

مولانا آزاد نیشنل اردو یونیورسٹی  
مौلانا آزاد نیشنل اردو یونیورسٹی

**MAULANA AZAD NATIONAL URDU UNIVERSITY**

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

Gachibowli, **Hyderabad** – 500 032

**No: 01/CTE, Nuh/MANUU/2016-17**

**Date:23.02.2017**

Cost of tender form: **Rs.2,500/-** 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 FURNITURE AT MANUU,  
CTE, NUH, MEWAT HARYANA**



***Last date & time of submission of technical and financial bids : 15.03.2017  
at 3:00 p.m.***

***Date and time of opening of technical bids : 15.03.2017  
at 3:30 p.m.***

## Tender Schedule

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

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 of best approved quality furniture as detailed in Annexure-I for MANUU, CTE, Nuh, Mewat, Haryana. This is tender cum rate contract for a period of one year. The requirement mentioned in the tender may be spread over a period of one year and procured accordingly.
3. **Submission of tender:** The sealed tenders are to be submitted for supply of furniture at MANUU, CTE, Nuh, Mewat, Haryana 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.25,000/- through D.D., relevant documents and DD of Rs.2,500/- (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 for MANUU, CTE, Nuh, Mewat, Haryana addressed to Principal, CTE, Nuh, Mewat, Haryana.**
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 consider 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 University. 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 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 Principal I/c, MANUU, CTE, Nuh, on payment of DD of Rs.2,500/- (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.2,500/- (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-III). Incomplete tenders are liable for rejection.
10. **Office location:** The firm should have its office within limit of Mewat Haryana to provide after sale service and furnish the addresses of centre of the firm / manufacturer with telephone number along with technical bid.
11. **Validity period of Tender:** Validity of the Tender submitted should remain valid for acceptance up to 120 days; if the 120<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.
13. 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

## 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, MANUU, CTE, Nuh, Mewat, Haryana- 122107 by **3:00 p.m.** on 15.03.2017. 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.
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. 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 (exemption of Tender cost/EMD will be considered on production of documentary proof)	
1.	<b>EMD / Bid Security for Rs.25,000/-</b>	<b>Cost of tender document (Non refundable):</b> By hand or down load Rs.2,500/- through DD)

6. **Company profile:** The bidders may submit their company profile, authorized dealership, of the equipments 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.2,50,000/- during the last three financial years.  
and
  - b) (i) Should have executed three purchase orders for supply of the similar products valuing Rs.3,40,000 during the last 7 years  
or  
(ii) Should have executed two purchase orders for supply of the similar products valuing Rs.4,25,000/- during the last 7 years  
or  
(iii) Should have executed one purchase order for supply of the similar products valuing Rs.6,80,000/-
8. **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.
  9. **Delivery and Installation:** the firm shall deliver the furniture at the MANUU, CTE, Nuh, Mewat, Haryana and install the same **within 21 days** from the date of issue of Purchase Order.
  10. **Warranty:** Furniture should be with Warranty for a minimum period of one year or as per manufacturer warranty whichever is later and from the date of satisfactory supply and accepted by the University. The firm should repair / replace the faulty items free of cost during the warranty period.
  11. The firm shall submit authorization certificate specific to this open tender
  12. **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 validity 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) **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.
  13. **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.
  14. **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.
  15. **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.

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 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 with in 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.
18. **Settlement of Dispute:** In case of any dispute, the Jurisdiction will be Nuh, Mewat, Haryana 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.
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.

