

CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-24(2015-16)



Tender Notice for Rate Contract for Furniture items
(Office/ Conference Room/ Class Room/
Hostel /Canteen /Modular /Laboratory)

Release Date : September 16, 2015

Last Date : October 07, 2015; 3:00P.M.

City Campus, Mansa Road, Bathinda- 151001,
E-mail: registrar@cup.ac.in, Tel/Fax: 0164-2864106,

Central University of Punjab, Bathinda

Sealed tenders from the reputed manufacturers are invited for entering into Rate Contract for the supply of furniture items (Office/Conference Room/ Class Room/Hostel/Canteen/Modular/Laboratory).

Tender Notice Number	:	P-24(2015-16)
Release Date of the Tender	:	September 16, 2015
Last date for the submission of Tender	:	October 07, 2015; 3:00P.M.
Opening date of Tender	:	October 07, 2015: 4:00 P.M. (In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)
Name and Address of the University	:	Registrar, Central University of Punjab, City Campus, Mansa Road, Bathinda – 151001, Punjab, India.
Tel./Fax	:	0164-2864106
E-Mail Address	:	registrar@cup.ac.in
Tender Fee (Non-Refundable)	:	Rs. 1,000/- drawn in favour of “ Central University of Punjab, Bathinda ” in the shape of DD only.
EMD (Refundable)	:	Rs. 50,000 drawn in favor of “ Central University of Punjab, Bathinda ” in the shape of PBG/FDR/TDR must be valid for one year. Please count the last date of this tender as the first/release date of PBG/FDR/TDR.

Note: a. EMD of the successful bidders shall be kept till the currency of Rate Contract and shall be returned to them only on the expiry of Rate Contract. New EMD shall be submitted by Contract holder(s) for the extension or successful execution of Rate Contract.

b. EMD of the unsuccessful bidders shall be returned immediately after approval of Competent Authority.

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ELIGIBILITY CRITERIA

- 1) The bidder should have entered into Annual Rate Contract (ARC) for the supply of Furniture items with at least 3 Government Departments/Educational Institute /Universities during last three years. Copies of the Annual Rate Contract issued by the clients must be enclosed.
- 2) The bidder should enclose copies of the latest three purchase order executed to the above clients during the last three years.
- 3) The bidder should provide certifications like ISO 9001:2000 or 14001:2004 or other similar certifications issued by an authority in support of credentials of the manufacturer.
- 4) Furnishing of compliance certificates as per International Standards for furniture like SEFA/BIFMA/Green Guard/ OHSAS 18001 etc. may be an added advantage.
- 5) Application for ARC to be submitted on the prescribed application form only.
- 6) The bidder should have annual turnover of minimum 10 crores for the last three consecutive years. Documentary proof must be attached for the same.
- 7) No lesser Price Certificate as per Annexure-G.
- 8) Certificate of Universal Catalogue as per Annexure-H.
- 9) Non-Blacklisting Certificate as per Annexure-I.

Note: University may invite the returnable samples from the submitted catalogue to check the quality, feasibility etc. of the furniture.

GUIDELINES FOR PREPARATION OF TENDER

1. Tender fee and all other necessary documents should be submitted for this tender. The main envelop should super- scribe: ***“Tender for Rate Contract for Furniture items, Last date of submission October 07, 2015, 3:00 P.M.”***.
2. The proposals shall be submitted in three parts, viz. **“Tender fee & EMD”, “Eligibility Criteria” and “Financial bid”** in three separate sealed envelopes (with respective marking super-scribed in bold).
3. The first envelope (envelope 1) marked **“Tender fee and EMD”**.
4. The second envelope (envelope 2) marked **“Eligibility Criteria”** should include all relevant documents for eligibility criteria technical specifications. The second envelope should not contain any cost information whatsoever.
5. The Third envelope (envelope 3) marked **“Financial Bid”** should include document regarding financial catalogue with complete catalogue number etc. The bidder should attach 03 copies of Universal Catalogues/ diagram/ Pictures/Price list of quoted Furniture. Universal catalogue must contain detailed specifications, diagram along with picture & price of each and every item.
6. All the sealed envelopes containing Tender Fee & EMD, Eligibility criteria, financial bid should be placed in a bigger sealed cover. The top of cover must also contain Name and Address of the tenderer, telephone and other contact details for further correspondence.
7. Blank Tender Forms for the above items along with details can be downloaded from ***www.cup.edu.in or www.cup.ac.in***. The non-refundable application fee must be accompanied with tender.
8. Tenders must accompany a copy of the ***“Eligibility Criteria and General Terms and Conditions”*** section of this document, signed and stamped on each page indicating that they agree to these.
9. Last date of submission of tender along with requisite fee and all documents is **October 07, 2015**.
10. The Tenders/Quotations will be opened at the University campus as per given schedule. If the last date of submission is declared holiday in Central University of Punjab, Bathinda (in exceptional cases), the date of submission and tender opening will be next working days, respectively.
11. The tenders received late, without tender fee, without required documents or incomplete in any respect / Misleading will out rightly be rejected. Electronic submission of documents (by facsimile, email and so on) is not acceptable.
12. University shall enter into Rate Contract only with the Principal Manufacturer/Principal State/Country supplier and not with their dealers. But they may authorize their dealer to supply the items against Purchase/Supply order.
13. Availability of Spares: The tenderer must give certificate duly signed and stamped by manufacturer for the availability of spares and servicing of instrument for at least 5 years. Supplier should give an undertaking that spares parts will be supplied within the specified periods as and when ordered.
14. The tender fulfilling the eligibility criteria and found technically qualified will only be considered.

GENERAL FINANCIAL TERMS AND OTHER CONDITIONS FOR AWARDING CONTRACT

1. University shall enter into Rate Contract only with the Principal Manufacturer/Principal State/Country supplier and not with their dealers. But they may authorize their dealer to supply the items against Purchase/Supply order.
2. **Prices:** Quoted prices should be firm and FOR Central University of Punjab (CUPB), City Campus, Mansa Road, Bathinda and complete break up of all taxes and duties payable by the university should be clearly defined otherwise it will be presumed that the rates quoted are inclusive of all these charges and nothing extra will be paid. **Special Discount/ Rebates, whichever applicable to an educational Institution, may also be specifically indicated.**
3. **Validity of Contract:** Rates contract will be valid for a period of One year which may further be extended for another quarter/half/one year on mutual consent of both the parties.
4. **Payment terms:** 100% payment will be made through RTGS/by cheque after delivery, assembling and demonstration of goods in good condition and satisfactory inspection report of the Committee.
5. **Validity:** Tenders/Quotations should be valid for three months from the last date of its submission.
6. **Incomplete or Misleading Tenders / Quotations:** Tenders/Quotations duly sealed will be considered. Tenders/Quotations received late or incomplete in any respect/ misleading without earnest money& without required documents will out rightly be rejected.
7. **Right to reject:** The Central University of Punjab, Bathinda reserves right to accept/reject any or all the Tenders/Quotations at any time without assigning any reason.
8. **Delivery Schedule:** The delivery of material should be done within 45 days from the date of receipt of purchase/ supply order.
9. **Installations/Testing:** Installations and/or assembling of the item(s) under purchase, if any, will be of free of cost. University reserves the right to test the quality of material. If during inspection/test, the furniture is found to be of inferior quality, the same will be replaced by the supplier at their own cost within the stipulated period.
10. **Penalty for non/late delivery of material:** If the supplier fails to deliver the material within the stipulated delivery period of the Supply/Purchase order/contract the same is liable to pay penalty charges at 0.5% of the cost of undelivered goods/ services per week, not exceeding maximum limit of 10% of the cost of complete unit of undelivered equipment/material so delayed.
11. **Performance Bank Guarantee:**
 - a. Firm/Contractor must submit security deposit @5% of Purchase/Supply Order value for each Purchase/Supply Order in favour of the Central University of Punjab, Bathinda in the form of Bank Guarantee (BG) for faithful execution of Supply/Purchase order complete in all respect within 30 days for the warranty period.
 - b. On faithful execution of the Supply/Work order on all respects, including warranty period, the security deposit of the contractors/supplier shall be released.
 - c. In the event of default on your part in faithful execution of Supply/Work order, the security deposit shall be forfeited by an order of the Registrar of the University. The forfeiture of security deposit shall be without prejudice to any other right arising or accruing to the university under relevant provisions of the Supply/Work Order like penalty/damages for delay in delivery

provisions under Negligence & default clause including suspension of business dealings with the university for a specific period.

12. **Warranty/ Guarantee:**

a) The supplier/contractor shall be responsible to replace free of cost with no transportation and insurance expenses to the University up to the destination of material equipment, the whole or any part of the material which under normal and proper use and maintenance, proves defective in material or workmanship within 12 months from the date, it is taken over by the University or 18 months from the date of installation whichever expires earlier, provided the University gives prompt written notice of such defects to the supplier/contractor. Such replacement shall be effected by the supplier/contractor within a reasonable time not exceeding 6 months of the intimation of defects. Supplier's/Contractor responsibility arising out of supply of material or its use whether on warranties or otherwise shall not in any case exceed the cost of correcting the defects or replacing the defective part/material and upon the expiry of the warranty period stipulated above, all such liabilities shall terminate.

b) The above provision shall equally apply to the material so replaced/repared by the Supplier/Contractor under this clause in case the same is again found to be defective within 12 months of the replacement/repair.

c) In case the replacement /repair of defective material is not carried out within six months of intimation of defects, the Supplier/Contractor shall have to pay interest @ 12 per cent per annum on the value of each complete operational unit of equipment beginning from the date of becoming defective up to date of its re-commissioning after replacement/repair.

13. An undertaking for after sales service for at least 1 year from the date of expiry of warranty.

14. Entering into annual rate contract does not bind Central University of Punjab, Bathinda to place any order on agreed terms and firm entered in contract bound to supply any single item of catalogue.

15. **Conditional bids:** Conditional bids shall not be entertain to enter into rate contract with the company.

16. **Cancellation of Tender:** The University reserves the right to accept/reject any or all the quotations/ tenders wholly or partially without assigning any reasons thereof.

17. **Cancellation of Purchase/Supply Order:** The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Supplier prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

18. **Parallel Rate Contract:** University may be entered into parallel rate contract for the similar items with other firm also. Any objection/ query etc. in this regard shall not be entertained.

19. **Returnable Samples:** University may invite samples of any items from the printed catalogue submitted with the bid before awarding the rate contract/ purchase order.

20. **Civil Suit Jurisdiction:** All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.

IMPORTANT NOTE: THE BIDS ARE LIABLE TO BE REJECTED IF THE ABOVE CONDITIONS ARE NOT COMPLIED WITH.

APPLICATION FORM

To be Filled Completely and Signed

1.	Name and Address of the Firm/Manufacturer With Contact details like Phone No./Mobile No./e-mail	
2.	Name and Address of Authorized Dealer/ Distributor (Phone No./ Mobile No./ Email Id)	
3.	VAT/Service Tax Registration certificate/ TIN No./ PAN No.(Copy Attached)	VAT No.: Service Tax No.: TIN NO. PAN No.
4.	Category of Furniture dealing with (Tick whichever is applicable)	Office/Conference Room/Class Room/ Hostel/Canteen/Modular/Lab
5.	Supplies will be arranged through	(Self/Dealer/Distributor)
6.	Whether already having Rate Contract with other Govt. organizations	Yes/No (If yes, details enclosed in the Annexure-E)
7.	ISO 9001:2000, ISO 14001:2004 or other similar certificates are attached. Name of the certificates.	
8.	Compliance certificates as per International Standards for furniture like SEFA/ BIFMA/ Green Guard/ OHSAS 1800 etc. attached	
9.	Price List in INR attached.	03 Sets
10.	Discount on Price list	@_____ % (In words_____)
11.	Catalogues/Technical literature enclosed	Yes/ No
12.	Rates are FOR Central University of Punjab, Bathinda basis	(Yes/No)
13.	Warranty Period	
14.	Undertaking for after sales service for at least 1 year from the date of expiry of warranty (Attached)	Yes/No
15.	Least Price Certificate (attached)	Yes/No
16.	All the pages of the tender document have been numbered. Page nos. of the documents attached has been mentioned wherever required. Every page has been signed and stamped by authorized signatory	
17.	Any other	

LIST OF EXISTING RATE CONTRACT OF THE FIRM WITH GOVT. ORGANISATIONS

Sl. No.	Name of the organization	Annual Business Volume	Copies of the Annual Rate Contract letters and latest three PO's issued by the Rate Contract clients during last 03 years enclosed

(Signature of the authorized signatory with stamp)

DECLARATION BY SUPPLIER

“It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the quotations are truthful and binding on the firm.”

Place:

Signature of Authorized Person

Date:

Designation

Seal

NO LESSER PRICE CERTIFICATE

I (Name) (Designation), for and on behalf of M/s (Name of Firm), hereby, certify that the firm mentioned above will not charge or quote lesser price than the price list submitted for this tender including discount offered, if any, to any other purchaser or agency of Institute of India and that the prices offered are the lowest of those by us in the country.

Place:

Signature of Authorized Person

Date:

Designation

Seal

Certificate of Universal Catalog/Price List

I (Name) (Designation), for and on behalf of M/s (Name of Firm), hereby, certify that the firm mentioned above has Universal Catalog which contain detailed specifications, diagram, pictures and Price of each and every item. We have submitted only one Universal catalog entered into rate contract with other Government Departments/Educational Institute/Universities (Proof attached at Annexure-___ of our bid).

Place:

Signature of Authorized Person

Date:

Designation

Seal

FORMAT FOR NON-BLACKLISTING OF SUPPLIER

I/ We _____Manufacturer/partner/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier) _____ do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body.

Deponent

Address _____

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

Deponent

Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.)

CHECK LIST

(TO BE FILLED COMPLETELY & PLACED IN ENVELOPE-II)

Sr. No.	Points to be verified	Yes/ No
1	Eligibility Criteria fulfilled and acceptable as per tender	
2	Copy of "Eligibility Criteria and General Terms and Conditions" signed and stamped on each page.	
3	Tender Fee and EMD	
4	No lesser Price Certificate	
5	Certificate of Universal Catalogue	
6	Photocopy of PAN and TAN card	
7	User list and certificates issued by clients	
8	Copy of income tax return certificate	
9	Certificate of After sales services	
10	Warranty period	
11	Application Form as per tender Performa	
12	Certificate of Non-Blacklisting	
13	Other certificates as asked for in tender document a) Spare part availability certificate. b) Certificate indicating country of manufacture. c) Sales tax registration certificate.	
14	Any other certificate as per tender document	

Place:

Signature of Authorized Person

Date:

Designation

Seal