



Central University of Orissa

(Established under the Central Universities Act, 2009)

Landiguda, Koraput. Odisha Pin.: 764 020.

Phone:06852-288235/238 Fax.06852-288225

Ref.:CUO/Admn./Furniture/04

Dt.02/12/2016

LIMITED TENDER NOTICE

Sealed quotations are invited from the original furniture manufacturers or their appointed distributors /dealers for supply, installation and commissioning of 300 (three hundred) study tables and study chairs each (as per reference at Annexure-03) of Make(s): Godrej/ Wipro/ Methodex/ Jalaram/Durian/other reputed equivalent brand for the University students' Hostels. The sealed quotations are to be submitted on or before 30/12/2016 by 15.00Hrs. as per the terms and conditions prescribed.

For further details please visit University website: www.cuo.ac.in.

Sd/-
Vice-Chancellor

(Ref.:CUO/Admn./Furniture/04 Dated 02/12/2016)

Sealed limited tenders are invited for "Supply, Installation and Commissioning of 300 (three hundred) Study tables and Study Chairs each of Make(s): Godrej/ Wipro/ Methodex/ Jalaram/ Durian/other reputed equivalent brand" for the University students' Hostels.

TERMS & CONDITIONS

(I) ELIGIBILITY CRITERIA:

The tenderers must fulfill the following eligibility criteria failing which their offer will be summarily rejected:-

1. The tenderer must possess required valid licenses, Registration etc. issued by the Competent Authority as per law.
2. If the tenderer is the authorized dealer/sole distributor of furniture, the Certificate to this effect should be attached (not applicable for the manufacturer of the product).
3. The tenderer must have completed satisfactorily during the last 03 financial years (2013-14, 2014-15 and 2015-16) and the Current Financial Year at least
 - (a) One supply order of Rs.6.00 Lakh each or more or
 - (b) Two supply orders of Rs.4.50 lakh each or more or
 - (c) Three supply orders of Rs.3.00 Lakhs each or more

issued by any Govt./Autonomous/PSU Organisation (Central or State) for supplying the same or similar item (preferably Hostel Furniture).

[N.B.: (i) the supply in progress irrespective of any value against any supply order not satisfactorily completed/executed shall not be considered; (ii) Supply in any private organization shall not be considered.]

4. The tenderer must have the total turnover of at least Rs.45.00 lakh during the combined period of the last 03 financial years (2013-14, 2014-15 and 2015-16) and the Current Financial Year.
5. The tenderer must deposit earnest money of Rs.30,000/- (Rupees Thirty thousand only) along with their tender in the form of account payee Demand Draft favouring "Central University of Orissa" payable at "Koraput".
6. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of account payee demand draft in favour of "Central University of Orissa" payable at "Koraput" only (non-refundable).
7. The tenderer must have its own bank account, PAN, TAN, TIN, VAT and Service Tax No.

II. DOCUMENTS TO BE ENCLOSED

The tenderer must submit the following documents (self attested) along with the tender failing which their offer will be summarily rejected:-

1. Documentary proof of the registration/license etc. issued by the Competent Authority.
2. Satisfactory completion certificate issued by the concerned Govt./Autonomous/PSU Organization (Central or State) under the signature of the appropriate authority as regards Sl.No.3 of Eligibility Criteria. The certificate must contain (i) Full name (with description) of items supplied (ii) Supply order No. (iii) Supply order date (iv) Quantity supplied (v) Value of the complete supplies made (vi) Commencement of date of supply (vii) Completion of date of supply (viii) Whether the supply was made satisfactorily or not.
3. Copy of income tax return and/or annual accounts of the last 03 Financial Years.
4. Photocopies of bank account, PAN, TIN, TAN, VAT and Service Tax Registration Certificate.
5. Original demand draft of Rs.30,000/- (Rupees twenty thousand only) pertaining to earnest money in the form of account payee demand draft in favour of Central University of Orissa payable at Koraput only.
6. Original demand draft of Rs.500.00 (Rupees Five hundred only) (non-refundable) being the cost of tender document in the form of account payee demand draft in favour of Central University of Orissa payable at Koraput only
7. Certificate of dealership/distributorship as applicable.

(III) OTHER TERMS & CONDITIONS:

1.0. Submission of Bids:

- 1.1. The tenderer shall submit their bid on the letterhead of the tenderer addressed to the Dy. Registrar, Central University of Orissa, Koraput, containing the information detailed at Annexure-01 and Annexure-02.
- 1.2. Each Bidder must quote for both the items (Study table and Study chairs), failing which the bid shall be considered as incomplete and shall be rejected.
- 1.3. Mode of Submission. (i) Bid must be placed in a sealed envelope clearly super-scribed as "Tender for Supply of Furniture vide NIT No.... dated..." .

