

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM
PIN: 786 004**



BID DOCUMENT

FOR

NAME OF THE WORK: Supply of Dining Table for D.U.Hostels at Dibrugarh University.

TENDER No: DU/Admn/AR/E-229/NIT/2019/27

Dated:12/10/2023

CUT-OUT SLIP

NAME OF THE WORK: Supply of Dining Table for D.U.Hostels at Dibrugarh University.

TENDER NO. : DU/Admn/AR/E-229/NIT/2019/27

Date: 12/10/2023

SUBMISSION DUE DATE & TIME : 01/11/2023 up-to 12:00 Noon

FROM:

Name:
Address

TO:

THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH, ASSAM



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/Admn/AR/E-229/NIT/2019/27

Date: 12/10/2023

TENDER NOTICE

Sealed Tenders are invited from reputed dealers/suppliers/vendors for Supplying of *Dining Table for D.U. Hostels* at Dibrugarh University. Detailed specification of the item, Terms & Conditions *etc.* are given below. **Last date of submission of Tender with all relevant papers is 01/11/2023 up-to 12:00 P.M.**

Availability of Bid papers	From 12/10/2023 to 01/11/2023 between 10:00 A.M. to 12.00 P.M.
Last date for receipt of Bid	01/11/2023 upto 12:00 P.M.
Time & Date of opening of Bid	02/11/2023 at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Document	1000/- Non refundable
EMD	Rs.50,000/-

The tender should be submitted in two separate sealed envelopes *i.e.* **Part-I** (TECHNICAL BID) and **Part-II** (FINANCIAL BID). The Technical Bid shall be opened on above mentioned date and time and the Financial Bid of only those bidders who qualify in Technical Bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose Technical Bid are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

Sd/-
Registrar
Dibrugarh University

Copy to:

1. The Hon'ble Vice Chancellor, D.U. for favour of information
2. The Deputy Registrar (F&A) *i/c*, D.U. for information.
3. Notice Board
4. Office File

Sd/-
Registrar
Dibrugarh University

Part A - Terms and Conditions

Part B - Specifications

PART A - TERMS AND CONDITIONS

GENERAL INFORMATION

The Tender bids duly complete in all respects, along with the necessary documents should be submitted to the Registrar, Dibrugarh University. The Technical Bids so received, shall be opened on **02/11/2023 at 02:30 P.M.** in the Office of the Registrar, Dibrugarh University in the presence of the representatives of the bidders. The Financial Bids of the Tenderers shall be opened on the same date or at a later date to be intimated to the tenderers whose Technical Bids are found to be valid or eligible. Dibrugarh University reserves the right to reject any or all Tenders without assigning any reason thereof.

Terms and Conditions of Supply:

1. All the vendors/ suppliers/ stockists should also give a brief profile about their firm/company and the facilities available with them of the quoted items. Their turnover and list of the organizations/firms/ Government Institutes/ P.S.U.s *etc.* to whom they are supplying/have supplied the quoted items, should also be mentioned.
2. The last date and time for the acceptance of the bids is **01/11/2023 up-to 12:00 Noon.**
3. Suppliers shall submit the following documents along with their quotations as provided in the Checklist –**ANNEXURE-III**:
 - (a) PAN Card
 - (b) VAT/TIN/GST Registration No.
 - (c) Technical specifications offered by the Supplier.
 - (d) Technical compliance sheet. (**Annexure-II**)
 - (e) Technical literature regarding the offered products.
 - (f) ISO Certificate, IGBC Greenpro or Griha/BIFMA and other mandated in the specifications.
 - (g) Manufacturer Authorization.
4. The rates should be mentioned in the Schedule attached with the Tender Document. Each page of the tender shall be signed in full and stamped with the seal by the supplier. The supplier must clearly state in what capacity he or she is signing the Tender.
5. The supplier shall submit the tender in two envelopes. The first envelope (Technical Bid) shall contain all the documents referred to in **Part-B** and it should be sealed. The second envelope (Financial Bid) shall contain the **quoted rates**, in which the supplier shall register the rates of supply/goods/services. The second envelope shall also, likewise, be sealed. Both the envelopes then should be put together, and should be sealed in another envelope on which the cut out slip provided as part of the tender document should be pasted or should be inscribed as “**Supply of Dining Table for D.U.Hostels at Dibrugarh University**” and should reach the undersigned on or before the prescribe time and date. The Technical Bid shall be opened first to ensure that suppliers have

submitted all the requisite documents. If the Technical Bids are not in order or are deficient in some respect, the Financial Bids in respect of such tenders shall not be opened. The date and time of opening the Financial Bids shall be announced one day after opening all the Technical Bids.

6. Supplier should read carefully all the instructions and terms and conditions, *etc.* before registering rates in prescribed schedule of the tender. Taxes and duties *etc.* should be shown separately.
7. The Technical Documents shall be opened **on 02/11/2023** or on the next working day if the offices of the University remain closed due to any reason.
8. Technical specifications of the instruments/equipments are given in **Annexure-I** to these papers **(Part B)**.
9. The Dining Table should be delivered at D.U. Hostels, Dibrugarh University, Dibrugarh within a stipulated period i.e. 02 (two) weeks from the date of issue of letter of award or as specified from placing of the order. If the shortlisted tenderer fails to supply the ordered quantity within the stipulated time period or supplies sub-standard item(s), liquidated damages equivalent to 10% (ten percent) of invoice/bill value shall be deducted from the bills of the contractor subject to maximum of 10% of contract/ bill value.
10. If the supplier fails to deliver the article(s) as per the delivery schedule, the University shall be free to procure the balance/undelivered supply of goods and services, at the risk and cost of the supplier, from other such suppliers.
11. The specified items supplied should be of reputed brand. The materials supplied by the supplier shall be accepted only after inspection by an officer authorized by the competent authority of Dibrugarh University. Materials which do not conform to the specifications laid down in the terms and conditions or particulars shall not be accepted. Additionally, the delivered materials if found damaged in transit shall not be accepted and Dibrugarh University would not be liable to pay any delivery charges or cost of the said materials to the tenderer.
12. The bills of the suppliers shall be paid by the University after all the materials/articles/equipments have been received and installed, inspected as above.
13. The vendor/supplier must submit Compliance Statement in tabular form comparing each specification of the quoted item with that given in the Tender Document **Part - B**.
14. The on site warranty period shall be for minimum 03 (three) years or may be more as mentioned in the Tender Document.
15. This tender document is not transferable.
16. In the event of any breach of the terms and conditions of the supply, the University may terminate the purchase order placed and forfeit the security deposit of the supplier.
17. Whether OEM or Authorized Distributor/ Dealer a letter or a valid certificate of authorization of

manufacturer shall have to be enclosed with the Technical Bid.

18. Copy of product literature and catalogue, *etc.* have to be provided.
19. The quantity as mentioned at **Part-B** (Specifications) may be increased or decreased at the time of placing Purchase Order as per requirement.
20. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
22. **No advance payment or payment against Proforma invoice will be made. Payment will be made after receipt of materials in good condition.**
Note:
 - (a) Tenderers are advised to read carefully the Terms and Conditions of supply before recording the rates in this Schedule.
 - (b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
 - (c) The University reserves the right to:
 - (i) Accept/reject any/all tenders without assigning any reason thereof.
 - (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
 - (iii) Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary.
 - (iv) Award the contract to one or more tenderers for the items covered by the tender.

ITEM No	DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS	Unit Price	Taxes	Qty.	Total Amount
1					
2					
3					

Signature of the Tenderer
Seal of the Firm

Part - B (Specifications):**Annexure-I**

Sl. No.	Items	Qty
1	<p>Specifications:</p> <p>Dining Table Overall size 2400WX900DX800H, Table Top size 2360W x 900D mm Made Of Stainless steel 202Grade brushed with 18mm Thick Particle board for durability , Height of top from floor 800mm , complete Under structure Made Of Prime Quality CRCA 40 x 40 x 1.2mm thick crca Pipes, Seat Size is 300mm Dia 1mm Thick which is welded on 25x12x1.2mm CRCA Pipe , Seat Height From floor should be minimum 450mm , Seat main structure made of 40x40x1.2mm stainless steel. The structure should be in knockdown condition, High Quality PPCP Buffer should be used for all open end of tubes, all welding should be CO2 MIG Welding to minimize rusting on welding area, Complete structure should be free from all welding defects such as sharp edges, burr etc. All metal components should be pre-treated with zinc phosphating in minimum 7 tank process and then powder coated with epoxy polyester with approved shade. Thickness of Coating should be minimum 50 Micron. All Metal components of entire assembly confirm to IS 4923. Both the horizontal and vertical pipes are welded together by MIG welding confirming to IS standard IS 816 (1969) and is tested for welding confirming to IS 822 (1970). All CRCA Components would be shall be finished with epoxy polyester powder coated DFT 50-60 Micron confirming IS 13871 (1993). Understructure height will be 725mm from the ground, and the stool height will be 500mm from the ground. The manufacturer should have ISO 9001:2015, ISO 50001:2018, ISO 45001:2018, ISO 14001:2015 (all ISO must be from NABCB accredited agency), BIFMA (membership), AIOTA. The product should be IGBC Greenpro or Griha certified for the product category. All the information must be specifically mentioned in the documents submitted along with product catalogue.</p>	50 nos

