Science College Budgam Kashmir of the university under '**Financial bid** (*indicating item wise price for each item mentioned in Annexure-III*).
4. **Quoting of items:** The vender may quote for all the items / part of items of Annexure-III and should agree to accept the part supply order as per the criteria of lowest bid for each item. Unit prices are to be quoted both in figures and in words. In case of discrepancy, price quoted in words or figures whichever is less will be taken as valid.
5. **Opening of bids:** The Technical bids will be opened and scrutinized; the firm, which meets the specifications required as per documents furnished, may be invited for full fledge display / demonstration. The committee of the University may visit the firm show room and make visit to other organizations to ascertain the quality of items to be supplied. The University may also ask the firm to submit the samples before opening of financial bid / execution of order. The University may shortlist and considers the quality furniture supplying firms. The University will not bear any expenses for presentation of samples. The financial bid will be opened in respect of the firms who qualify technically and whose sample has been agreed up to the satisfaction level of the MANUU, ASCW. The decision of the University will be final in this regard.
6. **Selection of firm:** The lowest quoted firm will normally be selected item wise basis subject to satisfaction of the quality of the product. The decision of the Purchase committee will be final in this regard.
7. **Alteration in the bid:** Bidders will not be permitted to alter or modify their bids after expiry of the deadline of receipt of bids.
8. **Availability of tender form:** The tender document can be had from MANUU, Arts and Science College Budgam Kashmir on payment of DD of Rs.1,000/- (non refundable) or can be down loaded from the University's web site ([www.manuu.ac.in](http://www.manuu.ac.in)). If downloaded, the cost of tender amounting to Rs.1,000/- (non refundable) is to be submitted by way of a demand draft drawn in favour of "Maulana Azad National Urdu University" payable at Hyderabad along with technical bid. The downloaded tender form without demand draft will not be accepted.
9. **Cost:** The rates quoted should be inclusive of all taxes, levies, freight, insurance, transportation, installation etc. Rates are to be quoted in the financial bid as per tender document (Annexure-I). Incomplete tenders are liable for rejection.
10. **Office location:** The firm should have its office/service centre within Srinagar/ budgam District J and K State to provide after sale service and furnish the addresses of service centres of the firm / OEM with telephone number along with technical bid.
11. **Validity period of Tender:** Validity of the Tender submitted should remain valid for acceptance up to 30 days; if the 30<sup>th</sup> day falls on holiday then last date will be the next working day from the date of opening of tender (Bid validity period).

12. **Acceptance of tender:** The University does not pledge itself to accept the lowest or any tender and reserves to itself the right for accepting the whole or any part of the tender or rejection.

## Chapter–II: Terms and Conditions

1. **Rejection of tender:** The conditional tenders, unsigned bids, without required EMD and cost of tender shall not be accepted. Any query / intimation will not be entertained on such bids.
2. **Specification:** The desired specifications and allied technical details are placed at Annexure-I. The University may amend / up grade at the time of placing purchase order. **The firm may quote the same or higher specifications as per enclosed Annexure only.**
3. **Date and place of submission of form:** The separate sealed covers containing the technical and financial bids should be submitted to the Principal, MANUU, Arts and Science College Budgam Kashmir off Campus Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500032 by **3:00 p.m.** on 15-01-2017. Tenders received after due date and time will not be considered. The technical bid will be opened on the same day at **3:00 p.m.** in presence of vendors or their authorized representative. The representative should bring the authorization letter from their vendor for attending the tender opening committee meeting.
4. **Bid security / EMD:** The filled in tender form without requisite bid security / EMD of and cost of tender of will not be considered. Both the D.Ds are to be drawn separately favouring “Maulana Azad National Urdu University” payable at Hyderabad. The Security bid of unsuccessful bidders will be returned without interest. Bid security/EMD of the successful bidder will be converted into Security Deposit towards 10% cost of security deposited to be retained on payment of differential amount. The security deposit would be released on submission of Bank Guarantee / Demand Draft / FDR for 10% cost. The firms claiming exemption of EMD / Tender Cost may have to furnish necessary proof thereof. The cost of tender form and security bid / EMD amount is as follows:
- 5.

Sl. No.	Description	
1..	<b>EMD / Bid Security</b> for Annexure I, – <b>(refundable)</b> <b>-Rs.18,000/-</b> (exemption of EMD as per GOI norms will only be considered on production of Documentary proof.	<b>Tender cost (Non-refundable)</b> Rs.1,000/-

6. **Company profile:** The bidders may submit their company profile, authorized dealership, of the furniture etc. Details of organizations / agencies to which furniture have been previously supplied may be submitted along with copies of supply order and enclosed to the technical bid.