(ii) Tenders/bids submitted through Fax and E-mail will not be considered at all.

- 1.4 Bid Opening. The Bids shall be opened by the University in accordance with the extant procedure, tender terms and conditions.
- 2.0 Tender Documents Availability & Cost: The tenderer/bidder may download the tender document from the University Website (i.e. www.cuo.ac.in). The tenderer are required to enclose along with their Bid a demand draft of Rs.500.00 (Rupees Five hundred only) as the cost of the tender document (non-refundable).
- 3.0 Validity of Bids: Tender/Bids must be valid for 120 days from the tender opening date.
- 4.0 Tendered Quantity and Variation: The approximate required quantity of 300 (three hundred) Study tables and 300 (three hundred) Study Chairs and may vary (more or less) as per the requirement of the University.
- 5.0 Delivery Period. The successful tenderer must be able to supply and install the goods within 25 days from the date of issue of Supply Order. Delayed supply will attract the levy of penalty/liquidated damages.
- 6.0 Penalty: If the suppliers fails to deliver and place any or all the furniture or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.
- 7.0 Payment. 'Advance Payment' is not allowed in any case. 100% payment will be released after completion of the supply, successful installation and commissioning of furniture, subject to submitting Performance Security Deposit.
- 8.0. Performance Security Deposit. The successful tenderer shall deposit within 07 days of issue of supply order @5% of the total value of the supply order as performance security deposit with the University in the form of Fixed Deposit Receipt or Demand draft favouring Central University of Orissa payable at Koraput, it can also be deposited in the form of Bank Guarantee in the prescribed form as mentioned at Annexure-4 issued by Nationalised banks with validity upto 60 (sixty) days after warranty period. The performance security deposit shall remain with the University till the completion of warranty period.
- 9.0 Tender Opening: Tender Box shall be sealed at 1500 hrs on 30/12/2016 and the same will be opened at 1530 hrs on the same day. The bidders or their authorised representative may also witness the opening.
- 10.0 Installation & Warranty Declaration: Suppliers must give the comprehensive on-site warranty of at least 01 year from the date of successful installation of goods against any manufacturing defects. The supplied goods must be free from all defects and faults in material, workmanship and shall be of the highest quality and material of the type ordered.

If any item covered under warranty fails, the same shall be replaced free of all costs. Also, the University shall have the right to recover the cost(s) of inconvenience to be levied by the University for not getting uninterrupted service of the supplied goods during the warranty period.

11.0 Settlement of Disputes. In the event of any dispute or difference(s) between the Central University of Orissa and the vendor(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the Vice-Chancellor, Central University of Orissa, Koraput who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties. All disputes shall be subject to Jurisdiction of courts at Koraput only.

12.0 Return of EMD to unsuccessful tenderers. The unsuccessful tenderers shall be returned of their EMD demand draft within 15 days after finalization of the tender and issue of supply order in favour of successful tenderer. However, the EMD of the successful tenderer shall be retained by the University till the performance security deposit of the full amount is deposited by him in the form of bank guarantee/FDR/DD.

13.0 Condition of goods. The supplier must supply the goods in good condition without any defect whatsoever to the satisfaction of the university. Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers need to replace the rejected goods free of cost in the specified form to the satisfaction of the University.

14.0 Dispatch of tender bids by the tenderer. (i) The tenderers may drop in person their sealed envelopes containing their bids in the tender box to be kept in the office of the Central University of Orissa, Landiguda Campus, Koraput up to 1500 hrs of 30/12/2015.

(ii) The tenderers may also send their bids by speed post or registered post addressed to the Dy. Registrar, Central University of Orissa, Landiguda, Koraput – 764 020, Odisha so as to reach the University before 1500 hrs of 30/12/2016.

(iii) The bids sent through normal post or courier or Fax or e-mail shall not be considered.

15.0 Central University of Orissa, Koraput reserves the rights to accept/reject any offer in full or in part without assigning any reason thereof.

Sd/-
Vice-Chancellor

BIDDERS' PROFILE

1. Name of the Tenderer :
2. Full Address of the tenderer :
3. Contact details of tenderer :
 - (a) Telephone No.
 - (b) Mobile No.,
 - (c) Fax No.,
 - (d) E-mail id
4. Details of Earnest Money Deposit (Rs.30,000/-) :
(DD must be placed in the Bid envelope)
 - (a) D.D. No.
 - (b) D.D. date
 - (c) DD amount
 - (d) Issuing Bank
5. Details of cost of tender document deposited (Rs.500/-):
(DD must be placed in the Bid envelope)
 - (a) D.D. No.
 - (b) D.D. date
 - (c) DD amount
 - (d) Issuing Bank
6. List of Documents enclosed:

Sl.No.	Name of the document	Information to be filled in this column		Whether photocopies of the documents enclosed (pl. tick)
1.	License/Registration (Number)			Yes / No
2.	Dealership/Distributorship Certificate (Number)			Yes / No
3.	Supply order completion certificate (Name of the organization, value, supply completion date)			Yes / No
4.	Income Tax Return (Annual Income during last 03 Financial Years)	2013-14	Rs.	Yes / No
		2014-15	Rs.	
		2015-16	Rs.	

5.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2013-14	Rs.	Yes / No
		2014-15	Rs.	
		2015-16	Rs.	
6.	Bank Account (Bank Name, Branch & Account No.)			Yes / No
7.	PAN (Number)			Yes / No
8.	TIN (Number)			Yes / No
9.	TAN (Number)			Yes / No
10.	VAT (Number)			Yes / No
11.	Service Tax (Number)			Yes / No

7. Validity period of the Bid:

8. Additional information, if any proposed to be furnished by the tenderer.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal:

FINANCIAL BID

(The Bidder must quote for both the items (Study Table and Chairs), failing which the bid shall be considered as incomplete and shall be rejected).

STUDY TABLE & STUDY CHAIR

1. Name of the Item : Study tables & Cane Chairs for Students' Hostel
2. Quantity required : 300 (three hundred) each
3. Quantity proposed to be supplied:
4. Rates quoted by the tenderer in the following table:

Sl. No.	Item	Detailed specifications (Length, Width & Height and material used for manufacture)	Make (Brand)	Total Unit Rate (TUR) inclusive of basic cost, freight, all taxes, all duties, discount, insurance, etc.	Total Amount (Quantity x TUR) (Rs.)
(a)	Study Table				
(b)	Cane Chair				
Total amount					

(Total Amount in Words Rupees)

5. Break-up of Total Unit Rate (TUR):

Sl.No.	Component	Amount		Remarks
		Table	Chair	
a)	Basic cost			
b)	Freight			
c)	Insurance			
d)	Excise duty			
e)	Customs duty			
f)	Sales tax/VAT			
g)	Discount, if any			
h)	Any other (entry tax, toll tax etc.)			
TOTAL(Rs.)				

6. Validity period of the bid:
7. Delivery Period:
8. Warranty Period:
9. Installation Period:

N.B.: Offer with Special condition having additional financial implication for the University shall not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal:

PICTORIAL DIAGRAM OF THE PROPOSED
STUDY TABLE AND CHAIR
(FOR REFERENCE ONLY)

[Dimension (Study Table) : 1200W x 600D x750H mm or equivalent]



(Cane Chair with canning seat & back with 4 legs without arms)



Form of Performance Guarantee / Bank Guarantee Bond
(to be submitted in the non-judicial stamp paper of Rs.100/- to be purchased in the
name of the issuing bank)

In consideration of the Central University of Orissa, Koraput (hereinafter called "University") having offered to accept the terms and conditions of the proposed agreement between Central University of Orissa, Koraput and having its registered office at
.....
(hereinafter called "the said Supplier") for the Supply of Nos. of Rack Servers of Make (hereinafter called "the said agreement") vide University Supply Order No. dated having agreed to production of an irrevocable Bank Guarantee for Rs..... (Rupees only) as a security/guarantee from the Supplier for compliance of his obligations in accordance with the terms and conditions in the said agreement.

1. We, _____ (hereinafter referred to as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs..... (Rupees only) on demand by the University.

2. We, _____ (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed as required to meet the recoveries due or likely to be due from the said Supplier. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs...../- (Rupees only).

3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there-under and the Supplier shall have no claim against us for making such payment.

4. We, _____ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Registrar on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Supplier and accordingly discharges this guarantee.

5. We, _____ (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said Supplier and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Supplier or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said Supplier or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Supplier.

7. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.

8. This guarantee shall be valid up to unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupeesonly) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

9. Dated the _____ day of _____ for _____ (indicate the name of the Bank).