Sd/-  
Registrar

Maulana Azad National Urdu University

Place: Hyderabad  
Date: 23.02.2017.  
Hyderabad

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

**Annexure – I****Chapter – III: Requirement of Furniture:**

Sl.	Item	S P	Required Qty.
1.	Glass Board	Size : L 8 x H 4 ft Utilizes only 1/4" PPG Starphire Tempered Safety Writing Glass.Non-staining writing surface	06
2.	Student Chairs with pad	Perforated writing pad chairs, the pad of 2.5mm thickness, movable; with provision for placing books Below the seat. The guage of the sheet and pipe of 16" with 3/4" inch round pipe with antirust and powder coated	150
3.	Computer Table	Size:48" x 24"30" made out of 25 mm PLB board 25mm PLB board 2 mm bidding sealed with on Drawer, locker, keyboard and CPU Stand	25
4.	Computer Chair	The seat & back is made up of 1.2 cm thick hot pressed plywood are upholstered with contoured lumbar support for extra comfort. BACK SIZE :39.0 cm (W) X 24.0 cm (D). SEAT SIZE: 44.0 cm (W) X 44.0 cm (D). The	25
5.	Study Table	Wooden laminated table of the size 6'x 3'and complete in all respect.	04
6.	'S' type Chairs with arms	1" pipe made of MS round pipe, anti-corrosion, red-oxide with powder coated paint as per ISO with bottom bushes Seating floor must be made with wood frame and thick mesh wire Low back wooden frame with thick wire mesh Wheels are mounted on pipe frame	24
7.	Almirah (for Labs and Staff)	Size: 6 feet 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	06
8.	Book Shelves (for Library)	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	10
9.	Galvanized tin box	Size Length 6 x Breadth 3 (ft) Long lasting, Anti corrosive and perfect finishing	05
10.	Psycholy Lab Table	Size 6 X 3	02
11.	Stools	Overall Size:- 315 x 315 x 450mm (H) Structure made of mild steel square pipe 20x20mm (Mild steel/cold rolled IIL Karachi) wall thick 1.2mm. Finished with N.C. silver paint/powder coated with 04-Nos rubber shoes 20 x 20mm good quality. Seat strips (6-Nos) made of pine	24
12.	Podium	Standard size, perfect finish and scratch resistant	03
13.	Newspaper racks	<ul style="list-style-type: none"> <li>• Double sided News Paper Stand made up of 25mm laminated plywood fixed on pipe frame.</li> <li>• Size: 3.5'X3'(inclined side)X2.5'LX2'D</li> <li>• Table Frame made up of 1 square inch MS pipe anti-corrosion, red -oxide with powder</li> <li>• coated paint as per ISO with</li> </ul>	

14.	Magazine rack	double faced rack (made by CR sheet ) of CR 2285 mm H X 960 mmL X 560 mm W having 14 shelves (7 in each face)with built in study side and back rest	01
15.	Catalogue Card box	Units are 41" x 18" x 65" tall each. they are 400# each empty (no cards). there are some marks on them from use and one spot on the side that has two deep scratches that is	01
16.	Executive Chair medium back	Medium Back Executive Chair consisting of cushioned seat & back, padded arm rest, torsion bar, gas-lift mechanism, Nylon/Metal base and nylon wheels. Chair duly upholstered in leatherette tapestry	10
17.	Visitor's Chairs	<ul style="list-style-type: none"> <li>• Utility seating for varied use, reception, conference etc</li> <li>• Heavy duty elegant chrome frame / iron powder coated</li> <li>• Padded leatherette covered seat and back</li> </ul>	10
18.	Filing Cabinet	Size : - 54"x18"x27"d (4 drawers) 22 gauge spray painted center locking	02
19.	Office Table	Size 4 x 2 ft Iron with three drawers Laminated wood	10
20.	Science Lab Table Size:	Granite Top	02

**Note: The selection of colour and design of declaim will be made at the time of issue of Purchase Order**

Place: Hyderabad  
Date:23.02.2017

**Sd/-**  
**Registrar**  
Maulana Azad National Urdu University  
Hyderabad

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

1.	Name of the firm	
2.	Details of Tender Cost (exemption of Tender cost will be considered on production of documentary proof).	Rs.2,500/- D.D. No. _____ dated: _____ Bank _____
3.	Details of EMD (exemption of EMD will be considered on production of documentary proof).	Rs. 25,000/- 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	
-	<b>Optional:</b>	
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**

