

AMBEDKAR UNIVERSITY DELHI

TENDER DOCUMENT FOR PROCUREMENT OF FURNITURE ITEMS BY AMBEDKAR UNIVERSITY DELHI

1. Appendix A : Terms & conditions
2. Appendix B : Schedule of requirement
3. Appendix C : Technical Bid form
4. Appendix D : Financial Bid form
5. Appendix E : Vendors declaration form
6. Appendix E : Undertaking



F.No. AUD/1-10(113)/Infra - facilities/ 2014-15

20 February, 2015

To,

-----**Subject: Notice Inviting Tender for supply of furniture items to Ambedkar University Delhi**

Ambedkar University Delhi (AUD) invites sealed quotations from competent & reputed manufacturers/ authorized distributors/ dealers for supply of furniture items. Technical & Financial bids are required to be submitted in separate sealed covers addressed to the Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 so as to reach us on or before 13-03-2015 up to 3.00 pm, duly super scribing the work i.e. **“Technical Bid for supply of furniture items to Ambedkar University Delhi”** and **“Financial Bid for supply of furniture items to Ambedkar University Delhi”** on top of the cover.

The technical bid will be opened at 4.00 pm on the same day. Financial bids of only those vendors will later be opened, whose technical bid qualify on the basis of criteria mentioned in the tender document. AUD reserves the right to accept or reject any tender in part or whole without assigning any reason thereof. The copy of the proof for having carried out similar works in the last three financial years should be enclosed with the tender. Tender format can be downloaded from our website 'www.aud.ac.in'. Clarifications, if any, may be sought from the AUD Admin Division on Telephone No 23863655.

Tenderers should read the tender document carefully as enclosed and comply strictly with the terms and conditions before sending their bids.

Deputy Registrar (Admin)

Copy forwarded for information to:-

- 1- Registrar, Ambedkar University Delhi
- 2- Controller of Finance, Ambedkar University Delhi

Terms & Conditions

1. Parties:

The parties to the Contract are the Tendering Firm and the Ambedkar University Delhi (AUD).

2. Addresses:

For all purposes of the contract including arbitration there under, the address of the firm mentioned in the tender shall be final unless the firm notifies a change of address by a separate letter sent by Speed Post/ registered Post with acknowledgement due. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Preparation and Submission of Tender:

- (a) A vendor can submit bid for one or more number of items mentioned in Appendix B.
- (b) The tender should be submitted in two parts viz. Technical Bid and Financial Bid in the proforma given in Appendix-C and Appendix-D respectively with each Bid kept in a separate sealed cover.
- (c) Each cover must contain the address of the Bidder, and should be superscribed with the statement “**Technical Bid for supply of furniture items to Ambedkar University Delhi**” and “**Financial Bid for supply of furniture items to Ambedkar University Delhi**”, as the case may be.
- (d) These two covers should then be **kept in another sealed cover** addressed to Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006, duly superscribed with the statement “**Tender for Supply of Furniture Items to Ambedkar University Delhi**”.
- (e) The tender will be submitted **before 3:00 PM on 13-03-2015** The Technical bid (Part-I) will be opened at 4:00 PM on 13-03-2015 in the presence of intending tenderers, if any. The Financial bid (Part-II) of the tender will be opened after evaluation of the technical bids and only such bidders, whose bids are qualified in technical evaluation, shall be called for opening of their commercial bids.

4. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he/she signs as:

- a) A “sole proprietor” of the firm or constituted attorney of such sole proprietor;
- b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning

the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

c) Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.

d) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, AUD shall, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

e) Late & delayed tenders due to any reasons including postal delays shall not be considered. **Incomplete, unsigned and tenders without prescribed EMD shall not be considered.**

f) The tenderer should sign and affix his/ her firm's stamp at each page of the tender and all its Appendix as the acceptance of the offer made by the tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.

5. Site Inspection

Before submitting the offer, vendors should visit the AUD Kashmere Gate campus, where these furniture items are to be installed. No extra payment will be made by AUD towards extra material required for installation purpose after submitting the offer.

