

مولا نا آزاد نيشنل اردو يونيورسٽي
مؤلانا آزاڊ نيشنل اردو يونيورسٽي

MAULANA AZAD NATIONAL URDU UNIVERSITY

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

Gachibowli, **Hyderabad** – 500 032, www.manuu.ac.in

Tel: 040 – 23001697 & 23006612-15/ Extn. 106/191/119



Open Tender

No.MANUU/Purchase/F.71/2015-16/T.No.16/2015-16

Sealed tenders are invited from Original Manufacturer / Govt. organizations / authorized dealers / reputed firms to supply and install furniture for Polytechnic-Hyderabad at University campus. The detailed tender form can be had from Purchase Section against D.D. of **Rs. 5,000/-** or log on to University website. The Filled-in tender shall be accompanied with EMD of **Rs. 80,000/-** favouring MANUU payable at Hyderabad.

Last date for receipt of tender - 11.04.2016 by 3:00 p.m.

Date of opening of bid - 11.04.2016 at 4:00 p.m.

Registrar

S.O.

Assistant Registrar
(Purchase & Stores)

Registrar

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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: MANUU/Purchase/F.71/2015-16/T. No.16/2015-16

Date: 15th March 2016

Cost of tender form: **Rs. 5,000/-** through DD favouring MANUU payable at Hyderabad

TENDER DOCUMENT

**FOR SUPPLY AND INSTALLATION OF VARIOUS FURNITURE
FOR POLYTECHNIC-HYDERABAD AT UNIVERSITY CAMPUS**



Last date & time of submission of bids

: **11.04.2016**
At: 3:00 p.m.

Date and time of opening of bids

: **11.04.2016**
At: 4:00 p.m.

Chapter-I : Instructions to the bidders

1. **Preface:** Maulana Azad National Urdu University (MANUU) is a Central University with headquarter at Hyderabad and other campuses, colleges and Regional Centres located all over India. The University intends to procure best quality furniture from the reputed firms only as decided by the University.
2. **Call for tender:** MANUU invites sealed tenders from original manufacturer / Govt. organizations / authorised dealers / reputed firms to supply and install best quality furniture for the university. This is tender cum rate contract initially for a period of one year; the same can be extended to next years at the same rates, terms and conditions mutually agreed upon by both the parties. The requirement mentioned in the tender may be spread over a period of one year and will be procured accordingly.
3. **Submission of tender:** The sealed tenders are invited for supply and installation of various furniture for Polytechnic-Hyderabad at University Campus **Single bid system (Financial)** (*indicating item wise price for each item mentioned in Annexure-II*) with required EMD of Rs. 80,000/- and DD of Rs.5,000/- (non refundable)if downloaded tender form is used) is placed in one envelope and on should be super scribed '**Tender for Furniture for Polytechnic Hyderabad at University Campus**'.
4. **Quoting of items:** The vender may quote for all the items / part of items of Annexure-II 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 bid:** The bid will be opened and scrutinized; the firm, who meets the basic requirement as per documents furnished, may be invited for full fledge display / demonstration. The committee of the University may visit the firm / show room items supplied at other organisations to ascertain the quality. The University may also ask the firm to submit the samples before execution of Purchase Orders. The University may shortlist and consider only three to four best quality furniture firms. The University will not bear any expenses for presentation of samples. The decision of the University will be final in this regard.
6. **Selection of firm:** The lowest quoted firm will be selected on item wise basis subject to satisfaction of the quality of the product. The decision of the 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 Purchase Section on payment of DD of Rs. 5,000/- (non refundable) or can be down loaded from the University's web site (www.manuu.ac.in). The cost of tender form amounting to Rs. 5,000/- (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 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-II), else it shall not be considered.
10. **Offices location:** The firm should have its office within GHMC limit of Hyderabad / Secunderabad to provide service after sale and to furnish the addresses of service centre with telephone number.
11. **Repair and maintenance:** The firm selected to supply the new furniture will be required to undertake the repair and maintenance (if any) of supplied furniture till one year as and when required or at a regular intervals. The firm has to identify one single point for effective services and to attend within 02 days from the date of complaint free of cost.
12. **Validity period of quotation:** Firms tendering should note that their offers should remain open for acceptance up to 111 days; if the 111th day falls on holiday then last date will be the next working day from the date of opening of tender.
13. **Acceptance of tender:** The University does not pledge itself to accept the lowest or any tender and reserves to itself, the right accepting the whole or any part of the tender or rejecting completely.