Sl. No.	Items	Compliance (Yes/No) Remarks if any
1	<p>Specifications:</p> <p>Dining Table Overall size 2400WX900DX800H, Table Top size 2360W x 900D mm Made Of Stainless steel 202Grade brushed with 18mm Thick Particle board for durability , Height of top from floor 800mm , complete Under structure Made Of Prime Quality CRCA 40 x 40 x 1.2mm thick crca Pipes, Seat Size is 300mm Dia 1mm Thick which is welded on 25x12x1.2mm CRCA Pipe , Seat Height From floor should be minimum 450mm , Seat main structure made of 40x40x1.2mm stainless steel. The structure should be in knockdown condition, High Quality PPCP Buffer should be used for all open end of tubes, all welding should be CO2 MIG Welding to minimize rusting on welding area, Complete structure should be free from all welding defects such as sharp edges, burr etc. All metal components should be pre-treated with zinc phosphating in minimum 7 tank process and then powder coated with epoxy polyester with approved shade. Thickness of Coating should be minimum 50 Micron. All Metal components of entire assembly confirm to IS 4923. Both the horizontal and vertical pipes are welded together by MIG welding confirming to IS standard IS 816 (1969) and is tested for welding confirming to IS 822 (1970). All CRCA Components would be shall be finished with epoxy polyester powder coated DFT 50-60 Micron confirming IS 13871 (1993). Understructure height will be 725mm from the ground, and the stool height will be 500mm from the ground. The manufacturer should have ISO 9001:2015, ISO 50001:2018, ISO 45001:2018, ISO 14001:2015 (all ISO must be from NABCB accredited agency), BIFMA (membership), AIOTA. The product should be IGBC Greenpro or Griha certified for the product category. All the information must be specifically mentioned in the documents submitted along with product catalogue.</p>	

GENERAL INFORMATION

(To be filled in by the bidder for the Technical Bid evaluation)

Brief Description of the Tenderer

1. 1.Name of tendering Company/ Firm: _____
2. 2.Type of Organization (Individual/Partnership/ Pvt. Ltd): _____
3. 3.Name of Owner / Partners / Directors: _____
4. 4.Full particulars of office
 - (a) Address: _____

 - (b) Telephone No.: _____
 - (c) Mobile No.: _____
 - (d) e-mail address: _____
 - (e) Company website, If any: _____
 - (f) Year of establishment: _____
5. Registration details: (Details of supporting documents enclosed with self-attested)

Sl. No.	Registration Under	Registration No.	Valid up-to	Proof enclosed in Page No:
1.	Firm/Company Registration/Individual			
2.	Proof for having registration in Firm/manufacturer/registered dealer/ other Govt. organization.			
3.	PAN Card No./ TAN			
4.	GST Reg. No			
5.	Income tax return			
6.	Any other additional information			
7.	ISO Certification			

6. Details of payment:

Sl. No	Particulars	Bank Details	Amount with date	Valid up to
1.	Tender cost of Rs.			

Note: Self-attested copy as proof of the above must be attached to qualify, compulsorily and original papers/documents should be produced as and if required for verification purpose. All the above copies of documents to be sealed in the Technical Bid cover along with EMD.

TECHNICAL BID - CHECK LIST

Sl. No	Particulars	Mention 'Yes' / 'No'
1.	Whether "Technical" & "Price" bids submitted separately and the respective envelopes superscribed properly	
2.	Whether Demand Draft and EMD in favour of the Registrar, Dibrugarh University is enclosed with the tender submitted.	
3.	Whether relevant certificate/ document in support of having items installation and fittings experience in enclosed with a list of organizations (Govt., PSU, reputed MNCs/ organizations).	
4.	Whether Trade License for this kind of jobs enclosed	
5.	Whether copy of Pan Card enclosed	
6.	Whether copy of other statutory registration certificates like VAT/Goods & Service Tax etc. enclosed [As applicable]	
7.	Whether Duly filled Financial bid place in separate cover submitted.	
8.	Whether agreed to abide by all the terms & conditions of this tender	
9.	ISO Certification submitted.	

All above enclosures must be valid (wherever applicable)

Date:

Name & Signature of the tenderer with
seal

Place:

Note: Tenders not accompanied with above information & documents in support of the same may be summarily rejected.

UNDERTAKING FROM THE BIDDER

(In the original letter Head of the Firm)

To

The Registrar
Dibrugarh University
Dibrugarh

Dear Sir,

I/We hereby unconditionally accept all terms and condition mentioned in the Tender no. _____ for “*Supply of Dining Table for D.U. Hostels at Dibrugarh University*”.

I /We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection and forfeiting of EMD, if the same is found to be false or the information is found to have been suppressed by me.

The warranty/ guarantee on the item supplied and fixed will be at least 05 years for wooden items fittings and other accessories. The warrant period shall liable to repair and replace the defected part for whole. However for the Furniture made of Aluminum/Iron/Steel, the same should be of 3 to 5 years (more than the expected warranty may please be specified).

I/ We having our office at declare that I/ We have never been blacklisted by any state Government/ Central Government or any State/ Central PSU.

Regards,

(Authorized Signatory)

(Company Seal)

Date: