



F. No. AUD/1-10(170)/ Admn /2016-17

Dated: 15 July 2016

To,

Subject: Notice Inviting Tender for supply and installation of furniture items in AUD Library at Karampura Campus

The Ambedkar University Delhi (AUD) invites sealed quotations from competent & reputed manufacturers/ authorized distributors/ dealers for supply and installation of furniture items in AUD Library.

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 29-07-2016 up to 3.00 pm, duly super scribing the work i.e. **“Technical Bid for supply and installation of furniture items in AUD Library”** and **“Financial Bid for supply and installation of furniture items in AUD Library”** on top of the cover.

Tenderers should read the tender document carefully as enclosed and comply strictly with the conditions, while sending their bids. Clarifications, if any, may be sought from the AUD Admin Division on Telephone No 23863655. Tender format can be downloaded from our website 'www.aud.ac.in'.

Deputy Registrar (Admin)

Copy forwarded for information to:-

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

AMBEDKAR UNIVERSITY DELHI

TENDER DOCUMENT FOR SUPPLY AND INSTALLATION OF FURNITURE ITEMS IN LIBRARY AT AMBEDKAR UNIVERSITY DELHI

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|----|------------|---|-------------------------|
| 1. | Appendix A | : | Schedule of requirement |
| 2. | Appendix B | : | Technical Bid form |
| 3. | Appendix C | : | Financial Bid form |
| 4. | Appendix D | : | Undertaking |

**Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi – 110 006**

SUPPLY AND INSTALLATION OF FURNITURE ITEMS IN AUD LIBRARY

1. Parties:

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

2. Scope of Work

Supply and installation of furniture items in AUD Library as described in Appendix-A.

3. Eligibility Conditions:

(a) The manufacturers/ authorized distributors/ dealers, who have an annual turnover of more than Rs. 50,00,000 (Rupees fifty lakh) during last three years (2013-14, 2014-15 and 2015-16) shall only be eligible;

(b) The Firm should have a solvency of **Rs. 1 Crore** certified by its Bankers. (Certificate issued by bank to be attached).

(c) The company should be ISO 9001 and ISO 14001 Company and/ or a Public Limited Company. Copies of all the above certificates are to be attached with Technical Bid.

(d) The supplier should be either itself a manufacturer or authorized distributor/ dealer of the manufacturer;

(e) The tenderer should have successfully executed at least three supply orders of similar nature to Central/ State Government/ PSU Departments/ organizations/ reputed educational institutions in the last three years. Copies of these supply orders should be attached with the Technical Bid.

(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.

4. Preparation and Submission of Tender:

(a) Tender shall be submitted in official tender form only. If submitted in any other form, the same shall be summarily rejected.

(b) The tender should be submitted in two parts viz. Technical Bid and Financial Bid in the proforma given in Appendix-B and Appendix-C 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 and installation of furniture items in AUD Library**” and “**Financial Bid for supply and installation of furniture items in AUD Library**”, 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 and installation of furniture items in AUD Library**”.

(e) The tender will be submitted **before 3:00 PM on 29-07-2016**. The Technical bid (Part-I) will be opened at 3:30 PM on 29-07-2016 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.

(f) Any tender form with any correction, amendments, overwriting etc. shall be considered invalid and shall be rejected, except if duly initialed with seal of the tenderer.

(g) The tender is liable to be ignored if complete information is not given there-in, or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.

5. Site Inspection:

The tenderer can inspect the site after taking prior approval between 10 am to 5 pm on all working days. Samples of some of the items listed in Appendix A (as mentioned in the document), are available with AUD Library, which can be contacted on 23863410 for this purpose. AUD will not be responsible for unawareness of facts.

6. Technical Bid :

(a) The Technical bid, having details of the Firm along with the EMD, should be submitted in the form given in Appendix-B.

(b) The bidder is required to fill the details in column Nos 4, 5 & 6 of the table given in Appendix A and submit it along with the Technical bid.

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

(d) The vendor should also submit an undertaking as given in Appendix-D with the technical bid.

7. Financial Bid:

- (a) The Financial Bid should be submitted in the form given in Appendix-C.
- (b) The consolidated price quoted shall be firm and final and payable for the items delivered, installed and commissioned in the Library.
- (c) The quoted rates shall include all taxes, duties, VAT etc. as applicable and no extra shall be payable on this account, item wise, wherever applicable.
- (d) TDS as per rule shall be deducted. The tenderer must enclose copy of PAN No supported by copy of PAN Card of the company.
- (e) The rates will be valid for a period of one year, from the date of opening of the tender documents.
- (f) Rates and amount should be written in figure and words cleanly for each item.

