

مولاانا آزااد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

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

Gachibowli, **Hyderabad** – 500 032

Date:24.02.2017

Cost of tender form: **Rs.2000/-** through DD favouring MANUU payable at Hyderabad

(exemption of Tender cost/EMD will be considered on production of documentary proof)

**TENDER DOCUMENT FOR SUPPLY OF FURNITURES ITEMS AT
MANUU, COLLEGE OF TEACHER EDUCATION, DARBHANGA**



Last date & time of submission of technical and financial bids : 17.03.2017
at 3:00 p.m.

Date and time of opening of technical bids : 17.03.2017
at 3:30 p.m.

Tender Schedule

Chapter-I : INTRODUCTION:

1. **Preface:** Maulana Azad National Urdu University (MANUU) is a Central University established by an act of parliament in 1998 with headquarter at Hyderabad and off campuses, colleges and Regional Centres located all over India.
2. **Call for tender:** MANUU invites sealed tenders from original manufacturers / Govt. organizations / authorised dealers for supply and installation of best approved quality Furniture items as detailed in Annexure-I for College of Teacher Education, Darbhanaga of the university.
3. **Submission of tender:** The sealed tenders are to be submitted for supply and installation of Furniture items for MANUU College of Teacher Education Darbhanga of the university under **two bid system** viz. '**Technical bid** (*Annexure-II duly signed and stamped, consisting all technical details along with commercial terms and conditions and EMD of Rs.43000/- through D.D., relevant documents and DD of Rs.2000/- (non refundable) towards tender cost*) and '**Financial bid** (*indicating item wise price for each item mentioned in Annexure-III*), in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly. Both the sealed envelopes should be kept in a third envelope on which it should be super scribed '**Tender for Furniture items for College of Teacher Education and addressed to Principal, MANUU, College of Teacher Education, Chandanpatti, Laheriasarai, Darbhanga, Bihar-846001**
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 fledged 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 consider the quality equipment 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 University. The decision of the University will be final in this regard.
6. **Selection of firm:** The lowest quoted firm will normally 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 College of Teacher Education, Chandanpatti, Laheriasarai, Darbhanga, Bihar on payment of DD of Rs.2000/- (non refundable) or can be down loaded from the University's web site (www.manuu.ac.in). If downloaded, the cost of tender amounting to Rs.2000/- (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. The firms registered under small scale / medium scale industries (NSIC, MSME, NCCF, Kendriya Bhandar etc.) claiming exemption for the tender cost or the EMD as per GoI norms shall produce the necessary certificate for consideration.
10. **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-III). Incomplete tenders are liable for rejection.
11. **Office location:** The firm should have its office/service centre in Bihar to provide after sale service and furnish the addresses of service centres of the firm / OEM with telephone number along with technical bid.
12. **Validity period of Tender:** Validity of the Tender submitted should remain valid 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 (Bid validity period).
13. **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. **Technical bid:** The technical bid shall be duly filled in and signed as specified in Annexure-II. Incomplete Bid / in adequate information etc., in any respect are liable to be rejected.
4. **Date and place of submission of form:** The separate sealed covers containing the technical and financial bids should be submitted to the **Principal, College of Teacher Education, Chandanpatti, Laheriasarai, Darbhanga, Bihar-846001** by **3:00 p.m.** on 17.03.2017. Tenders received after due date and time will not be considered. The technical bid will be opened on the same day at **3:30 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. If the opening day is declared as a holiday on account of unforeseen situation, it will be on the next working day.
5. **Bid security / EMD:** The filled in tender form without requisite bid security / EMD and cost of tender 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 from the Nationalized Bank with validity upto 60 days beyond the period of warranty. 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:

Sl. No.	Description
1.	Cost of tender document (Non refundable): By hand or down load Rs.2000/- through DD only for all ten Annexures)