6. Technical Bid

(a) The Technical bid should be submitted in the form given at Appendix-C.

(b) The Technical Bid should have the details of the firm along with the EMD. The technical bid will be opened at the first instance and the financial bid will be opened only of the successful vendors.

(c) Copies of necessary certificates will be enclosed with the technical bid.

7. Financial Bid:

(a) The Financial Bid should be submitted in the form given at Appendix-D. The Financial Bids of only those bidders who are short-listed after evaluation of Technical Bids will be opened.

(b) A consolidated price should be quoted for the item along with its break up showing different items of charge. The consolidated price quoted shall be firm and final and payable for the goods delivered, installed and commissioned in the office/ Class Room/ Lab indicated in Scope of Work. No payments other than the amount shown as consolidated price shall be made by this University. If any statutory levy is found applicable, the same shall be borne by the tendering firm. The only deviation to the preceding statement could be the levies revised upward or introduced by State or Central Government after the submission of the tender

by the bidder, in which case the Bidder shall produce documentary evidence. The price quoted for each item separately shall be the basis of determining L1.

- (c) The rates will be valid for a period of one year.
- (d) At the time of payment of bills, the Income Tax, if any, shall be deducted at source as per Government Rules and guidelines as may be prevailing at the time of payment.
- (e) The offer submitted by the vendor should clearly indicate rate of Sales Tax and other government levies, payable extra at the quoted prices as the AUD will not issue any form C or D. Only form 32 (Road Permit) will be issued, if required.
- (f) The offer of the vendors should include the cost of installation. In case of delay on the part of the vendor, penalty @ ½% per week of the total order value will be deducted from the supplier's bill subject to maximum of 5% without prejudice to other terms & conditions of the order.
- (g) The detailed specifications of furniture are available in Appendix-B. The photograph given in the specifications are indicative only.
- (h) A vendor can submit bid for any number of items. L1 bidder for each item would be decided at the time of opening of financial bids.

8. Validity:

The bids shall be valid for a period of 6 (Six) months from the date of opening of the tender.

9. Opening of Tender:

The Technical bids shall be opened at 4:00 PM on 13-03-2015 at the AUD Kashmere Gate Campus. The tenderer is at liberty to attend either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification. Those who will qualify in Technical Bid evaluation shall be intimated on phone/ by fax/by e-mail.

10. Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Appendix-C and then on the basis of commercial information furnished in form given in Appendix-D. Any inferences drawn by the tenderers or their representatives during the opening of the Technical Bid will be their own view and AUD will not be responsible / required to abide by the same.

11. Right of Acceptance:

- (a) AUD reserves the right to reject/ cancel any or all the tenders at any time, including of those bidders who fail to comply with the instructions without

assigning any reason whatsoever, and does not bind itself to accept the lowest or any specific tender. The decision of AUD in this regard shall be final and binding.

- (b) Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the firm's quotation.
- (c) AUD reserves the right to relax/ amend/ withdraw any of the terms and conditions as contained in the Tender Documents without assigning any reason, thereof.
- (d) Any inquiry after submission of the tender will not be entertained.

12. Communication of Acceptance:

Successful bidder will be informed of the acceptance of his bid by speed post/ fax/on phone.

12. Time Schedule for Completing of work:

The work must be completed within 30 (thirty) days of receipt of the Supply/ Purchase Order.

13. Penalty:

In the event of the firm failing to:

- (i) Observe or perform any of the conditions of the work order as set out herein; or
 - (ii) Execute the order in good condition to the satisfaction of AUD or by the time fixed by AUD.
- (a) It shall be lawful for AUD, in its discretion, in the former event to remove or withhold any part of the order until such times as it may be satisfied that firm is able to do and will duly observe the said conditions and in the latter event to reject or remove as the case may require any order executed otherwise than in a good condition and to the satisfaction of AUD and by the time fixed by it and in both or either of the events aforesaid to make such arrangements as it may think fit for the execution of the order so removed or order in lieu of that so rejected or removed as aforesaid on account and at the risk of the firm.
 - (b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, AUD may charge the amount of such excess cost to the firm and the same may at any time thereafter be deducted from any amount that may become due to the firm under this or any other contract or maybe demanded of him to be paid within seven days to the credit of the AUD.
 - (c) In the event of discovery of any error or defect due to the fault of the firm/vendor at any time after the delivery of goods ordered, the firm/vendor shall be bound if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by AUD. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected AUD shall have

the power to deduct from any payment due to the firm such sum as it may deem expedient.

