

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



BID DOCUMENT

FOR

NAME OF THE WORK: Infrastructure Development of Centre for Studies in Language
(Bodo Department), Dibrugarh University

TENDER No: DU/RG/B.01.07/19/3160

CUT-OUT SLIP

NAME OF THE WORK: Infrastructure Development of Centre for Studies in Language
(Bodo Department), Dibrugarh University

TENDER NO. : DU/RG/B.01.07/19/3160 Date: 23/02/2019

SUBMISSION DUE DATE & TIME : 12/03/2019 up-to 11:00 A.M.

FROM:

NAME:
ADDRESS

TO:

THE REGISTRAR
DIBRUGARH UNIVERSITY
DIBRUGARH, ASSAM

(To be pasted on the outer envelope containing “Technical”& “Commercial” bids)



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/RG/B.01.07/19/3160

Date: 23/02/2019

Tender Notice

Sealed Tenders are invited from reputed manufactures/authorized dealers/suppliers for Supply, Installation and Commissioning of Furnitures & Equipments for infrastructure development of Centre for Studies in Language (Bodo Department) at Dibrugarh University. Detailed specification of the items, terms & conditions etc are given below. **Last date of submission of Tender as per annexure with all relevant papers is 12/03/2019 up-to 11:00 A.M.** to be submitted at the Tender Box placed at Registrar's Office, Dibrugarh University, Dibrugarh, Assam.

Availability of Bid papers	From 23/02/2019 to 11/03/2019 between 10:00 A.M. to 3:00 P.M.
Last date for receipt of Bid	12/03/2019 upto 11:00 A.M.
Time & Date of opening of Bid	12/03/2019 at 02:30 P.M.
Place of opening of Bid	Office of the Registrar, DU
Cost of Document	500/- Non refundable
EMD	2.5 % of the Tender Value

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 Assistant Registrar (F&A), D.U. for information.
2. Notice Board
3. 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 **12/03/2019 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. Right to reject any or all Tenders, without assigning any reason thereof is reserved by Dibrugarh University.

Terms and Conditions of Supply:

1. All the manufacturers/ distributors/ stockists should also give a brief profile about their company and the facilities available with them of the quoted items. Their turnover and important firms/ Government Institutes/ P.S.U.s etc. to which they are supplying quoted items, should also be mentioned.
2. The last date and time for the acceptance of the bids is **12/03/2019 up-to 11:00 A.M.**
3. Suppliers shall submit the following documents along with their quotations:
 - (a) VAT/TIN/GST Registration No.
 - (b) Technical specifications offered by the Supplier.
 - (c) Technical compliance table
 - (d) Technical literature regarding the offered products including diagrams.
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 **2 above** and sealed. The second envelope (Commercial Bid) shall contain the **Schedule**, in which the supplier shall register the rates of supply. The second envelope shall also, likewise, be sealed. Both the envelope then should be put together, and should be sealed in an envelope on which the cut out slip provided as part of the tender document should be pasted, and should 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 commercial 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 **12/03/2019** 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** to these papers (Part B).

9. The delivery and installation should be completed within 1 month or as specified from placing of the order. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.

10. If the supplier fails to deliver the article as per the delivery schedule, the University shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.

11. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit shall be accepted.

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. Vendor 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 warranty period shall be for minimum one year 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 contract placed with the supplier 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 be enclosed.

18. Copy of product literature and catalogue, testing report, BEE rating, ISO etc.

19. The quantity as mentioned at Part-B (Specifications) may be increased or decreased at the time of placing 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.

23. The Tendering Firm must have a permanent establishment in Dibrugarh.

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

Sl. No.	Item Description	Qty.
A	For Library	
A1	<u>Book Shelf</u> : Unique design with top hinged doors, Equalizing mechanism for trouble-free opening and closing, 10 lever cam lock for added security, Available in 2 and 4 door options. 2 Door Book Case (Post Formed Top) 91.4 cm W X 32 cm D X 94.7 cm H	20 Nos.
A2	<u>Table</u> : Understructure Size: 136.5 cm W X 68 cm D X 75 cm H with varying drawer combos available to suit varied storage requirements (to be available in both round and tubular)	02 Nos.
A3	<u>Chair</u> : Centre tilt synchro, Nylon Pedestal, PP Fixed Arms.	02 Nos.
A4	<u>Desk & Bench</u> : Understructure:-All side metal frames and cross connectors are made from combination of 25.4 X 1.2 mm thk (approx 18 SWG) Round ERU Tubes (As per IS:7138) which are welded together. The Welded structures and cross connectors are coated with min.45 micron thickness of epoxy polyester coating. Seat & Back: Compact Laminate seat and back panels are assembled using M6 Countersunk trilobular screws (As per DIN 7500) with Zn black plating (As per IS 1573:1986) 1140x1095x700	20 Pairs
B	For Visitor's Room	
B1	<u>Sofa Set with Centre Table</u> : Single Seater:-920 mm (W) x 860 mm (D) x 800 mm (H), Three Seater : 1750 mm (W) x 860 mm (D) x 800 mm (H) Upholstery: PVC, Frame Material : Tropical Solid Wood joined by means of hardened steel screws and steel, bolts, as well as glue.	02 Sets
C	For Smart Class Room	
C1	<u>Desk Bench</u> : Understructure:-All side metal frames and cross connectors are made from combination of 25.4 X 1.2 mm thk (approx 18 SWG) Round ERU Tubes (As per IS:7138) which are welded together. The Welded structures and cross connectors are coated with min.45 micron thickness of epoxy polyester coating. Seat & Back: Compact Laminate seat and back panels are assembled using M6 Countersunk trilobular screws (As per DIN 7500) with Zn black plating (As per IS 1573:1986) 1140x1095x700	20 Pairs

D	For Classroom	
D1	<u>Desk & Bench</u> : Understructure:-All side metal frames and cross connectors are made from combination of 25.4 X 1.2 mm thk (approx 18 SWG) Round ERU Tubes (As per IS:7138) which are welded together. The Welded structures and cross connectors are coated with min.45 micron thickness of epoxy polyester coating. Seat & Back: Compact Laminate seat and back panels are assembled using M6 Countersunk trilobular screws with Zn black plating (As per IS 1573:1986) 1140x1095x700	140 Pairs
D2	<u>Table</u> : Compact table suitable for small work areas involving minimum paper work square tubular understructure, powder coated frame footrest for comfort during long working hours available with a single box drawer for storage of paper & accessories, small modesty panel for privacy size:-1200W X 600D X 750H mm	04 Nos.
D3	<u>Chair</u> : Cushioned Chair 4 Legged W/o Armrest Seat/Back Assembly: The seat and back are made from 1.0cm thk. Hot pressed water resistant, commercial plywood upholstered with P.U. Foam and fabric.	04 Nos.
E	For HoD's Room	
E1	<u>Office Table</u> : All wood furnished Table, ERU's and HDU's made of Plain Particle Board with two post formed and two PVC Lipped edges	01 Nos.
E2	<u>Management Chair</u> : 2 Way adjustable lumbar support for maximum comfort, soft pu coated armrest with 4 position height adjustment and width adjustment. Adjustable headrest to suit the requirement of maximum number of user. Knees tilt synchronous mechanism with 4 position locking and anti shock feature.	01 Nos.
E3	<u>Visitors' Chair</u> : Centre tilt synchro mechanism, Nylon Pedestal, PP Fixed Arms Chair	10 Nos.
E4	<u>Sofa Set</u> : Single Seater:- 920 mm (W) x 860 mm (D) x 800 mm (H), Three Seater : 1750 mm (W) x 860 mm (D) x 800 mm (H) Upholstery : PVC, Frame Material : Tropical	01 Set.

	Solid Wood joined by means of hardened steel screws and steel bolts, as well as glue.	
E5	<u>Almirah</u> : Size:-916W X 486D X 1981H welded construction with 0.7MM thick CRCA SHEET Height Adjustable shelf mounting UDL 40 KG per full shelves 4 NOS Adjustabl shelves with FINISH EPOXY POWDER COATED.	01 Nos.
E6	<u>Computer Table</u> : Computer table full metal frame powder coated finish work surface MDF all side of work surface covered with PVC Lipping, CPU, UPS and Printer arrangements	01 Nos.
F	For Teacher's Room	
F1	<u>Table</u> : Teacher Table with Modesty Panel and 3 Nos. of drawer system. Size: 1500 x 750 x 750 Without CPU Tray	06 Nos.
F2	<u>Chair</u> : High Back Chair Center tilt Mechanism, Upright Locking, Designer Armrest. Size: 70(w) x 70(d) x 84-96.5 (h) x 46.5 x 59 (Seat Height)	06 Nos.
F3	<u>Visitor Chair</u> : Cushioned Chair 4 Legged W/o Armrest Seat/Back Assembly: The seat and back are made from 1.0cm thk. Hot pressed water resistant, commercial plywood upholstered with P.U. Foam and fabric.	18 Nos.
F6	<u>Computer Table</u> : Computer table full metal frame powder coated finish work surface MDF all side of work surface covered with PVC Lipping,CPU,UPS,Printer arrangements	06 Nos.
F7	<u>Almirah</u> : Size:-916W X 486D X 1981H Welded construction with 0.7MM thick CRCA sheet, Height adjustable shelf mounting UDL 40 KG per full shelves 4 Nos. Adjustable shelves with finish EPOXY POWDER COATED.	06 Nos.
F8	<u>Book-Shelf</u> : Unique design with top hinged doors, Equalizing mechanism for trouble-free opening and closing, 10 lever cam lock for added security, Available in 2 and 4 door options. 2 Door Book Case (Post Formed Top)91.4 cm W X 32 cm DX 94.7 cm H	06 Nos.
G	For Office Room	
G1	<u>Table</u> : Understructure Size: 136.5 cm W X 68 cm D X 75 cm H with Footrest and Varying drawer combos (To be available in both round and tubular)	02 Nos.
G2	<u>Chair</u> : Centre tilt synchro, Nylon Pedestal, PP Fixed Arms.	02 Nos.
G3	<u>Visitor's Chair</u> : Cushioned Chair 4 Legged W/o Armrest Seat/Back Assembly: The seat and back are made from 1.0cm thk. Hot pressed water resistant, commercial plywood upholstered with P.U. Foam and fabric.	04 Nos.
G4	<u>Almirah</u> : Size:-916W X 486D X 1981H welded construction with 0.7MM thick CRCA SHEET Height Adjustable shelf mounting UDL 40 KG per full shelves 4 NOS Adjustabl shelves with FINISH EPOXY POWDER COATED.	03 Nos.

Signature:

Date.....

Name :.....

Address :.....

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Mobile No.....