7. **Pre-qualification criteria of Bidders:**

- a) Having the Average Annual Turnover of Rs.1,80,000/- during the last three financial years.
- and
- b) (i) Should have executed three purchase orders for supply of the similar products valuing Rs.2,40,000 during the last 7 years
- or
- (ii) Should have executed two purchase orders for supply of the similar products valuing Rs.3,00,000/- during the last 7 years
- or
- (iii) Should have executed one purchase order for supply of the similar products valuing Rs.4,80,000/-
- A) **Repeat order:** This is a tender cum rate contract for a period of one year and the item offered in the tender can be re-ordered at the same rate, terms & conditions within a period of twelve (12) months.
- B) **Delivery and Installation:** the firm shall deliver the items at the MANUU, Arts and Science College Budgam Kashmir and install the same **within 30 days** from the date of issue of Purchase Order.
- C) **Warranty:** Furniture items should be with warranty for a minimum period of one year or as per OEM warranty whichever is later and from the date of satisfactory installation and accepted by the University. The firm should repair / replace the faulty items free of cost during the warranty period.
- D) **Payment terms:** No advance payment will be considered, The payment will be released in Indian rupees in the following order:
- (i) **90% payment of purchase order:** After 100% supply of equipments, installation subject to certification by the University.
- (ii) **10% payment of purchase order / security deposit:** After expiry the warranty period or on receipt of Bank Guarantee of any nationalized bank of equal amount for a period of warranty.
- E) **Quantity:** The quantity mentioned in the tender may be increased or decreased at the discretion of the University and the decision of the University shall be final in all respects.
- F) **Registration:** The firm should have registration with the government for sales tax and service tax, incorporation and the certificate of registration issued by appropriate government authority for required equipments to be enclosed.
- G) **Right of the University:** The University reserves the right to reject or accept any tender without assigning any reason or cancel before issuing of Purchase Order. In case of cancellation of the tender the EMD will be returned without interest.
- H) **Acceptance of terms and conditions:** All pages of the tender document are to be signed and stamped by the tendering firm as agreed by the terms and conditions of the tender and to be attached along with the technical bid.
- I) **Penalty clause:** The supply of furniture has to be completed within stipulated time period indicated in Purchase Orders, in case of delay the University reserves the right to impose penalty, as follows:
- (i) **Liquidated Damages:** If the firm fails to supply the furniture items of desired quality and quantity or part of it or unable to perform the service within specified periods for reasonable cause, the University shall, without prejudice to its other remedies under the contract / order may deduct from the contract price, as liquidated damages, a sum equivalent to 2% per week of the value of undelivered service of the goods or unperformed services limited to a maximum of 10% value of the purchase order. Once the maximum is reached, the University may

consider termination of the contract / order without any notice and further action may be initiated. For delayed supplies a penalty up to the maximum of 10% will be deducted from the bill after which the Purchase order may be cancelled and Security / deposit will be forfeited.

(ii) **Termination for default:** The University may, without prejudice to any other remedy for breach of contract / order, by written notice of default sent to the firm, terminate the contract / order in whole or part at the risk and cost of the defaulting firm.

(a) If the firm fails to execute the supply of all the material specified in the order within the period(s) of desired quality and quantity specified in the order, or within any extension period therefore granted by the University, or

(b) If the supplier fails to perform any other obligation(s) under the contract / order.

(c) If any defects are observed in the equipments; In such cases the University will have the right to reduce the payment to be made to the firm and take any other suitable action against the firm, and the University decision would be final in this regard.

J) **Settlement of Dispute:** In case of any dispute, the Jurisdiction will be Hyderabad/ Srinagar and the Registrar / Principal (ASCW Budgam), Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on the parties as per following terms:

(i) The Purchaser and the Supplier shall make every effort to resolve by direct informal negotiation on any disagreement or dispute arising between them under or in connection with the contract.

(ii) If the parties have failed to resolve their dispute of difference by such consultation, then either the Purchaser or the Supplier may give notice to the party of its intention to settle the issue by arbitration, as herein provided, as to the matter in dispute: No arbitration in respect of the matter be commenced unless such notice is given in accordance with this clause for the final settlement of the matter. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.

(iii) All questions, disputes and differences arising shall be referred by the Vice Chancellor, MANUU to the sole arbitrator for arbitration under the provision of the Arbitrations and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties.

K) **Obligation during Arbitrations:** Notwithstanding any reference to arbitration (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and (b) the Purchaser shall pay any amount due to the Supplier.

**Sd/-**

**Registrar**

Place: Hyderabad / Srinagar

Maulana Azad National Urdu University  
Hyderabad

Date: 23.12.2016

**Encl:** (i)Annexure-I

(ii)Annexure-II

(iii) Annexure -III

## Annexure – I

Requirement and specification of the Furniture:

