

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Diamond Harbour Road, Sarisha, South 24 Parganas, Pin – 743368.

Phone: 03174-245801/245802 Website: www.dhwu.ac.in

Tender No. NIT/CRF/26/DHWU

Date: 23.02.2018

Tender Notice for Supply of Furniture for the Conference room

Sealed Quotations are invited from the reliable and nationally renowned manufacturers/ companies/vendors/dealers for supply of the items enclosed in the **Annexure –I** with specifications. University is looking for interested bidders who have experience in supplying the type of items specified in the Annexure I. Bidder may download the tender documents from the University website www.dhwu.ac.in at free of cost.

Each quotation should include a Demand Draft for Rs. 3,000/- (Rupees Three thousand only) in favor of **Diamond Harbour Women's University** payable at Diamond Harbour towards EMD. Quotations without EMD will not be considered. Earnest Money will be returned to unsuccessful bidders after finalization of the Contract.

Last date of submission of the Tender in the University Office: 06.03.2018 up to 11.30 a.m.

Date and time of opening the Tender: 06.03.2018 at 12 noon.

Tender will only be accepted in the University Office on all working days from 11 a.m. to 3 p.m. and in holiday you can drop the sealed envelope in the designated tender box.

Registrar

1. Eligibility Criteria:

- a. Bidders shall have OEM authorization or channel partners or authorized distributors / dealers
- b. Bidders shall have been in existence for not less than three years.
- c. Bidders shall be having credentials of similar nature of work of the minimum Rs 4 lac in a single purchase order within last two years.
- d. Bidders shall have experience of supplying orders for Govt. Dept. / PSU/Universities etc. for more than 3 years and shall have PAN/TAN number, GST registration. It is not blacklisted by any Ministry/ Department of the Government of India or any PSU or Govt. of West Bengal or any other organization.
- e. Must have the following certifications:
 - BIFMA for at least 3 years
 - BS OHSAS 18001-2007Preference will be given to the manufactures engaged in manufacturing high quality “ Green Furniture “duly certified by some international agency. Attested copies of such certificate should be attached with the bid.
- f. Bids without EMD will be summarily rejected.

2 Terms and Conditions:

2.1 Delivery Schedule: The Company/supplier shall be able to deliver the required items within 30 days of the receipt of order.

2.2 Warranty: The bidder must give warranty of at least 12 months of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.

2.3 Payment: There is no provision for making advance payment to the Company/suppliers. Payment will be made after vendor submits the Job completion report signed by our inspection committee.

2.4 Purchase Order: The purchase order for the entire quantity can be placed either in one lump sum or as per the requirement through repeat order subject to availability of fund of the required items. The quantity shown is tentative and may increase or decrease.

2.5 The bidder should clearly indicate the availability of **service and maintenance facilities** at Sarisha, South 24 Parganas, West Bengal for the items quoted.

2.6 The above mentioned details particularly the GST or any other duty, if not quoted properly, the bid can be cancelled.

2.7 The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in Indian Currency only.

2.8 The bidder must submit along with the bids the copies of OEM license or authority from the manufacturer.

2.9 Diamond Harbour Women's University , Sarisha , South 24 Parganas , reserves the right to reject any or all tenders without assigning any reason whatsoever.

2.10 No advance payment or payment against Proforma invoice will be made. Payment will be made after receipt, inspection, and installation/testing.

2.11 All damaged or unapproved goods shall be returned at the bidder's risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.

2.12 On acceptance of tender, the date of delivery should be strictly adhered to otherwise; the authority of the Diamond Harbour Womens University reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, the Diamond Harbour Women's University will be at liberty to make purchases through other sources.

2.13 Acceptance of this tender form and submission of the quote within the stipulated time would be treated as: (a) The tenderer has understood all requirements as described in the Tender document. b) Agreed to execute order to the satisfaction of Diamond Harbour Women's University.

2.14 Performance Security: The vendor selected would be required to furnish a Performance Security equal to 5% of the cost of furniture in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of " Diamond Harbour Women's University" payable at "Diamond Harbour, South 24 parganas".

2.15 No Part Bid Allowed: Bidders have to quote all the items mentioned in tender document. No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.

2.16 Inclusion of freight & insurance : Price quoted should be inclusive of freight & insurance upto the delivery locations.

2.17 **Governing Laws** : This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata and/or Diamond Harbour shall have exclusive jurisdiction in all matters arising under the contract.

2.18 **Late Proposals:** Any proposal received by the University after the deadline for submission of proposals, as referred below shall not be accepted.

2.19 **Language of Proposal & Correspondence:** The proposal submitted by the Bidder should be in English language only.

2.20 **Proposal Currency:** Prices shall be quoted in Indian Rupees , inclusive of all prevailing taxes, levies, duties, etc .

3. Bidders must submit the following documents along with the quotations:-

- a. Copies of valid PAN along with I-T return documents, for Financial Year 2014 2015, 2015-2016, 2016-2017, are to be enclosed with the bid.
- b. Copy of Registration Certificate for GST is to be enclosed with the bid.
- c. Copy of valid Trade license is to be enclosed with the bid.
- d. Demand draft for EMD.
- e. Copies of **OEM license or authority from the manufacturer.**
- f. Documents related to eligibility criteria.

4. IMPORTANT DATES:

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Note: For further inquiry University Office (03174-245801) may be contacted.

Annexure-I

SL NO	MODEL	SPECIFICATION	TENTATIVE PHOTOGRAPH	QTR	RATE	GST	TOTAL	TOTAL AMOUNT(including all GST)
1	CHAIR WITH HALF TABLET	STURDY, STRONG AND STYLISH PRE LAMINATED BOARD WRITING PAD AND METAL COMBINATION FRAME MADE OF HIGH QUALITY STAINLESS STEEL CHAIR:529W X 605D X 788H TABLET:440W X 260D X 17.2H		40 NOS				

***NB:** Type of chairs should be identical to the existing chairs of the conference room (Academic building, room no – 101). The bidder can see the conference room on all working days from 11.00 a.m. to 3.00 p.m. before submission of bids.