



**ASSAM UNIVERSITY, SILCHAR
CALL FOR TENDER (2 BID SYSTEM)**

**FOR
SUPPLY AND INSTALLATION OF OFFICE FURNITURE
AND
COMPUTERS & ACCESSORIES**

AT TRIGUNA SEN SCHOOL OF TECHNOLOGY, ASSAM UNIVERSITY, SILCHAR

NOTIFICATION NO.: **117/AU-TSSOT/SLPC/2017 Part-1**

DATE OF ISSUE : _____

IMPORTANT INSTRUCTIONS

LAST DATE AND TIME OF SUBMISSION OF THE TENDER	Date: 28-05-2018 Time: 2:00 PM
DATE AND TIME OF OPENING OF TENDER	Date: 29-05-2018 Time: 2:00PM
APPLICATION FEE	Rs. 1000.00/-
EMD	Rs. 7500.00/-

TENDER DOCUMENT TO BE SUBMITTED:

**TO
THE DEAN
TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY, SILCHAR-788011**

TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY, SILCHAR
SUPPLY & INSTALLATION OF OFFICE FURNITURE.

SCOPE OF TENDER

In general TENDER shall consist of the two parts:

1. PART-A (TECHNICAL PROPOSAL) SHALL CONTAIN – TECHNICAL LITERATURE INCLUDING DOCUMENTS TO BE SUBMITTED

- a) Covering letter with the signature of Proprietor/ Manager/ Authorized person of the firm.
- b) A DETAIL FURNITURE LAYOUTS AND FEATURES with signature of the authorized person on each page of the layouts.
- c) Demand Draft of Rs.1000/- from any Nationalized Bank of India, drawn in favour of “**Finance Officer, Assam University, Silchar**” payable at Silchar as application fee.
- d) Trade license/ Company registration/ Partnership deeds/ or other relevant document for conducting business issued by authorized agency/ department.
- e) The intending supplier should quote the rates inclusive of all expenses, charges, taxes, duties, transportation, packing and forwarding, freight, insurance, etc. i.e. All “Inclusive” with free delivery up to the Dean, Triguna Sen School Of Technology. Assam University, Silchar.
- f) The documents containing bids shall be free from cutting or erasing and overwriting or typing. However, alterations if any in the tender should be attested properly by the bidder, failing which the tender is liable to be rejected.
- g) Tenderers will have to supply Office Furniture, manufactured by any one of the reputed companies or groups and not of local brand name or assembled.
- h) Payment terms: Payments will be made after delivery and successful installation and demonstration by factory trained engineers / authorized persons.
- i) Self-attested photocopy of Service Tax Registration.
- g) Self-attested photocopy of TIN Registration (VAT).
- h) Self-attested photocopy of Goods and Service Tax (GST) Registration.
- i) Self-attested photocopy of Audited statement of 3 Latest Financial Year.
- j) Self-attested photocopy of ISO 9001:2008 Registration or of similar.
- k) Self- attested photocopy of previous work experience (Minimum 3 working experience of Execution of similar nature of works.)
- l) Dealership Certificate In-case of using branded materials.
- m) Manufacturing certificate in case of self-manufacturer.
- n) Letter of agreement on warranty period in the letter head.
- o) Letter of agreement on delivery period in the letter head.

p) Other relevant supporting documents if any.

2. PART-B (FINANCIAL PROPOSAL) SHALL CONTAIN

a) The Financial Offer as per the Financial Proposal Format. (Annexure-I). Do not insert unnecessary documents in the Financial Proposal.

N.B. (Merely lowest Quote does not guarantee that the firm/vendor is entitled to get the Work.)

TRIGUNA SEN SCHOOL OF TECHNOLOGY ASSAM UNIVERSITY, SILCHAR

TERMS AND CONDITIONS FOR SUPPLY AND INSTALLATION OF FURNITURE

Ref: _

Dated:

1. The applicant should be a reputed manufacturer of Modular office furniture or authorized distributor and also service provider for the same. Attach documentary proof.
2. The applicant should have been in operation for a period of at least 5 years as on last date of bid submission, as evidenced by the “Certificate of Incorporation and Certificate of Commencement issued by the registrar of Companies”.
3. Applicant must have at least 3 years of experience in supply and installation of respective furniture, out of which at least 2 years must be in similar nature of works for single organization. The bidder should give details of at least 2 projects of the same scale and nature executed by him.
4. The documents should be submitted in a sealed envelope super scribed as “**SUPPLY AND INSTALLATION OF OFFICE FURNITURE FOR TSSOT.**” addressed to the Dean, Triguna Sen School Of Technology. Assam University, Silchar
5. The documents should be accompanied with **Rs. 7,500** as call deposit in the form of Demand Draft to be drawn from any nationalized bank pledged in favour of the “**Finance Officer, Assam University, Silchar**” as earnest money.
6. The rate quoted should be for the items and specifications as mentioned in the list. The party should not quote for other specifications. If the party wishes to quote for a higher/superior specification, it must be separately stated along with proof that the specification is higher/ Superior. In no case they should quote for lower/ inferior specification. In that case the tender will not be considered.
7. The bidder should enclose a copy of quality certificate from a recognized institution for their manufacturing / assembly / system integration facilities anywhere located in India or abroad. This certification should be from any globally recognized Institution.

8. The bidder should enclose latest sales tax / GST / income tax clearance certificates along with PAN number
9. The vendor must fulfill the above criteria. Technical bid of vendors fulfilling the criteria will only be evaluated by the duly constituted technical evaluation committee. Bid of vendors not fulfilling the criteria given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
10. The University may place the whole order with single bidder even if the bidder has not quoted the lowest price for each item but overall his rate is lowest. **Merely quoting the lowest price does not entitle a bidder to get the order for the item.**
11. The selected bidder after receipt of supply order has to deposit 7.5% of the supply order value in the form of FDR from any nationalized bank in favor of Finance Officer, Assam University payable at Silchar as security deposit. In addition, the earnest money deposited shall also be retained as security deposit. The security deposit will be released only after completion of warranty period.
12. The successful bidder shall have to supply the materials strictly as per the configuration, make/brand as stated in the supply order and shall have to complete the supply within 30 days from the date of issue of order. Otherwise, the order shall automatically stand cancelled and the security deposit of the bidder shall be forfeited. No communication in this regard will be entertained. In such eventuality the University will have the right to place order to the next bidder from the panel.
13. Earnest money of unsuccessful bidders will be released after finalization of the order.
14. Warranty: The quoted components must be warranted for a minimum of one year.
15. If the vendor / supplier / bidder fails to attend to the breakdown calls made within the warranty period, a portion or whole of the security Deposits decided by the University shall be forfeited.
16. The ASSAM UNIVERSITY reserves the right to accept any tender(s) or reject any or all of the tenders without assigning any reason whatsoever. The decision of the University authority in this regards shall be final.
17. **A) Rate:** The rate which should be quoted both in figure & words must be inclusive of packing forwarding freight and all other incidentals charges.
B) GST / SALE TAX / VAT: Rate inclusive of GST / Sales Tax / VAT will be preferred however, where quoted separately the rates payable should be clearly cited in accordance with provision of relevant Act and rules.
18. **A) Consignee:** All stores are required to be consigned to the Dean, Triguna Sen School Of Technology, Assam University, Silchar – 788011 (Assam).
B) Mode of dispatch: The consignment is required to be dispatched by Road Transport or delivered at this University under supplier's own arrangement free of additional charges. All

offers of delivery should be made ex-stock and clear note should be inserted in case of damage or loss in transit, if any will be recoverable from the suppliers.

C) Dispatch of Document: The consignment note along with the quadruplicate of copy of relevant bill and two copies of priced challan should be dispatched to the Dean, Triguna Sen School Of Technology, Assam University, Silchar-78011 (Assam) immediately on completion of dispatch of consignment. If these documents do not reach the said office in time all wharf age / demurrage incurred, if any will be recoverable from the suppliers.