Sl. No.	Particulars	Qty Req.
1.	<b>Office Table:</b> 4'x2'x30", frame made of 1" 16 gauge sq pipe with 3 draws with footrest. Frame should be powder coated, Top made of 18mm commercial plywood with both side laminated.	1
2.	<b>Office Chair for Principal and Faculty:</b> <b>Premium quality, Executive Chairs:</b> (Bravo high back or similar)	15
4	<b>Student Chairs:</b> Perforated writing pad chairs, the pad of 2.5mm thickness, movable; with provision for placing books below the seat. The gauge of the sheet and pipe of 16" with 3/4" inch round pipe with antirust and powder coated.	50
5	<b>Table for Faculty :</b> 6'x3'x30" frame made of 1 1/2" x 1 1/2" sq pipe of 16 gauge plain powder coated with 25mm PLB top.	15
6	<b>Computer Table:</b> size 48" x 24" x 30" made out of 25mm PLB board 2mm bidding sealed with one drawer, locker, keyboard and CPU stand.	5
7	<b>Computer Chair:</b> (DIVA 7046 Godrej or similar)	5
8	<b>Study Table</b> 4'x2'x30", frame made of 1" 16 gauge sq pipe with 3 draws with footrest. Frame should be powder coated, Top made of 18mm commercial plywood with both side laminated.	4
9	<b>S Type Chairs-knitted:</b> Full arms, P.U Arms with cushion seat & back of 1" steel pipe of 16 gauge, powder coated.	20
10	<b>Almirah:</b> 78"x 36" x 19" of shelves making five compartments of 18/20g, powder coated with 6 liver premium lock (3 side locking system).	3
11	<b>Books Shelf:</b> of size 78" x 33" x 15" of steel having 5 compartments with folding doors with glass 20/22g powder coated.	10
12	<b>Podium:</b> standard height, top with prelaminated compressed wood make 20mm laminate on top and sides 20mm, duly edge banded using 2mm PVC tape.	1
13	Newspaper Rack:	1
14	Magazine Rack:	1
15	Catalogue Card Box in (Metallic):	1
16	<b>Executive Chairs Medium Back:</b> (Bravo medium back or similar)	15
17	<b>Visitor Chair:</b> Premium quality Meeting Chairs (Medium Back): (Bravo medium back or similar).	10
18	<b>Circulation Table:</b>	1
19	<b>Notice Board:</b> Acrylic door with lock facility, aluminium frame	2
20	<b>File Cabinet:</b> with four drawers size 54" x 18" x 28" of 18 / 20 gauge steel sheet with powder coated	2

**Declaration:**

It is hereby declared that the firm have carefully read and understood the tender and **agreed with all the clauses**, terms and conditions of the tender, Hyderabad/ Srinagar jurisdiction etc and agreed that the decision of the University shall be final in all respect.

*Authorized signature of  
the firm along with seal*

Place  
Date:23.12.2016

**Annexure-II**  
**: Technical bid:**

1.	Name of the firm	M/s.
2.	Details of Tender Cost	Rs.1,000/- D.D. No. _____ dated: _____ Bank _____
3.	Details of EMD	Rs. 18,000/- D.D. No. _____ dated: _____ Bank _____
4.	Contact Details	Postal Address ..... ..... ..... Tel No. Land Line Mobile: E-mail:
5.	Details of Registration with income tax and sales tax authorities <i>Enclose Copy / proof</i>	
6.	Original Furniture Manufacturer (OEM) authorization certificate specific to this tender	
7.	PAN Details <i>Enclose Copy / proof</i>	
8.	Documentary proof for Pre Qualification Criteria as mentioned in the Tender (Sl. 7, Chapter II) 1) Average turnover for the last 3 years 2) Proof of documents against Chapter-II, Sl.7, b(i) or b(ii) or b(iii)	
9.	Any other relevant information	
-	<b>Optional:</b>	
10.	Customer List with nature of work done (Enclose a list of minimum 10 customers)	

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*Authorized signature of  
the firm along with seal*

Place  
Date:.....2017



**Annexure – III (Part-A)**

**Financial bid:** To be utilized by the bidder to quote their prices item wise.

Sl.	Furniture items	Qty.	Unit cost	Total (Including taxes & all charges etc)
1.	<b>Office Table:</b> 4'x2'x30", frame made of 1" 16 gauge sq pipe with 3 draws with footrest. Frame should be powder coated, Top made of 18mm commercial plywood with both side laminated.			
2.	<b>Office Chair for Principal and Faculty: Premium quality, Executive Chairs:</b> (Bravo high back or similar)			
4	<b>Student Chairs:</b> Perforated writing pad chairs, the pad of 2.5mm thickness, movable; with provision for placing books below the seat. The gauge of the sheet and pipe of 16" with 3/4" inch round pipe with antirust and powder coated.			
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12	<b>Podium:</b> standard height, top with prelaminated compressed wood make 20mm laminate on top and sides 20mm, duly edge banded using 2mm PVC tape.			
13	Newspaper Rack:			
14	Magazine Rack:			
15	Catalogue Card Box in (Metallic):			
16	<b>Executive Chairs Medium Back:</b> (Bravo medium back or similar)			
17	<b>Visitor Chair:</b> Premium quality Meeting Chairs (Medium Back): (Bravo medium back or similar).			
18	<b>Circulation Table:</b>			
19	<b>Notice Board:</b> Acrylic door with lock facility, aluminium frame			
20	<b>File Cabinet:</b> with four drawers size 54" x 18" x 28" of 18 / 20 gauge steel sheet with powder coated			

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Place:  
Date:.....2017

*Authorized signature of  
the firm along with seal*