8. Validity:

The bids shall be valid for a period of 3 (three) months from the date of opening of the tender, subject to 6 (e) above.

9. Criterion for Evaluation of Tenders:

- (a) The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Appendix-B which is an eliminatory round, and then on the basis of commercial information furnished in form given in Appendix-C. 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.
- (b) The schedule of requirement is as per Appendix A.

10. Right of Acceptance and Other Provisions:

- (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) The Contractor will have to produce a sample of each item for inspection and approval within 14 days from the date of issue of supply order. The University reserves the right to cancel the supply order if it is found that the items produced for inspection/ supplied do not meet the specifications. Nothing will be payable in this case and the EMD and / or performance security of such vendor may be forfeited.

- (c) AUD reserves the right to black list a defaulting vendor.
- (d) Any inquiry after submission of the tender will not be entertained.
- (e) 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.
- (f) AUD reserves the right to cancel the tender process without assigning any reason whatsoever, at any stage.
- (g) AUD reserves the right to increase or decrease quantity of the items given in the enclosed Appendix - A depending on the prevailing requirement.
- (h) The tender document is valid for a period of six months from the date of issue. If Supply order is not issued within this period, the process will have to start afresh.

11. Time Schedule for Completing of work:

The supply must be completed within 30 (thirty) days from date of issue of the supply order. However, the vendor will have to produce a sample for approval within 14 days from the date of its issue, as referred in 9 (b). AUD will impose penalty as per terms and condition of this tender document, in the case of delay in completion of supply and installation due to delayed submission of sample.

12. Warranty (12 Months Onsite Warranty including Spare Parts):

- (a) The vendor **will provide minimum 12 months comprehensive Onsite Warranty including spare parts etc**, from the date of completion of supply and installation of the items.
- (b) In case of any claim arising out of this warranty, the AUD shall promptly notify the same in writing to the vendor.
- (c) Upon receipt of such notice, the vendor shall, within 48 hours on a 24(hrs) X 7 (days) X 365 (days) basis respond to take action to repair or replace the defective equipment or parts thereof, free of cost, at the ultimate destination. The vendor shall take over the replaced parts/ equipment after providing their replacements and no claim, whatsoever shall lie on the purchaser for such replaced parts/ equipment thereafter. The penalty clause for non-replacement will be applicable as per the penalty clause.
- (d) In the event of replacement of defective equipment during the warranty period, the warranty for the replaced equipment shall be extended for a further period.

(e) If the vendor, having been notified, fails to respond to take action to replace the defect(s) within 48 hours on a 24(hrs.) X 7 (days) X 365 (days) basis, the purchaser may proceed to take such remedial action(s) as deemed fit by the purchaser, at the risk and expense of the vendor and without prejudice to other contractual rights and remedies, which the purchaser may have against the vendor, including forfeiture of the performance security/ bank guarantee.

13. Delay in the Vendor's Performance:

(a) The vendor shall deliver the furniture items Ambedkar University Delhi in conformity with Para 18 (a) and perform the services under the contract within the time schedule specified by the AUD in the Schedule of Requirements and as incorporated in the contract. The time and the date schedule of delivery of the equipment mentioned in the Schedule of Requirements (SOR)/ Incorporated in Contract shall be deemed to be of the essence of the contract and the delivery must be completed no later than the date (s) as specified in the contract / supply order.

(b) Subject to the provisions of the tender, any delay by the vendor in maintaining its contractual obligations towards delivery of the equipment and performance of services shall render the vendor liable to any or all of the following sanctions:

- i) Imposition of liquidated damages,
- ii) Forfeiture of its performance security and
- iii) Termination of the contract for default.
- iv) Blacklisting the vendor.

14. 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 fourteen 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) If the vendor fails to deliver any or all of the equipment or fails to perform the services within the time frame(s) incorporated in the contract, the AUD shall, **without prejudice to other rights and remedies available to the AUD under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1% per week of delay or part thereof on delayed supply of equipment/ replacement parts and/ or services until actual delivery or performance, subject to a maximum of 4% of the contract price.** Once the maximum liquidated damages/ or a period of 28 days, whichever is earlier, are reached, the AUD may consider termination of the contract.