6. **Company profile:** The bidders may submit their company profile, authorized dealership, make / brand 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.4,20,000/- during the last three financial years.
and
- b) (i) Should have executed three purchase orders for supply of the similar products valuing Rs.5,60,000 during the last 7 years
or
(ii) Should have executed two purchase orders for supply of the similar products valuing Rs.7,00,000/- during the last 7 years
or
(iii) Should have executed one purchase order for supply of the similar products valuing Rs.11,20,000/-
8. **Repeat order:** This tender will be valid for a period of one year and the items offered in the tender can be re-ordered at the same rate, terms & conditions within a period of twelve (12) months.
9. **Delivery and Installation:** the firm shall deliver the Furniture items at the College of Teacher Education, Chandanpatti, Laheriasarai, Darbhanga, Bihar and install the same **within 21 days** from the date of issue of Purchase Order.
10. **Warranty:** Furniture items should be with onsite comprehensive warranty for a minimum period of one year or as per OEM warranty whichever is later 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.
11. **Payment terms:** No advance payment will be considered, The payment will be released in Indian rupees in the following order:
(i) **90% payment against purchase order:** on satisfactory supply and installation of the material. The remaining 10% cost would be released on submission of performance Bank Guarantee for the equal amount from a scheduled Bank with the vaility upto 60 days beyond the warranty period. If the firm fails to furnish Bank Performance Bank Guarantee, the 10% cost would be retained by the University till the Tender obligations are completed.
(ii) **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.
12. **Registration:** The firm should have registration with the government for sales tax, income tax and service tax, incorporation and the certificate of registration issued by appropriate government authority for required equipments to be enclosed.
13. **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.
14. **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.
15. **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 equipments 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. Once the maximum is reached, the University may consider for 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.

16. **Settlement of Dispute:** In case of any dispute, the Jurisdiction will be Darbhanga 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 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.

17. **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

Maulana Azad National Urdu University
Hyderabad

Place: Darbhanga
Date: 24.02.2017

Encl: (i) Annexure-I
(ii) Annexure-II
(iii) Annexure-III

مولانا آزاد نیشنل اردو یونیورسٹی

Chapter – III:

Annexure 1. Requirement and specification of the Furniture items:

Sl.	Item	Specifications	Required Qty.
1	Glass Board(Green color)	Size 8x4 ft White Boards made up of Glass board on ply wood surface White color for writing with dry wipe markers (2units) and green for writing with chalk (4units).	6
2	Student Chairs with pad (1 Seater)	<ul style="list-style-type: none"> • Steel chair with iron writing pad of 3mm thickness and should be movable. • Perforated steel sheet for seat and back rest • The gauge of the sheet and pipe should be 16 gauge with 3/4" inch round pipe with ant corrosion, red –oxide coated with powder coated paint as per ISO. • Provided with bottom bushes with leg rest. • Gray colour 	150
3.	Chair with Desklets	<ul style="list-style-type: none"> • Steel chair with iron writing pad of 3mm thickness and should be movable • Perforated steel sheet for seat and back rest • The gauge of the sheet and pipe should be 16 gauge with 3/4" inch round pipe with anti- ant corrosion, red –oxide coated with powder coated paint as per ISO. • Provided with bottom bushes with leg rest • Gray colour 	200
4	Computer Tables	<ul style="list-style-type: none"> • Size: L 750 x D 450 X H 760mm • Frame: Made of 16G, 3/4" Square pipe, anti-corrosion, red –oxide coated with powder coated paint as per ISO with dark brown colour • Provided with pullout key board tray (with metallic ball bearing slides) • Made of 18mm thick laminating plywood sheet • Matte finish laminate • PVC edge tape 3mm 	25
5.	Computer Chair	<ul style="list-style-type: none"> • Low back (cushion type) Dark Blue Colour • Rotatable & Height adjustable arms • Provided Push back with Chrome Base & cushion • Five wheel rotatable metal legs with height adjustment 	25
6	Study Table	<ul style="list-style-type: none"> • Size: L 6 x D 3 x H 2.5 ft • Top laminated plywood sheet with 18mm thickness • Frame: Made of 16G, 1" Square pipe anti-corrosion, red –oxide coated with powder coated paint as per ISO with dark brown colour • Matte finish laminate • PVC edge tape 3mm 	4
7	Science lab table(granite top)	<ul style="list-style-type: none"> • Size: L 4 X D 2 x H 2.5 ft • Frame: Made of 16G, 1" Square pipe Anti-corrosion, red –oxide coated with powder coated paint as per ISO with dark brown colour • Matte finish laminate • PVC edge tape 3mm 	10
08	Almirah	<ul style="list-style-type: none"> • Size: W 900 x D 500 x H 1950 mm • Material: 18G gauge steel sheet • Provision with four shelves • Locker to be made with SS materials with three set of keys • Anti-corrosion, red –oxide coated with spray painted as per ISO • Gray color. 	10
9	Book Shelf	<ul style="list-style-type: none"> • Four shelves with swing glass door with lock and 3 sets of keys • Dimension: Size: W 900 x D 500 x H 1950 mm • Locker to be made with SS materials with three set of keys • Anti-corrosion, red–oxide coated with spray painted as per ISO • 16 gauge, Colour Gray 	4
10	Filing cabinet	With four drawers Size; 54' x 18' x 28' of 18/20 guage steel sheet with powder coated	4

Sd/-.

Place: Darbhanga

Registrar

Date: 24.02.2017

Maulana Azad National Urdu University

Annexure-II**Chapter-IV: Technical bid:**

1.	Name of the firm	M/s.
2.	Details of Tender Cost (Documentary proof in case of exemption)	Rs.2,000/- D.D. No. _____ dated: _____ Bank _____
3.	Details of EMD (Documentary proof in case of exemption)	Rs. 43000/- D.D. No. _____ dated: _____ Bank _____
4.	Contact Details	Postal Address Tel No. Land Line Mobile: E-mail:
5.	Whether the bidder is Original Manufacturer of Furniture, copy of authorization if not, dealership of furniture	Yes / No (if no, provide a proof of dealership copy)
6.	Details of Registration with income tax and sales tax authorities <i>Enclose Copy / proof</i>	
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	
-	Optional:	
10.	Customer List with nature of work done (Enclose a list of minimum 10 customers)	

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, Darbhanga 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:.....2017

Annexure III

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

Sl.	Item	Specifications	Qty.	Unit cost	Total (Including taxes & all charges etc)
1	Glass Board(Green color)	Size 8x4 ft White Boards made up of Glass board on ply wood surface White color for writing with dry wipe markers (2units) and green for writing with chalk (4units).	6		
2	Student Chairs with pad(1 Seater)(drawing / image enclosed)	<ul style="list-style-type: none"> Steel chair with iron writing pad of 3mm thickness and should be movable. Perforated steel sheet for seat and back rest The gauge of the sheet and pipe should be 16 gauge with 3/4" inch round pipe with ant corrosion, red -oxide coated with powder coated paint as per ISO. Provided with bottom bushes with leg rest. Gray colour 	150		
3.	Chair with Desklets (Image Enclosed).	<ul style="list-style-type: none"> Steel chair with iron writing pad of 3mm thickness and should be movable Perforated steel sheet for seat and back rest The gauge of the sheet and pipe should be 16 gauge with 3/4" inch round pipe with anti- ant corrosion, red -oxide coated with powder coated paint as per ISO. Provided with bottom bushes with leg rest Gray colour 	200		
4	Computer Tables drawing / image enclosed)	<ul style="list-style-type: none"> Size: L 750 x D 450 X H 760mm Frame: Made of 16G, 3/4" Square pipe, anti-corrosion, red -oxide coated with powder coated paint as per ISO with dark brown colour Provided with pullout key board tray (with metallic ball bearing slides) Made of 18mm thick laminating plywood sheet Matte finish laminate PVC edge tape 3mm 	25		
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10	Filing cabinet	<ul style="list-style-type: none"> With four drawers Size: 54'x 18'x28' of 18/20 guage steel sheet with powder coated 	4		

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

Place:

Date:.....2017

Authorized signature of
the firm along with seal