19. **Quality Specification:** The stores offered should be of the best/standard quality available unless, otherwise specified conforming strictly to the specification cited. The Registrar reserves the right to reject such stores as are found unacceptable on these grounds. Items of only reputed manufacturers will be given preference.
20. **Liquidated damages:** If a firm accepts the order and fails to execute the order in full or part as per terms and conditions stipulated therein, it will be open to the Competent Authority to recover liquidated damages from the firm at the rate of 1% per month or the part thereof, subject to a maximum of 5% of the value of the undelivered stores. It will also be open to the Competent Authority, alternatively to arrange procurement of the required stores from any source, at the risk and expense of the firm that has accepted the order and failed to execute the order according to stipulations agreed upon. This will also entail removal of the defaulter's name from the approved / registered list of suppliers.
21. **Special discount / rebate:** Special discount/rebate admissible to educational institutes of National importance may be specifically indicated in the quotation.
22. **Rejection of offer:** Tenders not conforming to the terms and conditions and procedure so outlined are liable to be rejected summarily.
23. **Special Condition:** Special condition, if any, printed on the quotation sheets of the tenders or condition attached with the tender will not be applicable to the contract unless these are expressly accepted in writing by the Dean TSSOT for technical conditions and Commercial conditions.
24. **Discretionary power :** The Head/Competent Authority, Assam University, Silchar, reserves the right to accept or reject any or all tenders without assigning any reason there of and also to modify in exceptional case any of the stipulated terms and conditions on merit on genuine and justifying grounds if it is in the larger interest of the University. The final acceptance of the tender rests entirely with the Vice-chancellor who does not bind himself to accept the lowest tender.
25. **Payment:** 100% Payment shall be made after successful delivery, installation, commissioning and demonstration of goods at Triguna Sen School Of Technology, Assam University, Silchar generally through A/c payee cheque.

26. If any dispute arising out of this supply contract, it will be subject to Silchar jurisdiction only.

Sd/-

Dean
Triguna Sen School OfTechnology
Assam University, Silchar-788011

Memo No.

Dated: _____

Copy To:

1. The Secretary to VC for kind information of Hon'ble Vice Chancellor.
2. The Finance Officer, Assam University Silchar for kind information.
3. Registrar, Assam University Silchar for kind information
- 4. Director, Computer Centre, Assam University, Silchar for Web site uploading.**
5. Sri/ M/S _____ for kind information.
6. File

Sd/-

Dean
Triguna Sen School OfTechnology
Assam University, Silchar-788011

TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY, SILCHAR
SCOPE OF THE WORK

List of the Furniture's and accessories for the Dean, TSSOT, Assam University-2017

SL.NO.	Items	Quantity required	Specification
01	Sitting Table	7	With processed wood both side drawer- 136 x 76 x 75cm (± 10 cm)
02	Steel Almirah	8	Size: 90 cmW x 48 cm B x 198 cm H (± 10 cm)
03	Sitting Chair	05	Size: 65cm W x 65cm D x (100- 120)cm H (± 10 cm)
04	Visiting Chair	10	Size: 60cm W x 60cm D x 68-89 cm H and Seat Height 44-56 cm (± 10 cm)
05	Notice Board	4	Size: 120cm L x 75 W

Sd/-

Dean
Triguna Sen School Of Technology
Assam University, Silchar-788011

(Annexure-I)

**TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY, SILCHAR**

Financial Proposal Format

ITEM DESCRIPTION	QUANTITY	UNIT COST	GST	TOTAL AMOUNT
Sitting Table	7			
Steel Almirah	8			
Sitting Chair	05			
Visiting Chair	10			
Notice Board	4			
Grand Total (inclusive of GST)				

N.B. Extra rows if needed can be added without hampering the format of the financial proposal.

Sd/-

**Dean
Triguna Sen School Of Technology
Assam University, Silchar-788011**

**LIST OF COMPUTER & ACCESSORIES FOR DEPARTMENT OF APPLIED SCIENCE
& HUMANITIES UNDER TSSOT**

SL.NO.	Items	Quantity required	Specification
01	All in one Desktop computer	6	Model-HP Pro One 400GI (AIO) NT. Intel core i3, 4GB,500GB, Odd Drive, USB Key board mouse.
02	Printer	02	Model: HP LaserJet Pro MFPML 26nw

Sd/-

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**TRIGUNA SEN SCHOOL OF TECHNOLOGY
ASSAM UNIVERSITY, SILCHAR**

Financial Proposal Format

ITEM DESCRIPTION	QUANTITY	UNIT COST	GST	TOTAL AMOUNT
All in one Desktop computer	6			
Printer	02			
Grand Total (inclusive of GST)				

N.B. Extra rows if needed can be added without hampering the format of the financial proposal.

Sd/-

**Dean
Triguna Sen School Of Technology
Assam University, Silchar-788011**