Chapter-II: Terms and Conditions

1. **Rejection of tender:** The conditional tenders, unsigned bids, without required EMD and cost of tender form (if downloaded form is used) shall not be accepted. Any query / intimation will not be entertained on such bids.
2. **Specification:** The desired specifications are placed at Annexure-I. If required the same may be amended / up graded at the time of placing purchase order. These are basic specifications; the firm may quote the same or higher specifications as per enclosed annexures only, without changing the specifications. The committee may amend the specifications and their decision will be final in this regard.
3. **Date and place of submission of form:** The bids should be submitted to the Purchase Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad-500032 by **3:00 p.m.** on **11.04.2016** Tenders received after due date and time will not be considered. The bid will be opened on the same day at **4:00 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 and cost of tender form (if the downloaded tender form is used) will not be considered and both 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. The Security bid of the successful bidder will be converted into Security Deposit and will be returned without interest after successful completion of warranty period / after submission of Bank guarantee / supply of furniture. Further, in case any firm is L-1 in some of the items, then the firm will be required to deposit the bid security / EMD amount equal to 10% amount of P.O. and the full bid security / EMD amount will be returned without interest. The cost of tender form and security bid / EMD amount is as follows:

Cost of tender document (Non refundable)		Bid security / EMD
By hand Rs. 5,000/- through DD only	For download form Rs. 5,000/- through DD only	80,000/-

5. **Company profile:** The bidders may submit their company profile, make / brand of the furniture etc. supplying. A list of organizations / agencies to which furniture have been supplied may be submitted along with copies of supply order, with the technical bid.
6. **Experience:** The bidders must have executed successfully a single order value of at least Rs. 25 lakhs and above similar to the infrastructures of MANUU or larger one from Govt. / Semi-Govt. / Corporate Companies / reputed firms with customer satisfaction during the last two years of the specified items. A certified copy of the same should be attached.
7. **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 extendable by one more year mutually agreed upon by both the parties.
8. **Turn over:** Interested bidders who have a turnover of not less than 1 crore per year may submit the tender document along with supporting documents. The company should indicate the financial turnover. Legible photocopy orders of different organizations booked during the last one year should be attached.
9. **Warranty:** All the furniture should be with onsite comprehensive warranty for a minimum period of one year (as per OME warranty period, which ever is later) after satisfactory installation and accepted by the University. The firm should repair / replace the faulty items free of cost during the warranty period.
10. **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 furniture, subject to certification by the University.
 - (ii) **10% payment of purchase order / security deposit:** After availing the warranty period of one year or on receipt of Bank Guarantee of any nationalized bank of equal amount for a period of 13 months.
11. **Quantity:** The quantity mentioned in the tender can be increased or decreased at the discretion of the University and the decision of the University shall be final in all respect.
12. **Quality:** All steel parts shall be given antirust treatment and shall be coated with epoxy powder.
13. **Registration:** The firm should be registered with the government agency for sales tax and service tax, incorporation and the certificate of registration issued by appropriate government authority for required furniture may be enclosed.

14. **Submission of Integrity Pact:** The selected firm may be required to furnish the Integrity Pact as per the office Memorandum No.14 (12)/2008-E-II (A) dated 19.07.2011, Ministry of Finance, Government of India; the form is available with the University.
15. **Right of the University:** The University reserves the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
16. **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.
17. **Penalty clause:** The supply and installation 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 and install the furniture 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 0.5% 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 / left over cost. Once the maximum is reached, the University may consider termination of the contract / order without any notice and further serious action may be initiated. Late supply to the maximum of 10% will be deducted from the bill after which the order will remain cancelled and Bid Security / Earnest Money 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 with in the period(s) of desired quality and quantity specified in the order, or within any extension 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 furniture, 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 will be final in this regard.
18. **Settlement of Dispute:** In case of any dispute, Hyderabad will be the Jurisdiction and the Registrar, 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 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 the sole arbitrator for arbitration under the provision of the Arbitrations and Conciliation Act, 1996.

19. **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.

Place: Hyderabad
Date: 15th March 2016

Registrar
Maulana Azad National Urdu University
Hyderabad

Encl: (i) Annexure-I (Specification: 1 page)
(ii) Annexure-II (Financial bid: 1 page)

Annexure – I**Chapter – III: Requirement and specification of the furniture**

Sl. No.	Items specification	Qty. Req.
1.	Modular Computer Tables: 900 x 600 x 1000 mm top and vertical panels made out of 25 mm pre laminating particle board with one tray to hold keyboard & mouse, height of table 45".	174
2.	Stool type – Rotating (Surface / Top - made Steel, Height of Stool - 30 Inches) <i>Note: As supplied to School of Sciences recently.</i>	218
3.	Laboratory Tables for ECE & Physics Lab made with medium teak wood: top 1", length 6', width 3' & height 3'. 2 Drawer on left and on right side: width 6", length 1.5', depth 2'. Switch Board with 5 pin socket switch.	40
4.	Laboratory Tables for Chemistry Lab: length 10', width 2.5' and height 3', the top made with 1/2" granite and frame & legs made with 16 gauge sheet and square pipe of 2" with 2"x2" ceramic sink fitted in the middle of table.	04

Place: Hyderabad
Date: 15th March 2016

Registrar
Maulana Azad National Urdu University, Hyderabad

Annexure – II

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

Sl. No	Items specification	Qty. Req.	Make & model	Unit cost	Total (Including taxes & all charges etc)
1.	Modular Computer Tables: 900 x 600 x 1000 mm top and vertical panels made out of 25 mm pre laminating particle board with one tray to hold keyboard & mouse, height of table 45".	174			
2.	Stool type – Rotating (Surface / Top - made Steel, Height of Stool - 30 Inches) <i>Note: As supplied to School of Sciences recently.</i>	218			
3.	Laboratory Tables for ECE & Physics Lab made with medium teak wood: top 1", length 6', width 3' & height 3'. 2 Drawer on left and on right side: width 6", length 1.5', depth 2'. Switch Board with 5 pin socket switch.	40			
4.	Laboratory Tables for Chemistry Lab: length 10', width 2.5' and height 3', the top made with 1/2" granite and frame & legs made with 16 guage sheet and square pipe of 2" with 2"x2" ceramic sink fitted in the middle of table.	04			
5.	Hyderabad office address with phone No. to provide service after sale:				

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 jurisdiction etc and agreed that the decision of the University shall be final in all respect.

Place:

Date:

Authorized signature of the firm along with seal

Check List

Sl.	List of Documents to be enclosed	Confirmation
1.	Tender Documents – All pages signed with Seal on all pages	Yes / No
2.	Declarations / undertaking formats of letterhead duly filled in	Yes / No
3.	EMD of Rs. 80,000/- is enclosed by DD /pay Order No. dated:_____ Bank _____	Yes / No
4.	Attested Copy of Income Tax Returns for Five Years	Yes / No
5.	Attested copy of Service Tax Registration Certificate	Yes / No
6.	Attested copy of PAN	Yes / No
7.	Attested copy of Professional Tax Certificate	Yes / No
8.	Details of Relatives working in the University	Yes / No
9.	Non-Blacklisting listing undertaking by any Central / State Govt / Local bodies (on Rs. 200 Stamp paper)	Yes / No
10.	Service Tax Returns for the last 3 years	Yes / No
11.	Price Bid – Duly Filled & Signed	Yes / No