(d) In the event of work being wholly rejected, AUD may at its discretion may either:

- (i) Permit the firm/vendor to re-do the same within such time as it may specify at firm's own cost of all sorts i.e. materials, labour, equipments, overheads, transportation etc;
- or
- (ii) Arrange to get the additional work done elsewhere and by any other person or from any other source than the firm/vendor in which case the amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub-clause(b) of this clause.

14. Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by AUD in that event.

15. Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party.

16. Right to Call upon Information Regarding Status of work:

AUD shall have the right to call upon information regarding status of work at any point of time.

17. Tolerance Clause:

- (a) AUD reserves the right to place the orders on the successful tenderer for any additional quantity at the same rates quoted by the bidder. At the option of the purchaser, the quantity can also be reduced when felt necessary.
- (b) The tenderers are bound to accept the orders for additional quantity under this clause if orders are issued at the time of placement of contract, or during the currency of the contract i.e. one year.

18. Terms of Payment:

- (a) Material is to be supplied by the tenderer at AUD Kashmere Gate campus office on specified address.
- (b) All payments shall be made by Accounts Payee cheque only after satisfactory supply, installation and commissioning of the said items.
- (c) AUD shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in preceding para.

- (d) The term “payment” mentioned in this para includes all types of payments due to the firm/vendor arising on account of this contract.
- (e) No extra payment will be made towards packing of the furniture items and their insurance from vendor’s warehouse to AUD. Vendor have to arrange for insurance for transportation and installation at site.

19. Eligibility conditions:

- (a) The manufacturers who have an annual turnover of more than Rs. 50,00,000 (Rupees 50 lakh) during last three years (2011-12, 2012-13 and 2013-14) shall only be eligible;
- (b) The supplier should be either itself a manufacturer or authorised vendor of the manufacturer;
- (c) The manufacturer should have a dealer in Delhi to prove its capability to provide after sales service as and when required;
- (d) The tenderer/ authorised vendor/ manufacturer should have successfully executed at least three supply orders of similar nature to Central/ State Government Departments/ organizations in the last three years. Copies of these supply orders should be attached with the Technical Bid.
- (e) The technical bid should be accompanied by the manufacturer’s catalogues (in original) in respect of the product offered.
- (f) The Tenderer should have PAN No., TIN No. and VAT No. and should submit legible attested copies of PAN No., TIN No. and VAT No. with Technical Bid. Technical Bid not accompanied by these documents would be summarily rejected.
- (g) The bidder should give warranty of at least 24 months of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.

20. General:

- (a) The manufacturer must submit pre-receipted Bill for payment after satisfactory supply and installation of the product at the locations Ordered.
- (b) Any violation of the terms and conditions or supply of inferior quality of material shall result in total rejection of the items apart from taking appropriate remedial action at the risk and cost of the bidder.
- (c) The supplier will have to replace the furniture items, which are not found meeting the required specifications or are in unsatisfactory/ unserviceable condition on his own expense. In such case, the supplier will have to provide the replacement

within seven working days. The furniture items will be taken out from the AUD Campus only through a proper Gate Pass issued by the Competent Authority.

- (d) The receipt of the Supply/ Purchase Order should be acknowledged by return post.
- (e) The decision of competent authority i.e., Vice Chancellor AUD or his nominee on any matter of dispute shall be final and binding.

21. **Earnest Money Deposit (EMD):**

- (a) The Technical Bid must be accompanied by Earnest Money Deposit submitted in the Form of Demand Draft/ Banker's Cheque drawn on any Scheduled Bank in favour of "Registrar, Ambedkar University Delhi" payable at Delhi.
- (b) The earnest money amount for each item is given in the last column of the table at Appendix B. The bidder will total up the EMD amount for the number of items he/ she is bidding, and deposit the consolidated sum in the form of a demand draft.
- (c) The EMD of other bidders will be returned after placing of the order to the successful vendor. The EMD of the selected vendor shall be returned after the Vendor has supplied and installed the materials at the locations indicated in the Purchase Order and after furnishing the Performance Security. No interest will be payable on the EMD.
- (d) Firms, which are registered with DGS&D/ NICSI as suppliers and having current valid registration are exempted from submitting EMD, provided they submit self certified copy of currently valid Registration Certificate specifically covering the item manufactured by them for which tender being submitted. The request for exemption of EMD should invariably be enclosed together with the necessary certificate(s) for consideration of Competent Authority.
- (e) Earnest Money is required to protect the purchaser against the risk of the Bidder's conduct, which would warrant the forfeiture of the EMD. Earnest money of a Bidder will be forfeited, if the Bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser.
- (f) The successful bidder's earnest money will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.

22. **Performance Security:**

The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of furniture in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of "Registrar, Ambedkar University Delhi" payable at Delhi. In

case the Performance Security is submitted in the Form of Bank Guarantee the same should be valid for a period of 2 (two) months beyond the date of expiry of Warranty Period of the Furniture. Purchaser reserves the right to ask for Performance Guarantee extension if contractual obligations are not fulfilled.

23. Rights of the Buyer:


- (a) The acceptance of the Tender rests with AUD. The university is not bound to accept the lowest tender bid and reserves the right to accept or reject any or all the Bids without assigning any reasons thereof. AUD also reserves the right to modify and / or relax, any terms & conditions of this tender document to safeguard its interest.
- (b) AUD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
- (c) AUD reserves the right to delete or alter any or some of the items given in the enclosed Appendix - B depending on the prevailing requirement. The quantities shown in the Appendix are tentative and may vary. The offers shall be valid in that case also.



24. Arbitration:

Dispute, if any, shall be settled by mutual discussion or arbitration by sole arbitrator to be appointed by the Vice Chancellor, AUD at Delhi as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. His/ Her decision will be final & binding on both the parties.

SCHEDULE OF REQUIREMENT

Bidder is required to fill the details in column Nos 4, 5 & 6 of the table given below:

Sl. No. (1)	Name & Specification of the items (2)	Qty Required (3)	Offered Specification, make & model (4)	Whether offered items meeting the tender specifications (5)	Deviation from tender specification if any. (6)	EMD Amount (7)
1	<p>Office tables wooden approximate size 54" (L) X 27" (B) X 29" (H) Table top of 19mm thick board (Duro/Green/ Ecotech/ Avtar or Equivalent) with 32 mm thick V shape teakwood internal beading nicely polished with two coats of colourless polish. Legs made up of 18mm thick pre laminated panels. There shall be three drawers with automatic locking device on left side and a cupboard with a drawer on the right side.</p>  <p>or near equivalent</p>	20 Nos.				Rs 4000/-
2	<p>Computer table approximate size 48" (L) X 24" (B) X 30" (H) with pull out keyboard. All structure made by 19mm thick Pre-laminated Particle Board with PVC edge bending. Legs made up of 18mm thick pre laminated panels. Should have space for keeping CPU, UPS &</p>	10 Nos.				Rs 1500/-

	<p>Printer. All hardware including tape should be of best quality.</p>  <p>Model : F862 Colour : Beach Description : MDF / Compressed Wood With Paper Lamination</p> <p>Item : Computer Table Measurement : W-33"D-21"H-26"</p>					
3	<p>Table for Design Lab In-charge approximate size 48" (L) X 24" (B) X 30" (H) with drawer, wire manager and pull out keyboard. All structure made by 19mm thick Pre-laminated Particle Board with PVC edge bending. Legs made up of 18mm thick pre laminated panels. Should have space for keeping CPU & UPS. All hardware including tape should be of best quality.</p> 	02 Nos.				Rs 500/-
4	<p>Office tables wooden approximate size 24" (Dia) X 12" (H) made of seasoned sheesham wood frame. Table top 19 mm commercial ply board (Duro/Green/ Ecotech/ Avtar or Equivalent). finished with spirit polish. thick top frame.</p>	04 Nos.				Rs 500/-



or near equivalent

5

Locker Steel (In Steel Cabinets)
Each locker size approximately 36" (H) X 15" (W) x 18" (D)



Each cabinet should have six equal size lockers (three each at top & bottom). Each locker should have two half shelves at equal height from the base of the locker. Each shelf should cover the depth upto only 12" from the rear, leaving 6" space between it and the door of the locker vacant for keeping long charts etc in standing position. CR sheet – inner 20 gauge and outer 18 gauge. Good quality lock with 4 keys. (Picture model attached)



or near equivalent

42 Lockers (In 7 Cabinets)

Rs 1000/-

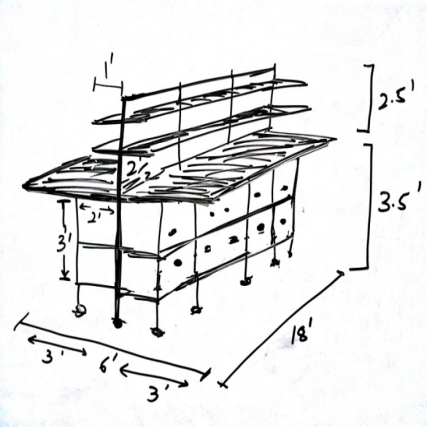

6	<p>Office multipurpose table size approximately 180 cm (L) X 60 cm (W) x 80 cm (H) High quality durable long multipurpose table. Table top of 19 mm thick board (Duro/Green/ Ecotech/ Avtar or Equivalent) with 2mm thick round edge banding; Chrome plated round steel sections framework.</p>  <p>or near equivalent</p>	18 Nos.				Rs 4000/-
7	<p>Studio table size approximately 6' (L) X 2' (W) x 29" (H) High quality durable studio table. Top made from black colour pre laminated board of 25 mm thickness (Duro/ Green/ Ecotech/ Avtar or Equivalent). Edges will be round finished. Frame made of CRCA steel 16 gauge 1.5" square pipe. Height of the metal frame should be 29" with adjuster.</p>  <p>or near equivalent</p>	20 Nos.				Rs 5000/-
8	<p>Podium wooden Size- 21" X 22" X 47" durable unit made with 3/4" stain and scratch-resistant thermo fused melamine laminate over a multi-density</p>	08 Nos.				Rs 3500/-


	<p>fiberboard (MDF) core. with internal shelves for storage and wheel attached to the base.</p>  <p>or near equivalent</p>				
9	<p>Office multipurpose table Size 3' (L) x 2' (W) x 1.5' (H) Made of teak-wood with 19mm thick block board laminated top (Duro/Green/ Ecotech/ Avtar or Equivalent). Top shall rest on teak wood baton size 50x25 mm. finished with spirit polish. thick top frame 3"x1" thick.</p>  <p>or near equivalent</p>	02 Nos.			Rs 500/-
10	<p>Office steel Almirah with lockers Approximately 6 ft (H) x 3 ft (W) x 17 inch (D) Three compartments each in six rows (10" X10" X17") (CR sheet – inner 20 gauge and outer 18 gauge), good quality lock with 4 keys. Total Number of Lockers : 3 X 6 = 18 nos.</p>	04 Nos.			Rs 1500/-







or near equivalent

11	<p>Wooden Laboratory Table</p> <p>Structure made from seasoned teak wood.</p> <p>Quality Specification</p> <ul style="list-style-type: none"> • Assembled Size 18' x 6' x 3.5 + 2.5 (Top shelf) • Each table 06 Nos. 6' x 3' x 3.5 (height of table) + 2.5 for shelf unit • Each shelf will have 02 racks on each side 1' wide and 6' long = 04 racks, joint on the frame (see sketch for reference) • Wooden teakwood frame of high quality ISI mark 19mm Ply board, 6mm Ply board for cupboards, Granite top with moulding (chemical resistant, black). • High stools 06 Nos. 3' (height). • Electric switches 06 Nos. with fittings and complete polishing work. • Covered tube lights to 	<p>01 Nos.</p>				<p>Rs 5000/-</p>
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	<p>be fitted on the lower part of the shelves 06 Nos.</p>  <p>or near equivalent</p>				
12	<p>High Stool Wooden Made from seasoned Sheesham or Sagaun wood. Seat dimensions - 34 cm x 40 cm Lower dimensions - 18" x 12" Height - 3 foot</p>  <p>or near equivalent</p>	06 Nos.			Rs 500/-
13	<p>Wood+Steel Library stack rack Main Unit double face main unit of overall size 2230x900x590 mm (HWD) having 7 selves/6 compartments are made of 25mm Prelaminated 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 01.00 mm thickness. The</p>	03 Nos.			Rs 2000/-

	<p>basic frame wild steel 1.60mm thickness racks are dully antirust treated & powder coated. Racks are provided with 12 book stopper.</p>  <p>or near equivalent</p>					
14	<p>Wood+Steel Library stack rack double face add on unit of overall size 2230x875x590 mm (HWD) having 7 selves/6 compartments are made of 25mm Prelaminated 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 01.00 mm thickness. The basic frame wild steel 1.60mm thickness racks are dully antirust treated & powder coated. Racks are provided with 12 book stopper.</p>	19 Nos.				Rs 7000/-

	 <p>or near equivalent</p>					
15	<p>Newspaper stand Newage: News Paper Reading Stand (Double Side) - Frame 1" square pipe 16 gauge duly powder coated. Top 18mm pre laminated particle board duly 02mm edge banded. Size of both side top is 3' x 2'. Height 4 ft. The frame is fitted with twin castors.</p>  <p>or near equivalent</p>	02 Nos.				Rs 500/-
16	<p>Book Trolley Specification: Overall H950 x W800 x D500mm. Frame W28 x D60mm. 6 shelves double-sided units. Rubber wood frame with a finish, 4x 80mm non-marking castors, 19mm pre laminated particle board shelves with 2mm PVC edging, Available with sloping shelves, Frame pre-drilled at 14mm increments, Simple</p>	03 Nos.				Rs 1000/-

	<p>self-assembly</p>  <p>or near equivalent</p>				
17	<p>CD/DVD Cabinet CD Storage Cabinet having 5 drawers made out of 20SWG CRCA steel duly powder coated. Unit mounted on castor wheel with size H1200mm x L600mm x D628mm. Each drawer can accommodate 100 nos. of CD with total capacity 500 nos. of CD and Caging will be of acrylic. Single central locking system.</p>  <p>or near equivalent</p>	01 Nos.			Rs 1000/-

Seal of the manufacture _____

Name :

Designation _____

Of Authorized signatory

Dated _____

TECHNICAL BID

The technical bid shall contain following information in a sealed cover super scribed “**Technical Bid for supply of furniture items to Ambedkar University Delhi**”. It shall consist of the following documents/ information:

1. Name & Postal address of Agency:

Telephones Nos.:

E-mail:

Fax Nos.

Mobile Nos:

2. Name & address of Owners/ Partners/ Directors :

3. Nature of Agency (Sole/ Partnership/ otherwise) :

4. If Registered, Regn No with validity of registration with appropriate authority:

5. Sales/ Service Tax Regn No. (Attach copy):

6. PAN No. (Attach copy):

7. TIN/ VAT No. (Attach copy):

8. Proof that the turnover was more than Rs 50 Lakh in the last three financial years (**indicate year-wise and attach audited document**) :

9. Manufacturer’s catalogue (Attach copy):

10. Supply order of three orders to Govt organizations/ PSUs in the last three years (Attach copies).

11. List of 3 reputed clients, with at least one client belonging to GOI/ State Govt. Dept./ PSU with telephone No.:

12. Has your organization been placed in defaulter category by any Govt. Department/ PSU? If not, please submit a self attested certificate to this effect.