(e) 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.

15. Statutory Obligations:

(a) All statutory obligations under various laws from time to time shall be borne by vendor for which no extra payment shall be made at any time during the contractual period.

(b) The vendor shall at all times indemnify and keep indemnified the owner and its officers, employees, agents and students from and against all third party claims whatsoever (including time and shall not be limited to property loss and damages, personal accidents, injury or death of persons or servants or agents of any vendor/sub- vendor(s) and the vendor shall at his own cost and initiative at all time, maintain all liabilities under Workman's Compensation Act, Fatal Accident Act, Personal Injuries, Insurance Act and/or any other relevant Industrial Legislation, which is in force from time to time).

16. Breach of Terms and Conditions:

AUD may terminate the contract without any notice in case the vendor commits a breach of any of the terms of the contract. AUD's decision that a breach has occurred will be final and shall be accepted without demur by the vendor.

17. Subletting of Work:

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

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

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

19. Terms of Payment:

(a) Items are to be supplied by the tenderer at AUD Karampura campus on specified address.

(b) Payment shall be made through NEFT transfer only and TDS as applicable will be deducted, 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.

20. Earnest Money Deposit (EMD):

(a) The Technical Bid must be accompanied by Earnest Money Deposit of Rs 25,000/- 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 EMD of unsuccessful bidders will be discharged/ returned to them after placing of the order to the successful vendor.

(c) 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.

(d) The successful bidder's EMD will be forfeited without prejudice to other rights of the purchaser, if it fails to furnish the required performance security within the specified period.

(e) No interest will accrue on the EMD/ performance security deposit.

21. Performance Security:

The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of the supply order 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 3 (three) months beyond the date of expiry of the contract. AUD reserves the right to ask for performance guarantee extension if contractual obligations are not fulfilled.

22. Force Majeure:

(a) For purpose of this Clause, "Force Majeure" means an event beyond the control of the contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

(b) If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

23. Arbitration:


(a) If dispute or difference of any kind shall arise between the AUD and the vendor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

(b) If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the 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. The venue of arbitration shall be Delhi, India.

(c) All legal disputes shall be subject to the jurisdiction of Delhi courts only.

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 (Yes/ No) (5)	Deviation from tender specification if any. (6)
1.	<p>Counter for Issue/ Return approximate size 1800 mm L x 900 mm W x 1050 mm H)</p> <p>Providing and fixing single module counter with top made up of 25 mm thick Pre Laminated Particle Board having exposed edges sealed with PVC edge banding tape. The table top is supported on steel vertical studs of 50 mm(D) and lower modesty made up of perforated steel sheet duly powder coated.</p> <p>The main table has a transaction top made of 10mm thick toughened glass supported on steel studs and upper perforated Modesty duly powder coated.</p> 	1			
2.	<p>Periodicals Display Rack</p> <p>Size: 1800 mm (W) x 450 mm (D) x 1830 mm (H)</p> <p>Providing & Fixing Periodical Display Rack for magazine/ catalogues with body made of CRCA steel duly powder coated and vertical sides made of 25mm prelaminated particle board with all exposed edges sealed with 2mm thick PVC edge banding tape. Display Rack has top sliding shutter with provision to keep 30 magazines in Each Rack face behind shutters made up of CRCA steel duly powder coated.</p>	12			

Sample available with AUD Kashmere Gate Library





3. New Arrivals stand



Four side Revolving 360 degree, 4 sided 5 Segments New Arrivals stand. Unit manual operated. Main unit size 25"L×25"W×54"H. Made of MFC CPL GLUNG Chip Board with Both Side Laminated Beech/Oak Finish. Floor Base Mounted on 76mm Rubber Castor. Top Part and Base Part Attached with the Help of 12" DIA Disc Bearing steel plate for smooth 360 degree Rotation. Base unit size 4" H × 25" W × 25" L



4. Reading Tables

Size 180 cm (L) X 90 cm (W) x 74 cm (H)
 High quality durable long multipurpose table. Table top of 25 mm thick Prelaminated board (Duro/Green/ Ecotech/ Avtar or Equivalent) with all exposed edges sealed with 22 mm thick PVC edged banded tape. Level adjusting mechanism of 6 cm on all four legs will enable the table height to be raised to 80

