



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

03rd March, 2014

To,

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

Ambedkar University Delhi invites sealed quotation from registered Vendors, Authorized Dealers and reputed manufacturers for **Supply/Installation of furniture items for Library**. 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 for Library”** on top of the cover.

Last Date of submission of tender / quotation: - 23-03-2014 at 12.00 PM

Date of Opening of tender / quotation: - 23-03-2014 at 03.30 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 23-03-2014. 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/Registrar**
- 2- Librarian**

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 for Library**” and “**Financial Bid for Supply/Installation of furniture items for Library**” should reach the Registrar, Bharat Ratna Dr. B.R. Ambedkar University (AUD), Lothian Road, Kashmere Gate, Delhi- 110 006.
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. **Technical details, literature, catalogue** etc. must be attached along with the quotation.
5. Firms may be requested to show the physical sample of the items during the technical bid evaluation process as directed by the AUD.
6. 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 bidder’s through the email/ telephone/speed post.
7. **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 Registrar, Ambedkar University, Delhi payable at New Delhi. No interest shall accrue on this amount.
8. 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 *suomoto* transferred to this University.
9. **Special discount/rebate admissible to Educational Institution/University may be specifically indicated in the quotation.**
10. AUD may increase/decrease the final requirement from the quantity advertised in the tender.
11. 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.
12. Installation of the items will be the responsibility of the supplier.
13. Any or all representative may be present, of concerned firm, at the time of opening of quotations.
14. No cutting /overwriting will be accepted at rates.
15. 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.
16. 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.

17. 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.
18. Each page of the technical bid/ financial bid is to be **signed by the tenderers and duly stamped**.
19. 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).
20. 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.

Assistant Registrar (Admin)

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.	Description	Quantity	Warranty /Guaranty
1	Wood + Steel Library stack rack single face Main unit overall size 2230x900x300 mm (HWD) having 7 selves/ 6 compartments are made of 25mm Pre-laminated board with all exposed edges scaled with 22mm thick PVC edged banded tape with not melt glue shelves are made of mild steel not less than 0.8 mm thickness. The basic frame wild steel 1.00mm thickness racks are dully antirust treated & powder coated. Racks are provided with 6 book stoppers.	2	1 Year
2.	Wood + Steel Library stack rack single face add on unit of overall size 2230x875x300 mm (HWD) having 7 selves/6 compartments are made of 25mm Pre-laminated board with all exposed edges scaled with 22mm thick PVC edged banded tape with not melt glue shelves are made of mild steel not less than 0.8 mm thickness. The basic frame wild steel 1.00 mm thickness racks are dully antirust treated & powder coated. Racks are provided with 6 book stoppers.	13	1 Year
3.	Sofa Set 3 pcs with arms but covered with foam leather	1	1 Year
4.	Wooden Centre Table Standard: frame made out of teak wood duly spirit polished. Top Made out of 19 mm thick ply comm block board pressed with 1 mm thick sunmica 4'x2' Oval Shape	1	1 Year
5.	Step Stool (Sample available with Library)	6	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. 6,500/- (Rupees Six thousand five hundred only)** in the form of crossed demand draft/pay order drawn in favour of Registrar, 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.
4. The vendor/supplier should be a registered firm with Trade & Taxes / Sales Tax /Service Tax Department etc. and should possess PAN, TIN (VAT)/Sales tax and service tax as applicable, copies of which may be enclosed.

I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company:

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.	Description	Warranty /Guaranty	Qty.	Unit Rate. (In Rs.)	Taxes (In Rs.)	Total Amount (In Rs.)
1	Wood + Steel Library stack rack single face Main unit overall size 2230x900x300 mm (HWD) having 7 selves/ 6 compartments are made of 25mm Pre-laminated board with all exposed edges scaled with 22mm thick PVC edged banded tape with not melt glue shelves are made of mild steel not less than 0.8 mm thickness. The basic frame wild steel 1.00mm thickness racks are dully antirust treated & powder coated. Racks are provided with 6 book stoppers.	1 Year	2			
2.	Wood + Steel Library stack rack single face add on unit of overall size 2230x875x300 mm (HWD) having 7 selves/6 compartments are made of 25mm Pre-laminated board with all exposed edges scaled with 22mm thick PVC edged banded tape with not melt glue shelves are made of mild steel not less than 0.8 mm thickness. The basic frame wild steel 1.00 mm thickness racks are dully antirust treated & powder coated. Racks are provided with 6 book stoppers.	1 Year	13			
3.	Sofa Set 3 pcs with arms but covered with foam leather	1 Year	1			
4.	Wooden Centre Table Standard: frame made out of teak wood duly spirit polished. Top Made out of 19 mm thick ply comm block board pressed with 1 mm thick sunmica 4’x2’ Oval Shape	1 Year	1			
5.	Step Stool (Sample available with Library)	1 Year	6			
Grand Total(Inclusive of All taxes)						

Grand Total (Inclusive of All taxes) in Words (Rs.):.....

(Authorized Signature)
 Name of the Authorized person: _____
 Name of the Company: _____
 Address of the company: _____
 Contact No. : _____
 Email Id: _____
 Seal of the company: