



No. AUD/1-10(39)/2013/

September 18, 2013

To,

Sub.: Notice Inviting Tender/Quotation for Supply/Installation of Furniture items for the Hostel Rooms

Ambedkar University Delhi invites sealed quotation from registered Vendors, Authorized Dealers and reputed manufacturers for **Supply/Installation of furniture items at Kashmere Gate Campus**. The quotation is required to be submitted in a sealed cover to the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006 duly superscribing the work i.e. **“Supply/Installation of Furniture items”** on top of the cover.

Last Date of submission of tender / quotation: - 09-10-2013 at 12.00 PM

Date of Opening of tender / quotation: - 09-10-2013 at 03.00 PM

The quotation should reach the Office of the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006 on or before 12.00 pm on 09-10-2013. Tenderers should read the tender document carefully as enclosed and comply strictly while sending their tenders.

Assistant Registrar (Admin)

Copy forwarded to:-

- 1- Office of the Controller of Finance**
- 2- Office of the Registrar**

TERMS & CONDITIONS

1. The agency is required to submit the technical and financial bid in two separate sealed covers clearly super scribed “**Technical Bid for Supply/Installation of Furniture items**” and “**Financial Bid for Supply/Installation of Furniture items**” should reach the Registrar, Bharat Ratna Dr. B.R. Ambedkar University (AUD), Lothian Road, Kashmere Gate, Delhi- 110 006 up to 12.00 PM on 09-10-2013 and it will be opened on the same day at 03.00 p.m.
2. Late receipt of bids (i.e. after due date and time) will not be considered. Authorized representatives of the tenderers may participate in the tender opening committee meeting, in case they wish to do so.
3. Rates must be quoted in figures & words in INR including all levies and taxes (i.e. Sales Tax, VAT, Service Tax, etc) as per schedule given in the financial bid. Composite rates must be quoted for **all the items**.
4. Firm should be registered with VAT /Sales tax and have PAN.(copy required)
5. **Earnest Money Deposit (EMD)** of Rs. 10,500/- (Rupees Ten Thousand Five Hundred only) in the form of crossed demand draft/pay order drawn in favour of Ambedkar University, Delhi shall be enclosed with the technical bid of the tender document. The EMD of unsuccessful tenderer will be returned after completion of the tender process on request. Technical bid received without EMD shall summarily be rejected.
6. Technical details, literature, catalogue etc. must be attached along with the quotation.
7. Firms may be requested to show the physical sample of the items during the technical bid evaluation as directed by the AUD.
8. The financial bid of those bidders will be opened **who technically qualified in the technical bid**. The date and time for financial bid opening will be intimated to the successful bidders subsequently.
9. **Performance Security Deposit:** The successful bidder shall be required to deposit a sum equivalent to **10% (Ten per cent)** of the total cost of the supply before commencement of supply in the form of Bank Guarantee/demand draft drawn in favour of Ambedkar University, Delhi payable at New Delhi. No interest shall accrue on this amount. The validity of the Performance Security Deposit shall continue for a period of 60 days even after termination of the contract.
10. The bid will be valid for 90 days from the date of opening of the tender. In the case of successful tenderer, rates quoted shall be valid till the supplies & installation are completed unless there is downward revision, in such case the benefit shall be *suo moto* transferred to this University.
11. AUD may increase/decrease the final requirement from the quantity advertised in the quotation.
12. In case the successful bidder fails to deliver the items within the stipulated period, a sum equal to 0.5% of the contract value of the indented items shall be deducted per week till the actual delivery, subject to maximum of 10% of the value of the supply order.
13. Supplied will be made as per the supply order within 15 days after receiving the supply order.
14. No quotation will be entertained after prescribed time and date.
15. Installation of the items will be the responsibility of the supplier.

16. Any or all representative may be present , of concern firm, at the time of opening of quotations.
17. No cutting overwriting will be accept at rates.
18. Payment will be made after receiving the materials and successful installation of furniture as per the supply order and Guidelines. No advance payment will be released. The delivery will be made as per the supply order and deviation, if any, may attract penalty. In addition to that, the EMD & Performance Security Deposit shall also be forfeited.
19. The warranty/guarantee period shall commence from the date of satisfactory installation of furniture at the project site of Bharat Ratna, Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006.
20. The representatives of the firm should be available on telephone and also on mobile to enable this university to call them in emergency situation. Therefore, telephone as well as mobile number(s) may also be given.
21. Each page of the technical bid/ financial bid is to be **signed by the tenderers and duly stamped.**
22. All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006; The venue of arbitration shall be NEW DELHI (INDIA).
23. AUD reserves the right to reject any or all quotations without assigning any reason. The decision of AUD in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.

TECHNICAL BIDS

The technical bid shall contain following information in a sealed cover super scribed “Technical Bid” only which shall also contain the EMD.

Technical Data:

S N	Items Description	Quantity	Warranty /Guaranty
1	<u>Hostel Bed</u> Supply of single Wooden Bed with box of size 75L’’ x 38W’’ x 18H’’ Head and foot size made of complete 19mm Board (ISI Marked) with 1mm laminate. Head side having 38’’ and foot size having 22’’ height with molding in the centre corners. the bottom of box made of 12mm thick commercial ply (ISI Marked) supported with wooden batten and the sides of the box are made of 19mm thick board with 1mm laminate of size 75’’ x 12’’. The top of the box bed to be made of 19 mm thick commercial board with Plano hinges including provision of opening arrangement complete.	34	1 Year
2	Supply and placing in position study Chairs with without arm frame made of 12mm thick rod having cushion seat and back,	34	1 Year
3	Supply and placing in position Reading Table of size 4’ x 2’ x 2.5’ with 25mm thick board top & having drawer and foot of the reading table.	34	1 Year

1. Reputed firms are requested to enclose the letter/certificate of their manufacturer appointing them as authorized for marketing their product.
2. Name, address, setup and status of the organization, authorized contact person with telephone number should also be mentioned.
3. **Earnest Money Deposit (EMD)** of Rs. 10,500/- (Rupees Ten Thousand Five Hundred only) in the form of crossed demand draft/pay order drawn in favour of Ambedkar University, Delhi shall be enclosed with the technical bid of the tender document.
4. TIN /CST/VAT Number must be clearly mentioned in the bid document. Copies of the same should also be enclosed.

FINANCIAL BIDS

The financial bid should be enclosed in a separate sealed cover super scribed "Financial Bid". No escalation of prices would be permitted on any ground. The price may be quoted with analysis. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge extra mentioning clearly the present rate(s) thereof. Vague offers like "**duties as applicable**" shall not be considered.

S N	Items Description	Warranty /Guarantee (In Years)	Qty Required	Composite Rate per qty. (In Rs.)	Total Amount (In Rs.)
1	<u>Hostel Bed</u> Supply of wooden Single Bed with box of size 75L'' x 38W'' x 18H'' Head and foot size made of complete 19mm Board (ISI Marked) with 1mm laminate. Head side having 38'' and foot size having 22'' height with molding in the centre corners. the bottom of box made of 12mm thick commercial ply (ISI Marked) supported with wooden batten and the sides of the box are made of 19mm thick board with 1mm laminate of size 75'' x 12''. The top of the box bed to be made of 19 mm thick commercial board with Plano hinges including provision of opening arrangement complete.	1 Year	34		
2	Supply and placing in position study Chairs with without arm frame made of 12mm thick rod having cushion seat and back,	1 Year	34		
3	Supply and placing in position Reading Table of size 4' x 2' x 2.5' with 25mm thick board top & having drawer and foot of the reading table.	1 Year	34		
Grand Total(Inclusive of All taxes)					

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company: