

**TENDER DOCUMENT
FOR
DOON UNIVERSITY
FOR SUPPLY OF HOSTEL AND CLASSROOM
FURNITURE**



CONTENTS:

1. PART „A“

- (i) Tender Notice
- (ii) Bid Schedule
- (iii) Eligibility Criterion
- (iv) Instructions to the tenderers
- (v) Technical bid form
- (vi) Technical qualifying criteria
- (vii) General Terms & Conditions
- (viii) Annexure I to IV

2. PART „B“

- (i) Financial bid form
- (ii) Schedule-I (of detailed items)

**DOON UNIVERSITY
Mothrowala Road, Kedarpur, P.O. Defence Colony
Dehradun – 248012 (UTTARAKHAND)**

**OFFICE OF THE REGISTRAR
DOON UNIVERSITY MOTHROWALA ROAD, KEDARPUR,
DEHRADUN (UTTARAKHAND)**

No. E-08/DU/2018-19

Dated: 3/8/18

TENDER NOTICE

The Registrar, Doon University, Dehradun invites E- TENDERS in TWO BID SYSTEM (Technical Bid and Financial Bid) from reputed Manufacturer / Authorized Distributors / Dealers (who have the current authorization from the Principal Company) for supply of Steel and Wooden Furniture to Central Stores, Doon University.

The detailed tender document can be downloaded from Government of Uttarakhand website [www.uktenders.gov.in]. Document fee of ₹ 2000 + 18% GST=2360 should be submitted along with the technical bid. Bids not accompanied with the tender documents fee are liable to be rejected.

Please write 'TENDER FOR Steel and Wooden Furniture to DOON UNIVERSITY', tender No., due date on the document to be uploaded in Technical Bid. The tender should be electronically submitted on Government of Uttarakhand Web site as given above.

Last date for submission of completed Tender is 13 August 2018 by 3 p.m. The Financial bids of the short listed agencies, qualifying in the technical scrutiny, will be opened at a later date and will be intimated to qualifying bidders. Those who have submitted their bids in response to the earlier tender call need not submit tender fee and EMD again but they should resubmit their bids.

REGISTRAR

Part „A“

Technical Bid

Item: STEEL & WOODEN FURNITURE

BID SCHEDULE

Tender No.	E-05/DU/2018-19
Tender Date	3/08/2018
Validity of bid	180 days from the date of submission of offer.
Item Description	WOODEN AND STEEL FURNITURE
Tender Type	Two Bid System:
Last date & Time of submission of Tender	13 August 2018 BY 3.00 Pm
Opening f technical bid	13 August 2018 at 4.00pm
Date & Time of Financial Bid Opening	Will be intimated to the bidders who are technically qualified.
Tender document Fee (nonrefundable)	Demand Draft for Rs 2360 (Two thousand three hundred and sixty only including GST) drawn in favour of Doon University from a Nationalized Bank / Scheduled Commercial Bank payable at Dehradun.
Earnest Money Deposit	₹ 1, 20,000 (one lakh twenty thousand only) in the form of a A/C payee Demand Draft drawn in favour of Doon University payable at Dehradun from a Nationalized Bank / Scheduled Commercial Bank. In no way the tender document fee should be mixed with EMD.
Any clarification	The Stores & Purchase Officer, Dr Ashish Sinha, Purchase Section Email: ashish_fms@rediffmail.com Contact No.9410794085

TECHNICAL ELIGIBILITY CRITERION

1. The Bidder's Firm should have existence for minimum period of 5 years. (Copy of Certificate of Incorporation/ Registration Certificate of the Firm to be submitted).
2. Copy of the PAN card of the firm.
3. The Bidder must not be blacklisted/suspended or any service related dispute with any organisation/Govt Organisation in India or outside. A declaration to that effect has to be given as per Annexure I.
4. Client Details- The Bidder should have one or more purchase orders with the any Educational Institution/R&D Laboratory/Govt. Organization in the past one year for similar items of at least 40 lacs or at least two orders of at least 20 lacs. Copies of such purchase orders must be enclosed with the offer-Annexure II. Please attach a summary of your orders.
5. The Bidder should have an Average Annual Business turnover of Rupees 2 Crore or more for the last 3 financial years (2015-16, 2016-17 & 2017-18) and shall enclose the audited balance sheet for proof of the same. Also submit a certificate from CA to this effect. Certificate from CA is mandatory.
6. The Bidder should have filed ITR for the last two financial years i.e., FY 2016-17 and 2015-16. (Copy of the ITRs and filed acknowledgement to be submitted).
7. If the Bidder is a Local Distributor/dealer/Stockiest, it is mandatory to attach authorization certificate along with the bid. However, the details of Manufacturer are must.
8. Acceptance of Terms and Conditions-Annexure III.
9. Service center in Uttarakhand
10. ISO 9001 certified
11. ISO 14001 certified

**OFFICE OF THE REGISTRAR
DOON UNIVERSITY MOTHROWALA ROAD, KEDARPUR, DEHRADUN-248012
(UTTARAKHAND)**

INSTRUCTIONS TO THE TENDERERS

1. The stores offered should be strictly according to the brand / specifications as mentioned in the tender documents.
2. Earnest Money as per conditions stipulated shall be deposited along with the tender / technical bid in the shape of an DD and should be sent directly to University before Tender opening date. Tender without earnest money will not be accepted. In case tender is not accepted for award of contract, the Earnest Money shall be refunded after its finalization. The EMD should be drawn from the account of the tendering firm otherwise tender shall be rejected.
3. Tender for each brands/stores of material as specified in the notice inviting tender/press notification is required to be submitted separately.
4. Firms black-listed by any of the department of Central/State Govt. or Doon University need not to tender.
5. Interim enquiries or subsequent offers if any, will not be entertained.
6. Tenders, which do not fulfill all or any of the above conditions or found incomplete in any respect are liable to be rejected.
7. The Earnest Money shall be released only after the supply of Stores satisfactorily in all respect and as per the terms & conditions of the tender.
8. The acceptance of tenders rests with the Vice-Chancellor of the University who does not bind himself to accept the lowest tender & reserves the right to reject or partially accept any or all the tenders without assigning any reason whatsoever thereof .

9. Every tenderer shall give a certificate in writing about the manufacturer whose brand is being promoted by him.
10. Specifications and BOQ are given in the Schedule

Conditions for Tender

11. A certificate of the Manufacturer/Indian Agent specifying their status may be submitted along with the tender without which the tenders are liable to be rejected.
12. The maximum rate of discount on the manufacturer's price list offered by the tenderer & the rates tendered may be indicated clearly in figures and words. Please attach an undertaking that the discount offered is same as offered to the other Govt./Semi Govt./Institute/Department.
13. On allocation of any work, the deduction of taxes & other dues if any shall be made from the bill concerned as per University rules.
14. BOQ and specifications are given in schedule-I. Bidders are required to sign and seal the schedule-I also.

Registrar

I have read all instructions carefully and promise to abide by them during the period of rate contract.

**Signature of tenderer
With seal**

Date:-

**OFFICE OF THE REGISTRAR
DOON UNIVERSITY Mothrowala Road, Kedarpur, Dehradun (Uttarakhand)**

TENDER FORM FOR PROCUREMENT OF STEEL & WOODEN FURNITURE

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. THE NON-COMPLIANCE OF ANY CONDITION MAY MAKE YOUR OFFER INVALID”

Part (A): Technical Bid

“Please furnish the following information in this part so as to enable the panel to decide about the qualification & the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statement at serial “4” to “17” below.

For qualification criteria the tenderers are required to have supplied the specified stores for specified amount of supplies made during the last three financial years and the bidders have to furnish from their clients a certificate in support of satisfactory performance.

Tenderer’s reference No. _____ Date _____

1. Application for the stores to be supplied all brand(s) name if any _____

2. Name of the tenderer: _____

3. Address _____

Telephone No. _____ Fax No. _____

Mobile _____

e-mail _____

4. Earnest Money (must be sent directly before opening)
(a) Amount Rs. _____
(b) In favour of Registrar/Doon University

5. Status of the applicant
(Whether manufacturer/ Authorized distributor/Authorized dealer as per tender notice.
(Certificate must be submitted from appropriate authority)*. _____

6. Manufacturing license No. & date _____

7. GST registration No. & date _____

8. Income tax PAN. No. _____

9. ISO9001/9002 & ISO14001/14002
ISI awarded letter no.
(In case it is awarded to the firm) _____

10. Please indicate if you are on Rate Contract with GeM (if Yes, please attach a copy) _____
11. Annual turnover for the last three years
 (a) 2014 – 15 Rs. _____
 (b) 2015 – 16 Rs. _____
 (c) 2016 – 17 Rs. _____
 (certificate from CA is required) (please mention 2017-18) also
12. Details of clients (List to be attached separately) (As per Annexure-II) _____
13. Details of single largest order complied during last year
 (a) Name of client & address _____
 (b) Amount _____
14. Indicate the after sales service available (Especially in Uttarakhand, Certificate from Manufacturer must be enclosed)
 (a) No. of Engineers and other technical staff _____
 (b) No. of Venders _____
 (c) No. of Service stations _____
15. Quantum of supplies to Doon University during 2016-17 if any. (Department wise abstract to be attached separately) _____
16. Please certify that you are not blacklisted by any department of Central/State Govt. or Doon University or any Public Institution (attach notarized affidavit worth Rs.100.00) an affidavit on Non-Judicial stamp paper is to be attached duly Notarized
17. Please enclose separately the technical specifications/ price list etc. of the product for which tender rates are submitted, If applicable. _____
19. Authorized dealer's name and address, alongwith recent authorization letter _____
 Phone No. Mobile No., Fax No. _____
 E-mail address: _____

NOTE:- Below mentioned documents must be attached **in the order** indicated hereunder:-

1. Technical bid form duly signed.
2. General Terms & Conditions duly signed.
3. Instructions to the tenderers duly signed
4. Earnest Money in shape of DD.
5. Self attested copy of manufacturing license from appropriate authority, if applicable.
6. Self attested copy of certificate of manufacture/dealership/distributor ship, if applicable.
7. Self attested copy of GST registration certificate.
8. Self attested copy of last VAT/GST tax returns. (relevant portion)
9. Year wise turnover for last three years. (only extract of the relevant portion of Profit & loss A/c, Balance sheet & sales tax documents for proof of turnover dully signed by C.A or three years Turnover Certificate from C.A.).
10. Abstract of department wise supplies to University during the year 2015-16 if applicable.
11. Manufactures must submit a certificate (incase supply through Authorized Dealer) along with the application about the entire responsibility of their dealer for supplies/product's quality and any misconduct on part of their dealer in case the supply is to be made through dealer, etc.
12. Notarized affidavit regarding non-blacklisting worth Rs.100.00 as per Annexure-I
13. List of Clients as per Annexure-II
14. Letter accepting all terms and conditions as per Annexur-III
15. **Declaration regarding the rates that the quoted rates are not higher than the rates at which the items are supplied to state/ central government or their undertaking as per Annexure-IV.**

NOTE:

Before sending/submitting the tender, the tenderer should read carefully, the attached terms & conditions, special terms & conditions, instructions to the tenderer etc.

**Signature of tenderer
With seal**

OFFICE OF THE REGISTRAR
DOON UNIVERSITY Mothrowala Road, Kedarpur, Dehradun (Uttarakhand)

GENERAL TERMS & CONDITIONS

(Jurisdiction- Dehradun, Uttarakhand)

1. E-tenders are invited by the Doon University, Mothrowala Road, Kedarpur, Dehradun for supply of **Steel & Wooden Furniture**
4. Rates quoted should be F.O.R. destination including all outside stations of the University. The rates must include packing forwarding and transit insurance charges. The same should be insured against pilferage, theft, loss or breakage during transit by the supplier before dispatch is made. The responsibility in this respect will be of the supplying firm and not of the University.
5. Supply of the goods is acceptable on bill basis only. **R.R./documents through bank are not acceptable.**
6. Payment shall be made within 30 days from the date of receipt of goods in proper/ satisfactory/ working conditions.
7. Tender documents must be submitted consisting of notice inviting tender, tender form (technical and/or financial), general terms & conditions of supply, special conditions if any, instructions to the tenderers, schedule of items duly filled, completed & signed by the tenderer. **(Rates for each item must be quoted in schedule of items itself).**
8. The tender should be submitted along Earnest Money with a demand draft in favour of Registrar, Doon University, Dehradun. Tender without proper earnest money **shall not be considered.** No Cheque shall be accepted. Earnest Money deposited earlier, if any, shall not be considered.
9. In terms of point (vi) to rule 225 of GFR (2017), Contract document, where necessary, should be executed within 21 days of the issue of letter of acceptance. Non fulfillment of this condition of executing a contract by the Contractor or Supplier would constitute sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit.
10. The purchaser has the right to forfeit performance security in case of any breach of contract committed by the supplier. The supplier will have to attach a certificate to the effect that the material to be supplied will be of the specification conforming to standard of the item specified in the attached schedule.
11. Supply of ordered material should be/ required to be completed within stipulated date/ time from the date of issue of firm order failing which the University reserves the right to forfeit the earnest money and cancel the order. Part supply shall not be accepted normally however in genuine cases, permission may be granted.
12. The supplier should quote clearly in figure and words the rate and amount tendered by him. The amount of each item should be worked out & requisite totals given including all charges F.O.R. destination.
13. The supplier shall furnish the all Annexures attached with this tender document duly filled and signed.
14. GST or any other tax or other charges on the material, which has not been mentioned while quoting their rates shall not be paid by the University under any circumstances.

15. The terms & conditions given by the supplier will not be binding on us. Conditional tenders shall be rejected at the sole discretion of the competent authority of the University.
16. The manufacturer should mention their address of manufacturing unit so that the site may be inspected, if required.
17. In case of supply order being placed on you:
“As time is the essence of this order, the date of delivery should be strictly adhered to otherwise the University reserves the right not to accept delivery in part or full and claim the liquidated damages 1% per week subject to a maximum of 10% of total value of the supply order.”
20. The tenderer shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
21. The tender so submitted shall be governed by the laws of Govt. of India and be interpreted in accordance with such laws.
22. Any dispute arising in process of the tender, the matter shall be referred to the sole arbitrator who in such cases shall be the Vice-Chancellor, Doon University, Dehradun, and whose verdict shall be binding on both the parties.
23. The tenderers may be called for technical discussions by the purchase committee duly constituted or nominated by the Competent Authority of this University.
24. The tenderer must supply a three-dimensional drawing of the instrument, whenever needed to which they proposed to supply along with the relevant literature.
25. The acceptance of a tender will rest with the University who does not bind itself to accept the lowest tender and reserves itself the authority to reject or partially accept, any or all the tenders received without assigning any reason.
26. The University reserves the right to place order for the scheduled quantity and/or part thereof.
27. Tenders are likely to be rejected in case it does not confirm to the specifications, terms and conditions etc as laid down.
28. The validity of rates shall be minimum one year in case of University Rate Contract from the date of issue of award letter and thereafter on mutual consent for further extension of rate contract.
29. The supplier should invariably incorporate guarantee/warranty clauses in his offer wherever applicable. While incorporating G/W clause, nature & duration should be specifically mentioned.
31. If during the currency of the contract, the price(s) of the contracted stores falls, the supplier shall have a binding to charge the prevailing lower rates against the higher contract price.

However, the purchaser is not liable to compensate the supplier any hike in the contract price during the contract period.

32. Free replacement will be made against defective/damaged supplies by the firm/supplier at their own cost & risk.
33. Supplies will be strictly as per brand and specifications as specified in the rate contract. Container and product must bear the brand name, lot no., batch no., date of manufacturing and date of expiry, etc., as the case may be. Substandard supplies shall be rejected out rightly and the supplier shall be held responsible to make good the loss so incurred and that the University shall take necessary action against the firm/supplier, as deemed fit.
34. The consignment shall be booked always in favour of consignee only and as per instructions mentioned in the purchase order.
35. **The University tender, if any, will be done on the basis of existing guide lines of Central Vigilance Commission**
36. No subsequent change will be made in the authorized dealership indicated in the tender document.
37. **The participating firm if required can depute only one authorized representative to deal with their tender, whose signature must be duly verified by the tenderer, no other person will be allowed to deal with tender.**

Registrar

I have read the above terms & conditions and the instructions attached herewith and understood them carefully and agree to abide by the same.

**Signature of Tenderer
with seal**

ANNEXURE-I

DECLARATION REGARDING CLEAN TRACK

(Declaration of Clean Track Record (On Rs. 100/- Stamp paper duly Notarized))

Date:

To,
The Registrar,
Doon University
Dehradun 248001

Sir,

Ref: Tender No. ----- for Supply of Steel and Wooden
Furniture for the year 2018-2019.

I/We carefully gone through the Terms & Conditions contained in the above referred tender.
I/We hereby declare that my Company/Firm is not currently debarred / black listed by any
Government/Semi Government Organizations/ Institutions in India or abroad. I /We further
certify that I'm competent officer in my Company / Firm to make this declaration.

Or

I/we declare the following

SN	Country in which the company is debarred / blacklisted / case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the Company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully,
(Signature of the Bidder)
Name
Designation
Seal

ANNEXURE II

CLIENT DETAILS

To,
The Registrar,
Doon University,
Dehradun 248001

Sir,

Ref: Tender No. ----- for Supply of Steel and Wooden
Furniture for the year 2018-2019.

I/We hereby mention following list of our clients which mention 5 or more Purchase Orders
of State/Central Universities / Govt. Organization/PSU in the past three years for the similar
items. Copies of such purchase orders is enclosed with the offer.

SN	Name of the Client	Purchase Orders	Amount of Order

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Business Address:

Date:

Encl: as above

ANNEXURE-III

Declaration for Acceptance Of Terms And Conditions

To,

The Registrar
Doon University
Dehradun 238001

Ref: Tender No. ----- for Supply of Steel and Wooden
Furniture for the year 2018-2019.

Sir,

I've carefully gone through the Terms & Conditions as mentioned in the above referred tender document. I declare that all the provisions of this tender are acceptable to my company. I further certify that I'm an authorized signatory of my company and I am, therefore, competent to make this declaration.

Yours faithfully,
(Signature of the Bidder)
Printed Name
Designation,
Seal

Date :

FALL CLAUSE NOTICE CERTIFICATE

1. This is to certify that we have offered the maximum possible discount to you in our Quotation No _____ dated _____.
2. The prices charged for the stores supplied under this tender should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. Organization/PSU's/Autonomous bodies/Pvt Organizations during the period of contract failing which the "FALL CLAUSE" will be applicable.
3. In case, if the price charged by our firm is more, the Doon University will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Signature with Seal of the Bidder

Date:

Place:

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.

Part „B“

Financial Bid

Item-----

OFFICE OF THE REGISTRAR
Doon University Mothorowala Road, Kedarpur, Dehradun-248012,
UTTARAKHAND

TENDER FOR SUPPLY OF WOODEN AND STEEL FURNITURE

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. THE NON-COMPLIANCE OF ANY ONE CONDITION MAY MAKE YOUR OFFER INVALID”

Part (B): Financial Bid

Tenderer's reference No. _____

Dated: _____

1. Application for the supply of _____
2. Name of the applicant firm _____
Address _____
3. Telephone No. _____
Mobile _____
Fax No. _____
e-mail _____
4. Status of the applicant _____
(Whether manufacturer/(original) Authorized distributor/
Authorized dealer/Trader as per tender notice.
(Certificate must be submitted from appropriate authority).
5. Telephone No., Fax No., e-mail of foreign _____
Principals _____
Tel. Ph. _____
Fax No. _____
e-mail _____
7. Cost of equipment (model-wise)
In Indian Rupee _____
8. Mode of supply & billing: _____
Direct/through dealer (Please give full
name & address of the dealer (if any) _____
Contact No. _____
9. Validity of rates (period) _____
Minimum One Year