13. Are you related in any way with any staff member of the AUD : Yes/ No.
14. The tender document should be **duly signed on each page**.

Signature of the Proprietor/ Authorized Signatory

Rubber Seal indicating complete address

Place :

Date :

FINANCIAL BID

I/We.....
of

..... hereby agree, subject to acceptance of this tender by AUD, to supply furniture items in accordance with the specifications, terms and conditions of the contract as stated in the tender document at the rates and prices given below:

Sl. No.	Name of the Item	Brand name & Model No.	Split-up Price details		Rate (per item) (Rs.)	Remarks
1.	2.	3.	4.		5.	6.
1.	Office tables wooden approximate size 54" (L) X 27" (B) X 29" (H)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
5.	Computer table approximate size 48" (L) X 24" (B) X 30" (H)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
9.	Table for Design Lab In-charge approximate size 48" (L) X 24" (B) X 30" (H)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading			

			(Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
13.	Office tables wooden approximate size 24" (Dia) X 12" (H)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
17.	Locker Steel (In Steel Cabinet) size of each locker approximately 36" (H) X 15" (W) x 18" (D)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
21.	Office multipurpose table size approximately 180 cm (L) X 60 cm (W) x 80 cm (H)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
25.	Studio table size approximately 6' (L) X 2' (W) x 29" (H)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and			

			unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
26.	Podium wooden Size- 21" X 22" X 47"		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
30.	Office multipurpose table Size 3' (L) x 2' (W) x 1.5' (H)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
10.	Office steel Almirah with lockers Approximately 6 ft (H) x 3 ft (W) x 17 inch (D)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
11.	Wooden Laboratory Table		Basic Price per each (Rs.)			
			Freight Charges incl. loading			

			and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
12.	High Stool Wooden		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
13.	Wood+Steel Library stack rack double face main unit of overall size 2230 x 900 x 590 mm (HxWxD)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
14.	Wood+Steel Library stack rack double face add on unit of overall size 2230x875x590 mm (HxWxD)		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
15.	Newspaper stand Both side top 3' x 2'		Basic Price per each (Rs.)			
			Freight Charges incl.			

			loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
16.	Book Trolley H 950mm x W 800mm x D 500mm		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			
17.	CD/DVD Storage Cabinet having 5 drawers H 1200mm x L 600mm x D 628mm		Basic Price per each (Rs.)			
			Freight Charges incl. loading and unloading (Rs.)			
			Sales Tax / VAT (Rs.)			
			Others if any (Rs.)			

In words

.....Details

of other items/other accessories

offered.....

Signature :
Name & Designation :
Name of the Agency :
Seal of tenderer :
Date :

VENDOR'S DECLARATION

(To be submitted on the Business Letter Head of the Vendor, duly signed by the authorized signatory with Company's Seal /Stamp).

I/We _____ in the capacity of
Director/Partner)/Proprietor etc. please specify) of **M/s.**

(Name of the Company /
Firm) hereby declare that ours is a bonafide business concern registered with (Sales Tax /
Income Tax _____, please specify) as per certified copies
enclosed. I/We am/are submitting our offer for _____ (Please specify item)
in response to AUD open tender Inquiry No. _____ dated
_____ down loaded from AUD web site _____

I / We declare that I / we have read all the Terms & Conditions of the tender document
and agree fully / or partly abide by them unconditionally except the clause
No. _____ and our terms & conditions will be as indicated

Yours faithfully,

Name : _____
Designation : _____
Mobile No. _____

Signed by Authorized Signatory .
For & on behalf of M/s.....
.....
.....
(Name of the Company / Firm)

UNDERTAKING (To be submitted with Technical Bid)

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or reputed private institutions and no criminal case is pending against the said firm/ agency as on _____.

Signature of the Tenderer_____

Name of the Signatory_____

Name of the Firm/agency_____

Seal of the Firm/Agency_____

Place:

Date:_____