**Financial bid against requirement of Furniture in Tender (I):** To be utilized by the bidder to quote their prices items wise:

Sl.	Item with Specifications	Required Qty.	Make & Model	Unit Rate	Tax %	Total Value (Including taxes & all charges etc)	Variation in specification, if any
1.	Glass Board Size : L 8 x H 4 ft Utilizes only 1/4" PPG Starphire Tempered Safety Writing Glass.Non-staining writing surface compatible with any marker, even permanent	06					
2.	Perforated writing pad chairs, the pad of 2.5mm thickness, movable; with provision for placing books Below the seat. The guage of the sheet and pipe of 16" with 3/4" inch round pipe with antirust and powder coated	150					
3.	Computer Table Size: 2 x 3 Standard size, sustainable,	25					
4.	Computer Chair The seat & back is made up of 1.2 cm thick hot pressed plywood are upholstered with contoured lumbar support for extra comfort. BACK SIZE :39.0 cm (W) X 24.0 cm (H)., SEAT SIZE: 44.0 cm (W) X 41.0 cm (D). The pneumatic height	25					
5.	Study Table Wooden laminated table of the size 6'x 3'and complete in all respect	04					
6.	'S' type Chairs with arms 1" pipe made of MS round pipe, anti-corrosion, red-oxide with powder coated paint as per ISO with bottom bushes Seating floor\ must be made with wood frame and thick mesh wire Low back wooden frame with thick wire mesh Wooden arms mounted on pipe frame Paint must be powder coated (gray color)	24					
7.	Almirah (for Labs and Staff) Size: 6 feet 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	.06					
8.	Book Shelves (for Library) 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	10					

9.	Galvanized tin box Size Length 6 x Breadth 3 (ft) Long lasting, Anti corrosive and perfect finishing	05					
10.	Psychological Lab Table Size 6 X 3	02					
11.	Stools Overall Size:- 315 x 315 x 450mm (H) Structure made of mild steel square pipe 20x20mm (Mild steel/cold rolled IIL Karachi) wall thick 1.2mm. Finished with N.C. silver paint/powder coated with 04-Nos rubber shoes 20 x 20mm good quality. Seat strips (6-Nos) made of pine	24					
12.	Podium Standard size, perfect finish and scratch resistant	03					
13.	Newspaper racks <ul style="list-style-type: none"> <li>• Double sided News Paper Stand made up of 25mm laminated plywood fixed on pipe frame.</li> <li>• Size: 3.5'X3'(inclined side)X2.5'LX2'D</li> <li>• Table Frame made up of</li> </ul>	02					
14.	Magazine rack double faced rack (made by CR sheets) of size 2285 mm H X 960 mm L X 560 mm W having 14 shelves (7 in each face)with built in study side and back rest guage.	01					
15.	Catalogue Card box  Units are 41" x 18" x 65" tall each. they are 400# each empty (no cards). there are some marks on them from use and one spot on the side that has two deep scratches that is pictured up close. the	01					
16.	Executive Chair medium back Medium Back Executive Chair consisting of cushioned seat & back, padded arm rest, torsion bar, gas-lift mechanism, Nylon/Metal base and nylon wheels. Chair duly upholstered in letherette tapestry	10					
17.	Visitor's Chairs <ul style="list-style-type: none"> <li>• Utility seating for varied use, reception, conference etc</li> <li>• Heavy duty elegant chrome frame / iron powder coated</li> <li>• Padded leatherette covered seat and back</li> <li>• Chrome/powder coated frame</li> </ul>	10					
18.	Filing Cabinet Size : - 54"x18"x27"d (4 drawers) 22 gauge sprav painted inter locking	02					

19.	Office Table Size 4 x 2 ft Iron with three drawers Laminated wood	10					
20.	Science Lab Table Granite Top size	02					

**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, Nuh, Mewat, Haryana 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*