10. Specify GST (in % clearly)

NOTE:

- (i) **Over writing in tender will not be accepted. Cutting if any should be properly signed by the tenderer.**
- (ii) **University will not to make any part payment if full supplies are not made in accordance with the Purchase Order/Letter of Intent.**
- (iii) **The tenderer should enclose required certificates in the same order as mentioned above & serialize them accordingly.**
- (iv) **Before sending/submitting the application/tender, the applicant should read carefully the attached terms & conditions and instructions sheet.**
- (V) **Please fill all your rates in schedule-I**

**Signature of the Tenderer
(Applicant)
Name & Seal of the Firm**

SCHEDULE OF DETAILED ITEMS AND PRICE BID

SN	ITEM DESCRIPTION WITH SPECIFICATION	QTY	BASIC RATE	GST	TOTAL PRICE
1	Hostel Beds	100			
2	Hostel Chairs	100			
3	Table	100			
4	Wardrobe	100			
5	Sofa set three seater	30			
6	Dining table	10			
7	Dining chair	80			
8	Distribution/Food serving table	3			
9	Classroom benches	250			
10	Classroom chairs	500			

DOON UNIVERSITY, DEHRADUN
Technical Specification of Hostel & Mess Furniture

S.no	Name of Items	University Specification
01.	Hostel bed	Hostel bed size 6'x3'ms pipe 2'x1 bed height 17" head rest height 32" 1" round pipe ply 12mm ISS 6'x3' Two box with (fabricated ball bearing with SS channel) for pull out box size 35"x35"x11" wzdxdh oven paint broun.
02.	Study chair	Size seat 16"x16" size back 16"x10" pu seat and back 1" round pipe powder coated without arms.
03	Study table cum book self	Size 1420Hx140Dx710W folding top -610w×410d×18mm MDF board wooden self size-660w×220d table frame size – 1' ms round pipe with powder coated.
04.	Sofa Set three seater	Size 75"x32"(l×h) seat size 20"x21" Back 20"x21 with cushion 2" seat and back fitted on ms sheeted frame 2" round pipe powder coated
05.	Wardrobe	Wooden wardrobe with lockable size 1500H×600W×450Dmm with four self and one dwr out side.
06.	Dining Table	Size 72"x32"x30" Top: Black granite 16mm thickness Frame: 1½" x 1½" x 16 SWG thickness MS Pipe duly painted; Fitted with rubber bush in legs.
07.	Dining Chair	Standard size Seat: made out of compressed wood Frame: top and main legs made of 1" dia×16 SWG thickness SS pipe Back support: 3 nos made out ½" dia ×16 SWG thickness SS pipe Bullets: Nylon MOC:SS 202
08.	Distribution/ Food Service counter	44"x27"x34" Top: 16SWG SS Sheet Frame: 35×35×4 mm thickness MS Angle Outer body: 20 SWG SS Sheet Under shelf: 20 SWG SS Sheet Bullets: Nylon MOC: SS 202

DOON UNIVERSITY, DEHRADUN
Technical Specification of Classroom Furniture

S.no	Name of Items	University Specification
01.	Classroom Chair	Providing classroom chair having seat & back made of 12mm hot pressed six layer ply duly polished. Frame made of 19mm round CRC pipe not less than 16 gauge duly grey powder coated of 40 to 50 microns.
02.	Classroom table	Providing table of size 1500×450×750 mm (wxdxh). Table top made of 25mm particle board duly post formed. It is having 18mm thick plb shelf of size 1500×450mm below the work top to keep books. Table is completely die cut made of prime quality ERW tubular frame of 50×30mm & 25.4mm sq pipe not less than 1.2mm thickness. Side panels are made in CRCA sheet not less than 0.8mm & 0.6mm thickness respectively. Modesty panel is made up of perforated sheet duly powder coated. All sheet components are pretreated with anti-rust treatment & duly powder coated up to 40-50 microns.