	<p>cm. Chrome plated round steel sections legs should have a diameter of 20cm. Chrome plated square tubular top frame should be 5 x 2.5 cm.</p>  <p>Sample available with AUD Estate Division</p>				
5.	<p>Reading Chairs (Steel frame)</p> <p>The seat / back are made up of 1.2 cm thick hot pressed plywood and upholstered with fabric and moulded Polyurethane foam together with moulded seat and back covers.</p> <p>Back Size: 50.0cm. (W) X 49.0cm. (H) Seat Size: 50.0cm. (W) X 46.5cm. (D)</p> <p>The High Resilience Polyurethane foam is moulded with density=45+/-2 kg/m cube and hardness load 16+/-2 kgf as per IS:7888 for 25% compression. The seat and back covers are injection moulded in black co-polymer polypropylene. The chair is without armrest. The understructure is a tubular frame in cantilever type and made up of dia 2.54cm x 0.2cm thick Mild Steel ERW tube and black powder coated.(DFT 40-60 microns).</p> 	36			
6.	<p>Book Shelves Steel</p> <p>Size - 66" x 33" x 12" Rigid Knock down construction with Prime Quality CRCA Steel Top, Back and side should be of 0.7 mm thick CRCA. Rest in 0.8</p>	10			

	<p>mm CRCA. Configuration: 4 Doors Locking: Each Door should have 6 Lever Cam lock with common key. Each Door should have 3 mm thick transparent glass for clear inside vision secured in a Metal Frame through rubber gasket. Each compartment has storage shelf. Finish: Epoxy Polyester Powder coated to the thickness of 50 microns (+/-10)</p> <p>Colour: Prince Grey</p>				
	<p>7. Book Trolley</p> <p>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 self-assembly</p>	<p>1</p>			
	<p>8. Step stool</p> <p>Dimensions: 14.5"H x 14.5"W x 14.5"D Available in natural or walnut finish</p>	<p>1</p>			

Made from solid Adirondack Mountain birch
Handcrafted quality craftsmanship
Ideal for a library, study or living room



Seal of the OEM/ Authorized Supplier/ Distributor/ Channel Partner

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 and installation of furniture items in AUD Library**”. It shall consist of the following documents/ information:

1. Name & Postal address of Vendor:

Telephones Nos.:

E-mail:

Fax Nos.

Mobile Nos:

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

3. If Registered, Regn No with validity of registration with appropriate authority (Attach Copy of Certificate):

4. TIN/ Sales/ Service Tax Regn No. (Attach Copy of Certificate):

5. PAN No. (Attach Copy of Certificate):

6. Details of the turnover for the last three financial years (**indicate year-wise and attach audited document**) :

- (a) FY 2013-14 -
- (b) FY 2014-15 -
- (c) FY 2015-16 -

7. Attach Work order/ Certificate in support of experience for having undertaken Supply and installation of furniture items in AUD Library in the last three years (at least one proof for each year).

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

- (a) Client 1 -
- (b) Client 2 -

(c) Client 3 -

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

10. Are you related in any way with any staff member of the AUD : Yes/ No.

11. Details of clients with name, complete address and contact person with telephone number where the Vendor has done supply and installation of furniture items in AUD Library in Delhi.

(a) Client 1 -

(b) Client 2 -

(c) Client 3 -

12. Details of Earnest Money Deposit (DD No.):

13. The tender document should be **duly signed on each page**.

Signature of the Proprietor/ Authorized Signatory

Rubber Seal indicating complete address

Place :

Date :

Appendix-C

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:

Ser No.	Description (Items/ Particulars)	Brand name & Model No.	Rate in Figures (Including all taxes and duties) (Rs)	Rate in Words (Rs)
1	Counter for Issue/ Return			
2	Periodicals Display Rack			
3	New Arrivals stand			
4	Reading Tables			
5	Reading Chairs			
6	Book Shelves Steel			
7	Book Trolley			
8	Step Stool			

Details of other items/other accessories offered.....

Note : The quoted rates shall include all taxes, duties, VAT, insurance, custom duty etc. as applicable and no extra shall be payable on this account. Vague offers such as custom duty extra, cartage extra, tax extra etc shall not be accepted. Any extra taxes, duties, levies not written in the above table but written separately at any other place in the bid document shall not be considered and the bidder shall bear it.

Signature

Name & Designation

Name of the Firm/ Agency

Date

Seal of tenderer

Appendix-D

UNDERTAKING

It is certified that I/ my Firm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Reputed Educational Institution/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government 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: _____