



AUD/1-10 (152)/ 2015-16/ Furniture/

Dated: 14 July 2016

To,

Subject: Notice Inviting Tender for supply and installation of furniture items

The Ambedkar University Delhi (AUD) invites sealed quotations from competent & reputed manufacturers/ authorized distributors/ dealers for supply and installation of furniture items at Karampura Campus.

Technical & Financial bids are required to be submitted in separate sealed covers addressed to the Registrar, Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi-110006 so as to reach us on or before 28-07-2016 up to 3.00 pm, duly super scribing the work i.e. **“Technical Bid for supply and installation of furniture items”** and **“Financial Bid for supply and installation of _____”** (separate for each furniture item) on top of the cover.

Tenderers should read the tender document carefully as enclosed and comply strictly with the conditions, while sending their bids. Clarifications, if any, may be sought from the AUD Admin Division on Telephone No 23863655. Tender format can be downloaded from our website 'www.aud.ac.in'.

Deputy Registrar (Admin)

Copy forwarded to:-

- 1- Registrar, Ambedkar University Delhi
- 2- Controller of Finance, Ambedkar University Delhi

SECTION I

AMBEDKAR UNIVERSITY DELHI

Tender Document for Supply and Installation of Furniture Items at Ambedkar University Delhi

| | |
|--|--|
| Earnest Money Deposit | Rs. 46,000/- (Rupees Forty Six Thousand Only) In the form of DD in favour of “Registrar, Ambedkar University Delhi”, Payable at Delhi |
| Cost of Tender Form (Non-Refundable) | Rs. 2000/- (Rupees Two Thousand Only) through DD in favour of Registrar, Ambedkar University Delhi, Payable at Delhi. |
| Completion period of the Purchase Order | Maximum 30 days (Thirty Days); supply to commence from 10 th day |
| Issue of Tender Document | Tender Document may be downloaded from the University website www.aud.ac.in . |
| Date and time of submission of Tender | Latest by 28-07-2016 upto 03:00 PM |
| Opening of Technical bid in presence of the authorized representatives of bidders, if any. | 28-07-2016 at 04.00 PM |
| Submission of complete Mock-up/sample | Latest by July 31-07-2016 upto 01:00 PM |

1.0 Introduction

- 1.1 The sealed item rate tenders are invited in two Cover System – (a. Technical bid of the Firm & b. Financial Bid separate for each furniture item) by the Ambedkar University Delhi from reputed & eligible agencies for **“Supply and Installation of furniture items at Ambedkar University Delhi.**

2.0 Scope

The Purchase Order consists of:

- 2.1 Supply of furniture items at Ambedkar University Delhi as per requirement given in Section-III.
- 2.2 Installation/fixing of furniture items, if required, at the said location.

2.3 Comprehensive on-site warranty for a period of 12 months from the last date of completion/installation for all the items supplied as certified by the University.

3.0 Definitions:

3.1 AUD means Ambedkar University Delhi

3.2 University means Ambedkar University Delhi

3.3 Employer means the Registrar, Ambedkar University Delhi and his successor

3.4 Bidder/Supplier means the proprietary firm, partnership firm, limited company private or public or corporation

3.5 “Year” means “Financial year” unless stated otherwise.

4.0 Who can apply:

4.1 If the bidder is a proprietary Firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his Firm with its current address.

4.2 If the bidder is a Firm in partnership, the application shall be signed by all the partners of the Firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the Firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the Firm should accompany the application.

4.3 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

5.0 Sealing and Marking of Bids

5.1 The bidder shall place the eight separate sealed envelopes (called inner envelopes) to be kept inside the outer envelope marked as “**Tender for supply and installation of furniture items**”. One inner envelope should be marked as “**Technical Bid for supply and installation of furniture items**” and seven (7) inner envelopes should be marked as, “**Financial Bid for supply and installation of _____**” (separate for each furniture item).

5.2 The sealed inner and outer envelopes containing the technical and financial bids shall be addressed to Registrar, Ambedkar University Delhi.

5.3 The sealed Financial Bid shall bear the name and identification number of the item on the cover of the Envelope.

5.4 In addition to the identification required as above, each of the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late or is declared non-responsive.

6.0 Bid Submission:

6.1 The envelope named “Technical Bid for supply and installation of furniture items” shall comprise of all documents as per clause-7.

6.2 The envelope named “Financial Bid for supply and installation of _____” shall comprise of the separate price bid of each item included in Section IV.

6.3 Each page of the Technical Bid & Financial Bid must be signed by the authorized signatory of the bidder with seal.

6.4 Duly signed tender document along with all corrigendum, addendum issued, if any, should also be sealed as part of technical bid.

6.5 Conditional tenders will not be accepted.

7.0 Eligibility Criteria

The formats for the documents to be submitted, with Technical bid, are placed at Section-II and Section-III:

7.1 Letter of Transmittal (as per Annexure – A)

7.2 Legal status of the company/organization with legal proof along with copies of the original documents such as Income tax registration, service tax registration, VAT registration, etc (as per Annexure B)

7.3 The bidder should have incurred profit in the last three years.

7.4 The bidder should have filed profit returns of income tax with at least turnover of Rs. 5 crores on account of sale of furniture during the immediate last three years duly certified by chartered accountant along with copies of audited accounts (as per Annexure C).

7.5 Firm should have executed at least one of the following in the last three years: (Details to be furnished in Annexure D)

One single order of similar work of furniture items having value of Rs. **100 Lacs**

OR

Two similar work of furniture items having value of Rs. **50 Lacs** each

OR

Three similar work of furniture items having value of Rs. **40 Lacs** each

Explanation:

1. "Similar work" means the work of supply, installation of furniture in public sector undertaking, Govt. department, educational institutions or reputed private organizations.
 2. "Value" shall mean gross value of the completed work including the cost of materials. This should be certified by an officer of the client organization on their letter-head or mentioned in the supply order.
- 7.6 An affidavit declaring that the bidder/organization has not been black listed in the last 3 years.
- 7.7 The bidder will have to furnish the information regarding the Performance Report of all works of similar nature mentioned in the clause 7.5, completed during the last three years ending last day of the month of March 2016 (as per Annexure E).
- 7.8 The bidder will have to furnish the information regarding the Timely Completion report of the works mentioned in clause 7.5 as per the Annexure F.
- 7.9 The company should be ISO 9001 and ISO 14001 certified Company. The Bidder should provide copies of these certificates with the technical bid.
- 7.10 The Firms, who are submitting their tender, will be required to prepare a mock up sample in 1:1 scale. The Mock-up should also include the submission of shop drawing in 1:20 scale having all joinery details used. No payment whatsoever will be made by the University for the Mockup/Sample.
- 7.11 All items must be quoted by the bidder. Incomplete quote shall be summarily rejected. The contract will be awarded by the Ambedkar University Delhi item wise.
- 7.12 Not fulfilling the specifications may lead to cancellation of part/whole order. If the whole order is cancelled/ rejected, the order shall be placed with the next lowest responsive bidder.

8.0 Evaluation Criteria:

8.1 The evaluation criteria will consist of three stage scrutiny as given below:

8.1.1 Initial eligibility criteria

Initial eligibility criteria will be evaluated as per the clause 7.0

8.1.2 Evaluation of Technical bid

8.1.3 Evaluation of Financial bid

8.2 Technical bid:

8.2.1 The Technical bid, having details of the Firm, should be containing the duly filled in Annexures from A to I and Section III. Only those bids, which qualify in the initial eligibility criteria, will be evaluated technically.

8.2.2 The bid should obtain minimum of 60 out of 100 marks with a minimum score of 50% in each category:

| Category | Description | Max. Overall Score | Max. Sub Head score |
|----------|---|--------------------|---------------------|
| 1 | Mock up sample | 60 | |
| | a) Adhering tender design / specification | | 10 |
| | b) Workmanship | | 25 |
| | c) Aesthetics | | 25 |
| 2 | Past performance (The marking system is placed as Annexure-H in Section II) | 40 | |
| | a) No. of similar assignments executed in last 3 years | | 15 |
| | b) Clients commendation (appreciation certificates) | | 10 |
| | c) ISO certification | | 5 |
| | d) Average Turnover in last 3 years | | 10 |
| | Total | 100 | 100 |

8.2.3 Even though any bidder may satisfy the above requirements, the bidder would be liable to disqualification if the bidder has:

8.2.3.1 Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the eligibility criteria document.

8.2.3.2 Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

8.3 Opening of Financial bid and evaluation:

After, the Technical evaluation of the bids, the University will open the 'Financial Bids', of all the bidders who have scored more than 60% marks with a minimum score of 50% in each category in the Technical bid evaluation, at notified time, date and place in the presence of the qualified bidders or their representatives, if any. The financial bid shall strictly be submitted in the format given in Section IV. **The lowest financial bid with respect to each item evaluated only of the technically qualified bidder shall only be considered for award.**

9.0 Earnest Money Deposit:

9.1 The Earnest Money (EMD) of Rs. 46,000/- (Rupees Forty Six Thousand Only) must be attached with the Technical Bid. The Earnest money shall be accepted with a minimum validity of 3 months in the following forms and shall be in favour of "Registrar, Ambedkar University Delhi", payable at Delhi:-

- i. Demand draft/ Bankers cheque
- ii. Fixed deposit receipt (FDR)

9.2 Technical Bid with no earnest money deposit will be summarily rejected. In case of successful bidder of the financial bids, the earnest money deposit will be returned on submission of the performance Bank Guarantee.

9.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be refunded without any interest.

10.0 Financial Bid:

10.1 The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in the scheduled quantities only. No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed. The rates quoted in schedule quantity are for finished and completed items and no extra amount for carting or transporting material, labour, installation etc. shall be paid unless specifically so mentioned or provided for in tender. The rates should be inclusive of all leads and lifts for all materials in the completed items and also include all taxes, duties, royalties etc. including Work Contract Tax, labour cess, ESI, EPF etc. as applicable. No extra payment on this account will be made.

10.2 The Work Contract Tax/Turnover Tax/Income Tax shall be deducted at source at the rate that will be in force from time to time.

10.3 Terms of price shall be in Indian rupees (INR) inclusive of duties, packing, forwarding, transportation, assembly, installation at University Campus, providing **12 months Warranty** (on site and comprehensive) for all items along with applicable taxes and levies.

11.0 General information:

11.1 All information called for in the enclosed forms should be furnished against the relevant places in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against at the relevant place. Even if no information is to be provided in a column, a "nil" or "no such case" entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as "not applicable". **The bidders are cautioned that supply for incomplete information called for in the application forms or supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.**

11.2 The bid document should be legibly written. **The bidder should sign each page of the bid.**

11.3 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing with date and rewriting. Pages of the eligibility criteria

document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. Bid should be submitted as a package with signed letter of transmittal.

- 11.4 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization.
- 11.5 The bidder may furnish any additional information which is necessary to establish the capabilities to successfully complete the envisaged work. The bidder, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
- 11.6 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render the bidder liable to be prohibited from tendering/taking up of any work in Ambedkar University Delhi.
- 11.7 The successful bidder shall have to work in co-ordination and co-operation with any other agencies appointed by the University to work simultaneously in the same or adjoining area. The decision of the University in case of any dispute between the different agencies appointed by the University shall be final and binding.
- 11.8 The bidder will have to enter into regular agreement on the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein.
- 11.9 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered/deducted from the released payment amount.
- 11.10 Sales Tax, purchase Tax, turnover tax or any other tax on material applicable on the date of submission of bid in respect of this contract shall be payable by the contractor and University will not entertain any claim whatsoever in respect of the same.
- 11.11 The bidder shall have to make his own arrangement at no extra cost to the University for water supply, sanitation and electric supply etc. if required at the site of work.
- 11.12 On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the University shall be communicated in writing to the Registrar.
- 11.13 The contractor shall furnish a list of University employees related to him, if any.
- 11.14 The material used shall be BIS standards first quality.

- 11.15 If the bidder obtains a contract with University as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the contractor.
- 11.16 Without prejudice to any of the rights or remedies under this contract if the contractor dies, the University shall have the option of terminating the contract without compensation to the legal heir of the contractor.
- 11.17 Escalation: Increase in rates of material/Labour shall not be payable on any account. Price quoted shall be firm and no escalation will be allowed on any account.
- 11.18 The successful bidder will have to sign an agreement within stipulated time period as mentioned in the letter of intent. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.
- 11.19 Scope of Work.
The Scope of work shall consist of fabrication and assembly for furniture including manufacturing, supply, installation at site, complete in all respects, and its maintenance during warranty period.
- 11.20 Specification for Work, Quality and Workmanship
The procurement of various materials shall be either from the manufacturers or their main authorized dealers to ensure that no duplicate/spurious makes are used in the works. The entire work shall be warranted for a period of one year against defective material and poor workmanship with liability of replacement or to the satisfaction of the University.
- 11.21 Drawings
The drawing provides a general idea about the work to be performed under the Scope of the Contract and are by no means final drawings showing the full range of work under the scope. Work has to be executed strictly according to Mock-up and shop drawing submitted with the bid and correction if any suggested/approved by the University.
- 11.22 Watch and Ward
The Contractor shall be responsible for watch and ward of all the works, equipment and various materials till complete handing over the works.
- 11.23 Safety and Security
Safety and Security of workers/staff, material, equipments, etc. will be the responsibility of the contractor. The University will not be held responsible on this account.
- 11.24 The University reserves the right, without being liable for any damages or obligation to inform the bidder, to:
(a) Amend the scope and value of contract to the bidder,
(b) Reject any or all the applications without assigning any reason.

11.25 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the University would result in rejection of his bid. Canvassing to any kind is prohibited.

12.0 Final decision making authority

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the University to the bidder(s).

13.0 Summary Rejection of tender:

13.1 The tenders not accompanied with Earnest Money Deposit or not offering Mock-up/ Sample for inspection shall be summarily rejected. Similarly, if the bidder proposes any alteration in or additions to the prescribed form of tender or declines to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

14.0 Other Conditions:

14.1 The University reserves the right to execute the work or to reject the tender without assigning any reason or to incur any liability to the bidder.

14.2 The University has the power to make alteration in, omission from, addition of or substitution for the original specifications, drawings, designs.

14.3 The rates shall be valid for one year. University reserves the right to increase or decrease the quantity of the items depending on prevailing requirements.

15.0 Site visit

The bidder is requested to visit the work site and get acquainted with site conditions regarding layout and all other matters, affecting the work before filling in the item rates. Administration Division of AUD may be contacted on 23863655 for this purpose. Submission of a tender by a bidder, implies that they have read these instructions and have made themselves aware of the scope of the work, conditions of contract and University will not, therefore, bear any extra charges on any account, in case the bidder finds later on to have misjudged the site conditions or specification.

16.0 Amendment of tender document:

16.1 Before the deadline for submission of tender, the University may modify the tender document by issuing addenda.

16.2 Any addendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.aud.ac.in). Prospective bidders must

visit the website before filling and submission of Tender Document for such information.

17.0 Validity of Tender:

One hundred and twenty days from the date of opening of tender. During the period no bidder shall be allowed to withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained on this regard.

18.0 Performance Guarantee:

18.1 The Performance Guarantee of 5% of the total tendered value will be deposited by the successful tenderer within the 10 days after the letter of intent. The Performance Guarantee shall be accepted in the following form and shall be in favour of "Registrar, Ambedkar University Delhi", payable at Delhi with a validity of months as under:-

- i. Fixed deposit receipt (FDR) of a nationalized bank (18 months validity)
- ii. Bank Guarantee (As per Annexure-J) (18 months validity)

18.2 The Performance Guarantee will be refunded without any interest after the successful installation and completion of warranty period.

18.3 In case of non submission of Performance Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list the contractor.

19.0 Sample Approvals

19.1 A pre-delivery inspection may be undertaken by the University representatives at the place of manufacturing of the suppliers works. If required, inspections at various stages of manufacturing can also be undertaken by the University representatives at suppliers work and contractor should not have any objection for the same. The time taken for delivery inspection is inclusive of the scheduled completion time of the delivery & installation. If there are any issues, regarding quality of material, the University reserves right to get the material tested and the contractor has to pay all expenses towards transportation, testing charges, etc.

20.0 Warranty

20.1 The contractor shall provide **12 months** Warranty (on site and comprehensive) on all items from the last date of installation and shall be responsible for any defects that develop in the furniture. They shall also replace any defective part of the product supplied and other accessories, without any exception and recourse, free of cost.

20.2 The contractor is responsible for all packing, unpacking, assembly, installation of units. The contractor will test the products and accomplish the adjustments

necessary for successful and continuous operation of the products supplied at all installation sites and shall ensure maintenance of the supplied products during the warranty period. All the repairing/replacing of defects shall be done by the contractor totally free of cost.

21.0 Duration

The items covered under this tender are required to be delivered and installed at AUD Karampura Campus, Delhi **within 30 days**, as specified in delivery schedule submitted by bidder. The supply and installation is to commence 10th day after the issue of letter of Indent.

22.0 Payment Terms

Payment for Goods and Services shall be made by University in Indian Rupees as follows:

- 22.1 Payment shall be made through NEFT transfer only and TDS as applicable will be deducted, after satisfactory supply, installation and commissioning of the said items.
- 22.2 AUD shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in the tender.
- 22.3 Each invoice should be submitted in duplicate clearly specifying contract no., goods description, quantity, unit price, total amount along with warranty certificate, etc.
- 22.4 No advance payment will be made under any circumstances.

23.0 Delay and Non Conformance

- 23.1 If the vendor fails to deliver any or all of the items or fails to perform the services within the time frame(s) incorporated in the contract, the University shall, **without prejudice to other rights and remedies available to the AUD under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 2.50% per week of delay or part thereof on delayed supply of furniture/ replacement parts and/ or services until actual delivery or performance, subject to a maximum of 10% of the contract price.**
- 23.2 In case of extraordinary delay or beyond 30 days of stipulated delivery period, University reserves the right to terminate the contract without any liability to cancellation charges and encash the submitted Performance Guarantee.

24.0 Services during warranty period

- 24.1 The maximum response time for maintenance complaint during warranty period (i.e. time required for contractor's maintenance engineer to report at the

installation after a request call/telegram is made or letter is written) shall not exceed 02 days.

24.2 The period for correction of defects in warranty period is 03 days.

24.3 In case the rectification of defects is not carried out within 03 days and replacement of defective items are not provided, a penalty of sum equivalent to 5% per week of the delivered price of that defective item(s) shall be levied. This penalty is applicable upto a maximum of 4 weeks (maximum 20%). Subsequently, the rectification shall be carried out by the University at the risk and cost of the contractor. The cost of the repairs along with the penalty of 100% shall be recovered by the payment with held with University and the balance amount if any, will be paid to the contractor after completion of warranty obligations.

25.0 Packing and Marking

25.1 All packing should be strong enough to withstand rough handling during loading/unloading and transporting. Fragile articles should be packed with special precaution and should bear the marking like Fragile, handle with care, This side up etc.

25.2 All protection and threaded fittings shall be suitably protected and covers shall block the openings.

26.0 Substitution and Wrong Supplies

Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the contractor at contractor's cost and risk.

27.0 Insurance, Freight and Deliveries

27.1 The contractor shall make all arrangements towards safe and complete delivery at the designated locations indicated by University in the Purchase Order. Such responsibility on part of the contractor will include taking care of insurance, freight, state level permits etc. as applicable.

27.2 The contractor will keep University informed about changes, if any, in various stages of deliveries, installation.

28.0 Arbitration and Settlement of Disputes:

28.1 University and the contractor shall make every effort to resolve amicably by direct information negotiation by difference or dispute arising between them under or in connection with the University order.

28.2 If after thirty (30) days from the commencement of such informal negotiations, University and the contractor have been unable to resolve amicably the dispute

either party may require that the dispute be referred for resolution to the format mechanisms as specified hereunder:

- 28.2.1 Any dispute or differences whatsoever arising between the parties out of or relating to the manufacturing, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on the parties. The sole arbitrator shall be appointed by the Vice Chancellor, Ambedkar University Delhi.
- 28.2.2 The performance under this contract shall not stop for any reason whatsoever during the said dispute/proceedings, unless the contractor is specifically directed by University to desist from working in this behalf.
- 28.2.3 The venue of arbitration shall be Delhi/New Delhi. The language of proceedings shall be English. The Law governing the substantive issues between the parties shall be the Laws of India.
- 28.2.4 It is also a term of that if any fees are payable to the arbitrator, these shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.

29.0 Force Majeure

- 29.1 For purpose of this Clause, "Force Majeure" means an event beyond the control of the contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not limited, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.
- 29.2 If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and the cause thereof. Unless otherwise directed by the University in writing, the Supplier shall continue to perform its obligations under the Purchase Order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

SECTION II
INFORMATION REGARDING TECHNICAL
ELIGIBILITY
(Annexure A to J)

Annexure A

LETTER OF TRANSMITTAL

From:

To

The Registrar
Ambedkar University Delhi
Lothian Road, Kashmere Gate
Delhi - 110006

Sub: Submission of Tender Document for the work of **“Supply and installation of furniture items at Ambedkar University Delhi”**.

Sir,

Having examined the details given in Tender document for the above work, I/we hereby submit the relevant information.

1. I/we hereby certify that all the statements made and information supplied in the enclosed annexures/forms accompanying statements are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we submit the requisite certified solvency certificate and authorize the Registrar, Ambedkar University Delhi to approach Bank issuing the solvency certificate to confirm the correctness thereof. I/we also authorize the Ambedkar University Delhi to approach individuals, employers, Firms and corporation to verify our competence and general reputation.

Signature(s) of Bidder(s) with seal

(A) BIDDER PROFILE

1. Name and Address of the bidder
2. Telephone No./Fax No.
3. Legal status of the bidder (attach copies of original documents defining the legal status)
 - A proprietary Firm
 - A Firm in partnership
 - A limited company or corporation
4. Particulars of registration with various Government Bodies
5. Year of existence in this field
6. Location of Manufacturing Units/Plants
7. Income Tax Registration, Service Tax Registration, Vat Registration (Attach Copies)

Signature(s) of Bidder(s) with seal

Strength of Firm
FINANCIAL INFORMATION

- 1) **Financial Analysis** – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)

| Item | 2013-14 | 2014-15 | 2015-16 |
|--------------------------------------|----------------|----------------|----------------|
| Annual turnover on sale of furniture | | | |
| Profit after Tax | | | |

Signature of Chartered Accountant with seal

Signature(s) of Bidder(s) with seal

Annexure D

DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST THREE YEARS ENDING MARCH 2016

| S.No. | Name of Work/Project and location | Name of the Organization | Value in Lacs of Rupees | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Names and address/telephone number of officer to whom reference may be made | Remarks |
|-------|-----------------------------------|--------------------------|-------------------------|--------------------------------------|-------------------------------|---------------------------|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

- i. "Value" shall mean gross value of the completed work including the cost of materials. This should be certified by an officer of the client organization on their letter-head.
- ii. Project completion certificate shall be attached.

Signature of Bidder(s) with seal

Client Satisfaction Report

M/s had
worked on (Name of
Project)..... of
.....of this organization as
..... and the performance of
..... was found to be
..... (Very Good / good /Satisfactory/ Unsatisfactory).

Signature

.....

Name

.....

Designation

Name of the organization.....

.....

Address.....

.....

(Pl. affix seal)

Completion Report

M/s

.....
..... had worked on (Name of Project)
.....
starting Date, stipulated date of completion
....., Actual completion date
..... And extension of time was granted without levy of
compensation / with levy of compensation on
.....
(Contractor / Supplier).

Signature

.....

Name

.....

Designation

Name of the organization.....

.....

Address.....

.....

(Pl. affix seal)

Annexure G

Details of Technical & Administrative personnel to be employed for the work

| S. No. | Designation | Total number | Number available for this work | Name | Qualification | Professional experience and details of work carried out | How these would be involved in this work |
|--------|-------------|--------------|--------------------------------|------|---------------|---|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |

Signature (s) of Bidders (s) with seal

Marking System of Technical Bid

1. Experience of similar projects (Maximum Marks: 15)

| Cost of Single Project | Maximum Marks per Project | No. of Projects |
|---------------------------|---------------------------|-----------------|
| >=100 Lacs | 15 | |
| >= 50 Lacs and < 100 Lacs | 7.5 | |
| >=40 Lacs and < 50 Lacs | 5 | |

Note: Number of projects will be considered as per the clause 7.7

2. Client Satisfaction (Maximum Marks : 10)

| Grading in 'Client satisfaction Report' | Marks per project | | |
|---|-------------------|--------------------------|--------------------------|
| | >=100 Lacs | >= 50 Lacs and <100 Lacs | >= 40 Lacs and < 50 Lacs |
| Very Good | 10 | 5 | 3 |
| Good | 6 | 3 | 2 |
| Satisfactory | 3 | 1.5 | 1 |
| Unsatisfactory / Report not submitted | 0 | 0 | 0 |

Note: Number of projects will be considered as per the clause 7.7

3. ISO Certification (5)

| S.No. | Status of ISO Certification | Marks |
|-------|-----------------------------|-------|
| 1. | Available | 5 |

4. Average turnover in last three years (10)

Highest average turnover of eligible company will be given 10 marks. The marks will be reduced proportionally for eligible companies.

Undertaking

It is certified that I/ my Firm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Reputed Educational Institution/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government and no criminal case is pending against the said firm/ agency as on _____.

Signature of the Tenderer
Name of the Signatory
Name of the Firm/Agency
Seal of the Firm/Agency

Place:

Date:_____

**Form of Performance Guarantee
Bank Guarantee Bond**

1. In consideration of the Ambedkar University Delhi (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "the said Contractor (s)") for the work _____ (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, _____ (indicate the name of the Bank) _____ (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the University.

2. We, _____ (indicate the name of the Bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor (s) shall have no claim against us for making such payment.

4. We, _____ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Registrar, Ambedkar University Delhi, on behalf of the University certified that the terms and conditions of the said agreement have

been fully and properly carried out by the said Contractor(s) and accordingly discharge this guarantee.


5. We, _____ (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of terms and conditions of the said agreement or to extent time of performance by the said Contractor(s) from to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor (s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect or so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto _____ unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Date the -----day of -----for----- (indicate the name of the Bank)

SECTION III


SCHEDULE OF REQUIREMENT


Bidder is required to fill the details in column Nos 4, 5 & 6 of the table given below:

| Sl. No. (1) | Name & Specification of the items (2) | Qty Required (3) | Offered Specification, make & model (4) | Whether offered items meeting the tender specifications (Yes/ No) (5) | Deviation from tender specification if any. (6) |
|-------------|---|------------------|---|---|---|
| 1 | <p>Steel Almira</p> <p>The overall size of the storage shall be 916mm (W) x 486mm (D) x 1980mm (H).</p> <p>The construction shall be welded construction with 0.7mm thick CRCA for shelf and 0.8mm thick for back. The door shall be made of 0.8mm thick CRCA and all other metal component shall be made of 0.9mm thick CRCA. The locking and handle of the storage shall be mazak handle with three way locking mechanism. The shelving shall be height adjustable and shall have a load capacity of 40kg. The product shall be epoxy powder coated to the thickness of 50 microns(+/- 10)</p> <p>Haworth / Vitra / Intex/ Herman Millar / Godrej / Steelcase/ HNI BP Ergo/ Wipro only</p> <p>Colour: Grey</p>  | 11 | | | |

| | | | | | |
|---|--|---|--|--|--|
| | Sample available with AUD Estate Division | | | | |
| 2 | <p>Filing Cabinet 4 Drawer with metal top</p> <p>Overall size of the storage shall be 470mm (W) x 1320mm (H) x 620mm (D)</p> <p>The construction shall be Rigid Knock Down Construction with CRCA MS 0.7mm Thick (Top, Side & Drawer Front); 0.6 mm Thick (Frames, Drawer- Inside Cover) 0.5mm Thick (Back, Bottom, Drawer Bottom), Drawer front shall be easy to grip Full length Handle recess integrated into Metal Drawer fronts, Label Holder Snap on type plastic label holder on Drawer Fronts.</p> <p>Centralized locking with 10 lever Cam Lock & having anti-tipping arrangement to ensure that when one drawer is opened for use, it does not allow other drawers to be opened, Slide High quality precision ball slide. Each Drawer shall carry 40 kg Uniformly Distributed Load for 75,000 cycles. Plain Triangular Plate shall be pop riveted at the bottom corners for rigidity. All metal parts shall be Epoxy Polyester Powder coated to the thickness of 50 microns (+/-10).</p> <p>Colour: Prince Grey</p> <p>Haworth / Vitra / Intex/ Herman Millar / Godrej / Steelcase/ HNI BP Ergo/ Wipro only</p>  | 5 | | | |

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|---|---|---|--|--|--|
| | Sample available with AUD Estate Division | | | | |
| 3 | <p>Table wooden for Deans</p> <p>Desks , Side unit & Mobile Drawer Unit :- 1800 L x 750 D x 750 H MM, Side Unit :- 1050 L x 400D x 750Ht, Mobile Drawer Unit : 400 W x 450 D x 690 H MM</p> <p>Table top 25mm thick pre - laminated particle board and 1mm thick laminate on top & .7 MM Thick balancing white laminate on back side. All Flat edge duly sealed with 2mm PVC beading.</p> <p>Under structure – Having 50*50 MM Mild Steel Powder coated Legs & Frame connected with Allen bolts.</p> <p>All MS structures must be of Tata/Jindal CRCA steel grade (or higher specification) and welding joinery must be seamlessly finished and powder coated with 7 tank pre-treatment process and 50-60 microns quality powder coating.</p> <p>18mm thick PLPB modesty, all flat edges sealed with 1 MM PVC beading.</p> <p>Side Return Unit – Table top 25mm thick pre - laminated particle board and laminate backing. Flat edge duly sealed with 2mm PVC beading supported on 50*50 MM MS powder coated legs.</p> <p>Pedestal unit : 25 MM thick Edge banded top & rest of the body made in 18 mm thick pre-laminated Action Tesa particle board (or higher specification) with exposed edges of table top in 2mm PVC Rehau edge banding (or higher specification) & all other edges in 0.8 mm thick PVC Rehau edge banding tape as per matching laminate shade. Pedestal is required with 2 drawer & 1 filing drawer including organizing tray, having overall size of 400 W x 450 D x 690 H MM with telescopic channel sliding system for the drawer unit. Drawer facia shall be made of 18mm thick pre-laminated particle board. The drawer unit includes all the necessary hardware such as</p> | 2 | | | |

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| | <p>locks, standard handles, hinges etc and should be of Hettich make (or higher specification).</p> <p>Haworth / Vitra / Intex/ Herman Millar / Godrej / Steelcase/ HNI BP Ergo/ Wipro only</p>  <p>Sample available with AUD Estate Division</p> | | | | |
| 4 | <p>Chairs for Dean</p> <p>Seat/Back: The seat and back are made up of 1.5 cm thick hot pressed plywood, upholstered with leatherette and molded Polyurethane foam, together with molded seat and back. The back foam is designed with contoured lumbar support for extra comfort.</p> <p>Polyurethane Foam: The Polyurethane foam is molded with density = 40 +/- 2 kg/m³</p> <p>Armrests (Fixed): PU Padded Aluminium Arms The armrests are fitted to the seat with armrest</p> <p>Permanent Contact Mechanism: The permanent contact mechanism is designed with the following features: 360° revolving type. 14° maximum back-tilt only. Upright position locking. Tilt tension adjustment.</p> <p>Pneumatic Height Adjustment: The pneumatic height adjustment has an adjustment stroke of 9.0 cm.</p> <p>Pedestal Assembly: The pedestal is fabricated from 0.2cm. thick CR steel, MS Chrome and fitted with an injection molded black Polypropylene hub cap and 5 nos. twin wheel castors. (castor wheel dia. 5.0cm.) The pedestal</p> | 2 | | | |

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| | <p>is 60.0cm. Pitch-centre dia. (70.0 cm with castors).</p> <p>Twin Wheel Castors: The twin wheel castors are injection molded in Black Nylon.</p> <p>Back Height : 750 MM , Back Width : 500 MM, Seat Width : 540 MM, Seat Depth : 540 MM Overall Width of seat including handles : 590 MM</p> <p>Haworth / Vitra / Intex/ Herman Millar / Godrej / Steelcase/ HNI BP Ergo/ Wipro only</p>  <p>Sample available with AUD Estate Division</p> | | | | |
| 5 | <p>Visitor's Chair/ Multi Purpose Chair</p> <p>Seat/Back Assembly: The seat is made up of 1.2 cm thick hot pressed hardwood splint, upholstered with fabric and moulded Polyurethane foam . The shell of the backrest is made in nylon designed with high grade polymer mesh material for comfort.</p> <p>Polyurethane Foam: The polyurethane foam is moulded with density = 40 +/-2 kg/m³ and Hardness = 20 +/- 2 on Hampden machine at 25% compression.</p> <p>Armrests: PP foldable armrests</p> <p>Tubular Frame: The tubular frame is cantilever</p> | 48 | | | |

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|---|--|----|--|--|--|
| | <p>type & made of Dia. 2.54cm.(1")x 14 BG M.S. E.R.W. tube and black powder coated.</p> <p>Seat Width & Depth : 450 x 450 MM</p> <p>Haworth / Vitra / Intex/ Herman Millar / Godrej/ Steelcase/ HNI BP Ergo/ Wipro only</p>  <p>Sample available with AUD Estate Division</p> | | | | |
| 6 | <p>Workstation (with Work Surface, Drawer Unit, CPU Trolley, Overhead Storage, File Cabinet, Chair)</p> <p>Providing and placing tile based modular workstation, where partition size shall 1500 mm W x 2100 mm D and thickness shall be 69 mm. The height of the partition shall be 1950 mm. There shall also be a partition of 600 mm across the width of height 1950 mm. The work surface shall be made out of 25 mm thick pre laminated particle board with flat pvc lipping edge banding of size 1500 mm w1 X 1500 MM w2 x 600 mm d. The top shall be laminated with laminate of 0.6 mm thickness of approved shade as per IS: 2046-1995. Bottom shall have a backing laminate of 0.6 mm thickness. On one side the worktop shall be supported with side panel made from 25 mm thick. PLT particle board (As per IS:12823) and it is edge banded all over with machine pressed 2 mm thick PVC lipping glued with hotmelt EVA glue. And on another side the work surfaces shall be mounted on the New 13" inch work surface bracket of 2.0mm thick M.S. A</p> | 20 | | | |

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| <p>corner bracket shall be used to support the work surface at the corner junction of the frames. Side panels will be attached to the upright using the side panel brackets.</p> <p>The framework shall be welded rectangular frame made up of 2 vertical sections welded to horizontal tube at the top and C channel at the bottom, along with intermediate horizontal members which will fit into vertical members' slots, to accommodate cladding tiles of different heights, and to form a rigid structure. The finish will be powder coated in standard neutral colour.</p> <p>The vertical sections shall be made up of 1.5mm thick CRCA MS grade D (as per IS: 513-1994) formed into C channel of 41.5 X 50mm. The uprights shall have the rectangular slots to carry wires, 1 no. at the bottom & 2nos. at the intermediate levels, of size 60mm (h) x 18mm (w). The pitch for mounting the brackets shall be 25.4mm.</p> <p>Top horizontal shall be 1.2 mm thick MS tube of 25.4 x 25.4 mm (1 x 1 inch). The bottom horizontal shall be 1.5mm thick C channel, of MS CRCA Grade D, size 38.1mm x 25.4mm (1 ½ in x 1 in). The bottom horizontal shall also have 2 slots for carrying wires, which will be of size 100mm (L) x 20mm (w). The panels shall have levelers made out of nylon studs with screw insert with adjustment of +10mm.</p> <p>Exposed vertical and top edges of panels shall be covered with trims and top caps. Flat Trims shall be of 69 mm W X 10.5 mm H and average wall thickness of 1.0 mm. These trims shall be made from Powder coated aluminum alloy (of grade He-9 – 63400) extrusions. The trims shall be fitted on the top horizontal using M6 X 35L Nut-bolts and the open vertical ends of the upright using M6 X 25L Bolt & Nut.</p> <p>There shall be Non tackable tile above the worktop and plain metal tile below the worktop. Non-tackable tile shall compose of G.I. metal</p> | | | | |
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| <p>sheet 0.6mm thick. Plain metal tiles shall be powder coated in 0.6 mm thick M.S. CRCA Grade D as per IS: 513 – 1994.</p> <p>pedestal wooden front PVC lipping, full ht free standing central locking of size 390 mm w x 435 mm d x 656 mm ht 3dr = 2box+1file. The workstations shall be provided with keyboard tray and CPU trolley.</p> <p>Computer key board tray : 480mm (L) X 280mm (D) X 40mm(H) made out of CRCA steel as per IS : 513I made of 0.9mm thick powder coated with sliding channels and other fixing fittings.</p> <p>CPU Trolley : Size - 345mm(W) x 226mm (D) x 180mm (H) is made of 1.0 mm thick MS CRCA Sheet and Side support is made of 0.8 mm thick MS CRCA Sheet. It consists of 4 Nos Non-lockable twin wheel castors are injection molded in Black Nylon.</p> <p><u>Metal Over head storage unit :</u></p> <p>size 900W X 450H X 370D and a completely Knock Down unit made from CRCA steel , wherein top & bottom shall be made of 0.8 mm thick sheet. Door shall be made from 0.6 mm thick sheet and sides will be made from 1.2 mm sheet. The tile on panel acts as back .The steel doors will be mounted on overhead pocket slides. The doors will be provided with Removable key type 10 lever Cam lock with lock lever. The sides, top, bottom & doors shall be powder coated in epoxy polyester powder to the thickness of 50 (+/- 10) microns.</p> <p><u>Chairs Medium Size (with wheels):</u></p> <p>The seat / back are made up of 1.2 cm thick hot pressed plywood and upholstered with fabric and moulded polyurethane foam together with moulded seat and back covers.</p> <p>Back Size: 50.0cm. (W) X 72.0cm. (H)</p> <p>Seat Size: 50.0cm. (W) X 46.5cm. (D)</p> | | | | |
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|---|--|--|--|--|
| <p>The High Resilience Polyurethane foam is moulded with density = 45+/-2 kg/m cube and hardness load 16+/-2 kgf as per IS:7888 for 25% compression. The seat cover is injection moulded in black co-polymer polypropylene and back cover is vacuum formed from ABS sheets. Armrests made of black integral skin polyurethane with 50-70 Shore 'A' Hardness and reinforced with M.S. insert. The chair has mechanism 360 degree revolving type and Tilt tension adjustment. The twin wheel castors are injection moulded in Black Nylon.</p> <p><u>Filing Cabinet 4 Drawer with metal top:</u></p> <p>Overall size of the storage shall be 470mm (W) x 1320mm (H) x 620mm (D)</p> <p>The construction shall be Rigid Knock Down Construction with CRCA MS 0.7mm Thick (Top, Side & Drawer Front); 0.6 mm Thick (Frames, Drawer- Inside Cover) 0.5mm Thick (Back, Bottom, Drawer Bottom), Drawer front shall be easy to grip Full length Handle recess integrated into Metal Drawer fronts, Label Holder Snap on type plastic label holder on Drawer Fronts.</p> <p>Centralized locking with 10 lever Cam Lock & having anti-tipping arrangement to ensure that when one drawer is opened for use, it does not allow other drawers to be opened, Slide High quality precision ball slide. Each Drawer shall carry 40 kg Uniformly Distributed Load for 75,000 cycles. Plain Triangular Plate shall be pop riveted at the bottom corners for rigidity. All metal parts shall be Epoxy Polyester Powder coated to the thickness of 50 microns (+/-10).</p> <p>Haworth / Vitra / Intex/ Herman Millar / Godrej / Steelcase/ HNI BP Ergo/ Wipro only</p> | | | | |
|---|--|--|--|--|





Sample available with AUD Estate Division

SECTION IV

**FINANCIAL BID
(To be sealed separately)**

I/We.....
.....of hereby agree, subject to acceptance of this tender by AUD, to supply furniture items in accordance with the specifications, terms and conditions of the contract as stated in the tender document at the rates and prices given below:

| Ser No. | Description (Items/ Particulars) | Brand name & Model No. | Rate (each) in Figures (including all taxes and duties) (Rs) | Rate in Words (Rs) |
|----------------|---|-----------------------------------|---|---------------------------|
| 1. | Steel Almirah | | | |
| 2. | Filing Cabinet 4 Drawer with metal top | | | |
| 3 | Tables wooden for Deans | | | |
| 4 | Chairs for Deans | | | |
| 5 | Visitor's chair/ Multipurpose chairs | | | |
| 6 | Workstation (with Work Surface, Drawer Unit, CPU Trolley, Overhead Storage, File Cabinet, Chair) | | | |

Details of other items/other accessories offered
.....

Signature

Date

Name & Designation

Name of the Firm/ Agency

Seal of tenderer