

**CENTRAL UNIVERSITY OF RAJASTHAN**  
**Bandarsindri, Kishangarh- 305817 Distt.: Ajmer, Rajasthan**



## **TENDER NOTICE & DOCUMENT**

**For Supply of Class Room and Office Furniture at**  
**Central University of Rajasthan**

**Tender For Supply of Class Room and Office Furniture at  
Central University of Rajasthan**

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# राजस्थान केन्द्रीय विश्वविद्यालय

(संसद के अधिनियम के तहत स्थापित केन्द्रीय विश्वविद्यालय)  
राष्ट्रीय राजमार्ग-8, बांदरसिन्दरी, किशनगढ़-305817  
जिला-अजमेर (राजस्थान) भारत  
दूरभाष (का.):+91-1463-238755, फ़ैक्स: +91-1463-238722  
वेबसाईट: <http://www.curaj.ac.in>, ईमेल: [info@curaj.ac.in](mailto:info@curaj.ac.in)



# Central University of Rajasthan

(A Central University by an Act of Parliament)  
N.H.8, Bandarsindri, Kishangarh-305817  
District - Ajmer (Rajasthan) INDIA  
Phone (O):+91-1463-238755, Fax:+91-1463-238722  
Website:<http://www.curaj.ac.in>, Email:[info@curaj.ac.in](mailto:info@curaj.ac.in)

## Schedule of Tender

### Tender document for the supply and installation of Class Room and Office Furniture at Central University of Rajasthan.

Sealed tenders are invited from the respective OEM/ authorized dealers/firms etc. for **Class Room and Office Furniture at Central University of Rajasthan** with “Part A” as Technical Bids and “Part B” as Financial Bids. The details are as follows:

S. No.	Name of the Item	Qty.	Amount of E.M.D/Bid Security	Tender Fee
1	Class Room Desks and Benches	300	44000	Rs. 500/-
2	Office Wooden Tables	50	10000	(Nil if downloaded from the website)
3	Office Revolving Chairs	50	4000	
4	Non-Revolving Office Chairs	100	5000	

**Tender Document upload (publish) date/time:** 10/06/2019 at

**Last Date of Submission of Tender 01/07/2019** (up to 2 .00 P.M.)

**Date of opening of Tender (Technical Bid): 01/07/2019** at 3.00 P.M.

**Type of Tender:** Two Bid Systems.


**Mode of EMD and Tender fee:** Bidders should send separate D.D. for Tender fee, if applicable (non-refundable) and EMD (Refundable without any Interest) in favour of Central University of Rajasthan, payable at Kishangarh/ Bandarsindri.

#### NOTE:

1. If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.
2. The bidders who fail to submit the required tender fee, if applicable and EMD, their techno financial bids will not be considered for opening.
3. Bidder or their authorized representatives may attend the opening of the tender.

**CENTRAL UNIVERSITY OF RAJASTHAN**  
NH-8 Jaipur-Ajmer, Bandarsindri, Kishangarh-305817, Dist. Ajmer

**Tender Notice for Supply & Installation of Class Room and Office Furniture at Central University of Rajasthan.**



**Central University of Rajasthan**  
NH-8 Bandarsindri, Kishangarh, Distt-Ajmer-305817  
Tel: 01463 - 238755 Website [www.curaj.ac.in](http://www.curaj.ac.in).


Ref.: CURAJ/Purchase/Tender/2019-20/916 10/06/2019

**TENDER NOTICE**

Sealed quotations are invited from the Manufacturers, Authorized Dealers/ Firms for the supply of Class Room and Office Furniture at Central University of Rajasthan. Quotations completed in all respects along with technical and price bids should reach the office of the undersigned on or before 01/07/2019 up to 02.00 P.M. Technical Bids will be opened on same day at 3.00 P.M. in the presence of available bidders. For further details, please visit our website [www.curaj.ac.in](http://www.curaj.ac.in) and CPP Portal i.e. <https://eprocure.gov.in>

Registrar

राजस्थान केन्द्रीय विश्वविद्यालय के कक्षाओं तथा कार्यालयों में फर्नीचर की आपूर्ति एवं स्थापना के लिये निविदा सूचना



**राजस्थान केन्द्रीय विश्वविद्यालय**  
राष्ट्रीय राजमार्ग 8, किशनगढ़ जिला अजमेर 305817  
दूरभाष: 01463- 238755 वेबसाइट [www.curaj.ac.in](http://www.curaj.ac.in)

सी0यू0आर0ए0जे0 / कय / टेण्डर / 2019-20 / 916 10 / 06 / 2019

**निविदा सूचना**

विश्वविद्यालय के कक्षाओं तथा कार्यालयों में फर्नीचर की आपूर्ति एवं स्थापना के लिये निर्माताओं/अधिकृत विक्रेताओं/फर्मों से मुहर बंद निविदायें आमंत्रित की जाती हैं। इच्छुक निविदाकर्ता मुहर बंद लिफाफे में पूर्ण रूप से भरी हुई निविदा (तकनीकी और वित्तीय) अधोहस्ताक्षरकर्ता के कार्यालय में दिनांक 01/07/2019 को अपराह्न 02.00 बजे तक भेज सकते हैं। प्राप्त निविदायें उसी दिन अपराह्न 3.00 बजे निविदाकर्ताओं की उपस्थिति में खोली जायेंगी। निविदा सूचना एवं विस्तृत जानकारी विश्वविद्यालय वेबसाइट [www.curaj.ac.in](http://www.curaj.ac.in) एवं CPP Portal <https://eprocure.gov.in> पर उपलब्ध है।

कुलसचिव

### **Important Notes to the Bidder:**

Central University of Rajasthan, Bandarsindri, invites tenders under “2 Bid system” for **Supply of Class Room and Office Furniture at Central University of Rajasthan.**

1. as per the specifications given in the item specifications as “**Annexure-A**”.
2. Tender document can be downloaded from the University Website at URL Link: or Central Public Procurement Portal (CPPP) at [www.eprocure.gov.in](http://www.eprocure.gov.in) and <http://www.curaj.ac.in/advertisemnts/tenders.html/>
3. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
4. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written in pen ink or ball pen. Offer in pencil will be ignored. The tenderer shall certify that the rates being quoted are not higher than those quoted for any Govt. Deptt. or Institution or DGS&D or any organization and that if during the years at any time the tenderer has quoted rates lower than those quoted against this tender, the University would be given the benefit of Lower rates by the tenderer. The relevant documents should be enclosed with technical bid. University is entitled for concessional GST @ 5% as per Notification No. 45/2017 –(Central Tax Rate) and Notification No. 47/2017-(Integrated Tax Rate) dated 14-11-2017. This University is also registered with DSIR vide TU/V/RG-CDE(1115)/2018 dated 12-10-2018 for availing concessional Excise Duty & Custom Duty.
5. The prescribed tender documents should be submitted in one sealed envelope duly super scribed with “**Tender for supply of Class Room and Office Furniture at Central University of Rajasthan**”. This sealed envelope should contain three sealed envelopes marked A, B, & C as prescribed as under:
  - a) Envelope A containing tender form cost of Rs. **500/- (if applicable)** and the appropriate Earnest Money Deposit (EMD) both in the form of Demand Draft in favor of CENTRAL UNIVERSITY OF RAJASTHAN payable at Bandarsindri, Kishangarh. Tender shall be rejected if the tender form cost and Earnest money D.D.’s are not found in proper order.
  - b) Envelop B containing the Technical Bid along with the supporting documents. (See Terms & Conditions for more details)
  - c) Envelop C containing the Financial Bid.

The tender document should be sent to:

**The Registrar  
Central University of Rajasthan  
N.H.-8 Road, Jaipur-Ajmer Highway,  
Bandarsindri, Kishangarh, Distt. Ajmer,  
Rajasthan Pin-Code- 305817**

6. The complete tender document is to be signed with seal & is to be placed in the separate envelope along with the necessary required documents.
7. **Bidders are required to enclose photocopy of cheque & NEFT Bank Details with tender /quotation to enable us to making payment through on line transfer for refund of EMD.**
8. All bids must be delivered to the above office up to the date and time indicated above. Bids will be opened in the presence of Bidders' authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.
9. **Any clarification regarding tender specification before submission of tender document can be discussed with the Joint Registrar (F) 01463-238591 and/or from Purchase Section 01463-238757.**
10. Please Note that the tender document is subjected to verification with the original document, and if any discrepancy is found, the tender would be rejected. Tenders (Technical Bid) will be opened first in the presence of the attending vendors.

Registrar  
CENTRAL UNIVERSITY OF RAJASTHAN  
Bandarsindri, Rajasthan

**CENTRAL UNIVERSITY OF RAJASTHAN**

(To Be Filled By the Vendor/ Bidder)

1. Name of the quoted Item(s) : \_\_\_\_\_

2. Name of the Vendor : \_\_\_\_\_

3. Full Address of the Vendor : \_\_\_\_\_

4. Telephone/ Mobile No/email. : \_\_\_\_\_

5. Fax. No. (If any) : \_\_\_\_\_

6. Registration No. of Firm : \_\_\_\_\_

7. PAN : \_\_\_\_\_

8. GST Registration No. : \_\_\_\_\_

9. Details of the D.D.

a. For Tender Fee (Nonrefundable) : D.D. No. \_\_\_\_\_ dated \_\_\_\_\_  
drawn from the bank \_\_\_\_\_

b. for E.M.D Amount (Refundable without interest) : D.D. No. \_\_\_\_\_ dated \_\_\_\_\_  
drawn from the bank \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS OF THE TENDER

1. All offers should be written in the English and price should be written in both, figures and words. The tenderer shall certify that the rates being quoted are not higher than those quoted for any Govt. Deptt. or Institution or DGS&D or any organization during last one year. If during the last one year at any time the tenderer has quoted rates lower than those quoted against this tender, the University would be given the benefit of Lower rates by the tenderer. The relevant documents should be enclosed with technical bid.
2. The duly constituted committee appointed by the competent authority of Central University of Rajasthan, Bandarsindri, reserves the right to select some items (in single or multiple units) and reject the others or all items mentioned in the Schedule. The same committee will also reserve the right to revise or alter the specifications before acceptance of any tender with prior notice on the University and Central Public Procurement Portal (CPPP) at [www.eprocure.gov.in](http://www.eprocure.gov.in).
3. Incomplete tenders, amendments and additions to tender after opening are liable to be ignored and rejected.
4. The Bid shall be treated as a 2 Bid System. The Technical Bid will be considered for applicants who's Tender Fee and Earnest Money Deposit (EMD) is found in order. Financial Bid shall be opened for those bidders who have qualified in Technical Evaluation.
5. **Changes/Amendment:** At any time prior to the deadline for submission of tender, the University may amend the tender documents issuing by addendum/corrigendum. The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes, if deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by vendor and accepted by the



university in a form of amendment/ modified Order issued and signed by the University.

6. **Bid Validity-** Bids should be valid for a period of 180 days from the date of opening of financial bid.
7. **Withdrawal of bids:** No bidder will be allowed to withdraw its bid in the interval between the deadline of submission of bids and expiration of period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's bid security (EMD) and other sanctions.
8. **OEM/Authorized Dealer/agents of Supplier:** when a firm sends quotation for an item manufactured by some different company, the firm is also required to attach, in its bid, the manufacturer's authorization certificate and also manufacturer's confirmation of extending the required warranty for that product. In cases where the manufacturer has itself submitted the bid, the bids of its authorized dealer will not be considered and EMD will be returned.
9. **Conflict of Interest among Bidders/Agent:** The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
  - a. they have controlling partner (s) in common; or
  - b. they receive or have received any direct or indirect subsidy/financial stake from any of them; or
  - c. they have the same legal representative/agent for purposes of this bid; or
  - d. they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder; or
  - e. bidder participates in more than one bid in this bidding process. Participation by a bidder in more than one Bid will result in the disqualification of all bids in which the parties are involved. However, this does not limit the inclusion of the components/sub-assembly/assemblies from one bidding manufacturer in more than one bid.
  - f. in cases of agents quoting in offshore procurements, on behalf of their principal manufacturers, one agent cannot represent two

manufacturers or quote on their behalf in a particular tender enquiry. One manufacturer can also authorize only one agent/dealer. There can be only one bid from the following:

- I. The principal manufacturer directly or through one Indian agent on his behalf; and
  - II. Indian/foreign agent on behalf of only one principal.
- g. a Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of the Bid;
- h. in case of a holding company having more than one independently manufacturing units, or more than one unit having common business ownership/management, only one unit should quote. Similar restrictions would apply to closely related sister companies. Bidders must proactively declare such sister/common business/ management units in same/similar line of business.

**10. Bid Security ( EMD):** Bid Security should remain valid for a period of 45 (Forty Five) days beyond the final bid validity period. The Bid Security can be submitted in the form of an account payee demand draft, fixed deposit receipt, or banker's cheque. The MSEs are provided tender documents free of cost and are exempted from payment of earnest money, subject to furnishing of relevant valid certificate for claiming exemption. A bidder's Bid Security will be forfeited if the bidder withdraws or amends its/his tender or impairs or derogates from the tender in any respect within the period of validity of the tender or if the successful bidder fails to furnish the required Performance Security within the specified period. Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity period and latest by the 30th day after the award of the contract. Bid Security should be refunded to the successful bidder on receipt of a performance security.

**11. Performance Security:** On receipt of notification of award from the University, the successful Bidder within 14 days shall furnish the performance security at 5% of the cost of the material ordered in the form of DD/FDR in favor of The Central University of Rajasthan or in the form of Bank Guarantee issued/confirmed from any of commercial bank in India in an acceptable form. Performance security should

remain valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier, including warranty obligations. The Performance Security will be forfeited and credited to the University account in the event of a breach of contract by the contractor. It will be refunded to the contractor without interest, after he duly performs and completes the contract in all respects but not later than 60(sixty) days of completion of all such obligations including the warranty under the contract. Failure of the successful bidder to submit the performance security shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the University may make the award to the next lowest evaluated bidder on same rate or call for new bids.

**12. MSE Bidders:** In tender, participating Micro and Small Enterprises (MSE) quoting price within price band of L1+15 (fifteen) per cent shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a MSE and such MSE shall be allowed to supply up to 20 (twenty) per cent of total tendered value. The 20 (twenty) per cent quantity is to be distributed proportionately among these bidders, in case there are more than one MSMEs within such price band. Within this 20% (Twenty Percent) quantity, a purchase preference of four per cent (that is, 20 (twenty) per cent out of 20 (twenty) per cent) is reserved for MSEs owned by Scheduled Caste (SC)/Scheduled Tribe (ST) entrepreneurs (if they participate in the tender process and match the L1 price). Provided that, in event of failure of such SC/ST MSE to participate in tender process or meet tender requirements and L1 price, four per cent sub-target shall be met from other MSE. MSEs would be treated as owned by SC/ST entrepreneurs:

- a) In case of proprietary MSE, proprietor(s) shall be SC /ST
- b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% (fifty-one percent) shares in the unit
- c) In case of Private Limited Companies, at least 51% (fifty-one percent) share shall be held by SC/ST promoters.

**13. Prices and Taxes:** Prices quoted should be firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to, in writing by

both parties. The vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to the order.

- I. **Elements of Price:** Where the price has several components such as the price of the goods, cost of installation and commissioning, operators' training, and so on, bidders should furnish a cost break-up indicating the applicable prices and taxes for each of such components along with the overall price.
- II. **Currency:** domestic tenderers are to quote and accept their payment in Indian currency; Indian agents of foreign suppliers are to receive their agency commission in Indian currency; costs of imported goods, which are directly imported against the contract, may be quoted in foreign currency (currencies) and will be paid accordingly in that currency; and the portion of the allied work and services, which are to be undertaken in India (like installation and commissioning of equipment) are to be quoted and paid in Indian currency.

Prices should be FOR –Central University of Rajasthan and for imported equipment supplier will be responsible for custom clearance and forwarding the same up to university campus. Custom Duty will be reimbursed on actual basis, after submission of the evidence in original. All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable taxes until and unless specified in the schedule. **Price Fall Clause:-** If at any time prior to delivery of the equipment/stores, the bidder/supplier reduces the sale price of such equipment stores as covered under this tender enquiry, to any organization (including Central/State/Deemed university) at price lower than the price quoted under this contract, he shall forthwith reduce the price payable under this tender for the equipment/stores being supplied after the date of coming into force of such reduction, the price of equipment/stores shall stand corresponding reduced.

#### **14. Terms of Payment:**

- a. **Terms of payments for Domestic Goods:** 80% of the total payment shall be released on submission of proof of delivery of complete item/stores (stores/consignee receipt), inspection report and on certification of satisfactory installation of the item at the consignee's premises and after "ensuring verification of the Performance Security" @ 5% of the Purchase

Order value. Balance 20% of the payment shall be released upon successful installation of the item at least for a month and after ensuring that already furnished Performance Security is valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder / supplier including comprehensive maintenance warranty obligations.

**b. Documents for Payments of Domestic Goods:**

- i. Supplier's Invoice indicating, inter alia description and specification of the goods, quantity, unit price, total value;
- ii. Packing list;
- iii. Insurance certificate, if applicable;
- iv. Railway receipt/consignment note;
- v. Manufacturer's guarantee certificate;
- vi. Inspection and installation certificate duly signed by the service engineer and university official; and
- vii. Any other document(s) as and if required in terms of the contract.
- viii. Copy of cancelled check/NEFT detail for making online payment.

**15. Insurance:** Wherever necessary, the goods supplied under the contract, shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the contract. If considered necessary, insurance may cover "all risks" including war risks and strike clauses. The amount to be covered under insurance should be sufficient to take care of the overall expenditure to be incurred by the Procuring Entity for receiving the goods at the destination. Where delivery of imported goods is required by the purchaser on CIF/CIP basis, the supplier shall arrange and pay for marine/air insurance, making the purchaser beneficiary. Where delivery is on FOB/FAS basis, marine/air insurance shall be the responsibility of the purchaser.

**16. E-Payments:** Bidders are required to enclose photocopy of cheque & NEFT Bank Details with tender /quotation to enable us to making payment through on line transfer.

**17. Deduction of Income Tax, Service Tax and so on, at source from payment to suppliers:** This will be done as per existing law in force during the currency of the contract.

**18. Refund from Supplier:** if the supplier, after claiming and receiving reimbursements for sales tax, excise duty, custom duty, and so on, from the purchaser, applies to the concerned authorities for refunds, on genuine grounds, of certain portions of such duties and taxes paid by it and receives the allowable refunds. Such refunds contain the purchaser's share also (out of the payments already made by the purchaser to that supplier) and that should be refunded to the University.

**19. Delivery Period:** The item should be delivered to Central University of Rajasthan and within a time period 45 days & installation be completed within next 15 days. If any material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet shipped or tendered, and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by installment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one week in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party.

If the vendor is unable to complete performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war, fire or other causes beyond the Vendor's reasonable control, the university at its option, may elect to take delivery of material and to pay such proportion of the contract price as deemed reasonable by the university.

**20. Rescheduling:** The University may without liability at least seven days prior to the scheduled delivery date appearing on the order defer delivery on any or every item under said order by giving oral notice to the Vendor (confirmed in writing within seven working days) of any necessary rescheduling.

**21. Shipping, Packaging and Labeling:** All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practices and where incorporated, the University's packaging specification. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the

Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit, including the final destination. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified in the contract and in any subsequent instructions ordered by the Purchaser. It is the sole responsibility of the vendor to provide/replace the item/goods, if it is lost or broken during the shipping or transportation due to whatever may be the reason. Vendor is responsible to ensure, by contacting the University, that the shipping has been properly done i.e., all the items/goods have properly reached the University.

**22. Inspection and Acceptance:** Material procured from vendor shall be inspected and tested by the University or its designee at vendors cost. If deemed necessary by the University, the Vendor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Material covered by this agreement shall be made available to the University during the performance of the order.

- a.** If any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the Vendor:
  - i.** rescind the purchase/supply order as to such non-conforming Material;
  - ii.** accept such material at an equitable reduction in price;
  - iii.** reject such non-conforming material and require the delivery of suitable replacements
- b.** If the vendor fails to deliver suitable replacements promptly, the university, with notice of seven business days, may replace or correct such material and charge the vendor the additional cost occasioned thereby, or terminate this order for default.

- c. No inspection (including source inspection) test, approval (including design approval) or acceptance of material shall relieve the Vendor from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION is in addition to any other rights or remedies provided elsewhere in this order or in Law.

**23. Invoicing / Payments / Set-Offs:** After completion of supply against the purchase order, the Vendor shall send duplicate invoices including item number to the University's concern Department.

Payment of invoice shall not constitute acceptance of Material ordered and shall be subject to appropriate adjustment, if the Vendor failed to meet the requirements of this agreement. The University shall have right at any time to set-off any amounts due to the Vendor, (or any of its associated or affiliated companies) against any amounts owed by the university with respect to this agreement.

**24. Selection of the Bidder:** For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid & Commercial Bid.

- a. **Technical Bid:** Technical bid should contain information regarding the company/firm registration details, Authorization letter, Clientele list (List of Users), Performance certificate from clients, self-declaration for not black listed, business turnover, experience and other details of the firm to judge the suitability of the bidder. Bidder must ensure the following conditions while going for the bidding:

- I. **SPECIFICATIONS:** Specifications are basic essence of the product/contract. It must be ensured that the offers must be strictly as per our specifications mentioned at Annexure-A at technical specification section. At the same time it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation. A quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected /supported by the printed technical leaflet/literature. Therefore the



model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation.

- II. Non-compliance of the above shall be treated as incomplete/ambiguous and the offer can be ignored without giving an opportunity for clarification/negotiation etc. to the quoting party.
  - III. OEM should be internationally/Nationally reputed Branded Company.
  - IV. Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories.
  - V. Signed & Stamped compliance sheet of the technical specification of the offered equipment with technical printed literature must be enclosed with the technical bid in the prescribed format.
  - VI. Clientele list (List of the institutes/organizations, where the similar order has been executed during the last five years) and work done list. Supporting documents (couple of orders without any alteration/modification, copies of installation report and performance certificate) must be enclosed. Past Performance of the Vendors will be judged at the time of Technical Evaluation.
  - VII. Average Annual turnover should be greater than 100 lakh INR per annum for the last three successive years duly certified by the Chartered Accountants.
  - VIII. Self-attested photocopy of annual turnover, IT clearance Certificate, Audited Balance Sheet, etc. for the last three years.
  - IX. The bidder/OEM self-declaration stating that he/she is not banned/debarred or black listed by any Central/State Govt. of India/PSU/Organizations/Institutes in India or abroad in prescribed format.
  - X. DD for EMD amount and tender fee as applicable
  - XI. University reserves the right to carry out a technical inspection and performance evaluation (benchmarking) of the offers, made by shortlisted vendors. The shortlisted vendors may be asked to come and give out presentation / demonstration.
- b. Short listing of Vendors:** University will shortlist technically qualifying vendors and the financial bid of only these vendors will be opened.

University reserves the right to decide whether the items being quoted are as per the requirement of the University and are of standard/leading brands in the market. University reserves the right to decide which offer best suits the requirement of the university. Further, after opening financial bids of the short listed tenders, if there is a discrepancy between word and figure, the amount indicated in words will prevail.

- c. **Price Bid/ Financial Bid:** Financial bid should contain price of the material required to be supplied as per Price Schedule **Annexure -B** as supplied by the University along with tender form, duly filled and signed by the authorized person.

**25. Installation and Commissioning:** Free of cost at University. The OEM must ensure timely installation of the complete unit with necessary support to the indenters, as per details and lists to be made available by the Stores Section or the indenting Departments/ Centre/Schools.

**26. Conditional Offer will not be accepted.**

**27. Rejection of Bids:**

- a. If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the Earnest Money Deposit / Performance Bank Guarantee and cancel the order, if awarded.
- b. If the technical offer contains any price information the offer will be summarily rejected.
- c. Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.
- d. Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection.
- e. Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
- f. The Tenderers must confirm in their bid acceptance in full of the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, tenderers must note

carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render /liable the Quotation for rejection.

**28. Liquidated damages for delayed supply:** If vendor fails to deliver any of or all products or does not perform the services within the period specified in the contract, the University reserves the right to, without prejudice to its other remedies under the contract, deduct from the bill, a sum equivalent to 1% of the price of undelivered stores at the agreed price for each week to maximum limit of 10% of the value of stores so undelivered. Once maximum is reached, the second party may consider termination of contract.

**29. Assignment / Subcontracting /sublet:** The Vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted /sublet any obligations or work hereunder without the prior written consent of the University.

**30. Cancellations of tender:** The University reserves Right to accept any Bid and to Reject any or all Bids: The Purchaser also reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.

The University may cancel agreement entered with vendor in whole or in part, for no cause, upon written, FAX, or telex notice to the Vendor, effective when sent, provided such notice is sent ten (10) days prior to the delivery date, specified on the face of this order, in the event that the vendor:

- a. fails to comply with any term or condition of this order including, but not limited to, delivery terms; or
- b. appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- c. files a voluntary petition in bankruptcy; or
- d. has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or
- e. voluntarily ceases trading; or
- f. merges with or is acquired by a third party; or

- g.** Assigns any of its rights or obligations under the Order to a third party without the university's prior written consent.

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Vendor in writing of such cancellation and the Vendor shall thereupon transfer title and deliver to the university such work in progress or completed material as may be requested by the university. The University shall have no liability to the Vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the university prior to the Vendor's receipt of the notice of termination, and for work in progress requested for delivery to the university.

**31. Warranty:-**

- a.** One year onsite comprehensive warranty (or as mentioned in Technical Annexures) and also give the warranty declaration that everything to be supplied by us hereunder shall be free from all defects and faults in material, workmanship, transportation hazards, and shall be of the highest quality and material of the type ordered, shall be in full conformity with the specifications. During the warranty period, replacement of any part of items or rectification of defects of works will be free of cost.
- b.** Any deviation in the material and the specifications from the accepted terms may liable to be rejected and the bidders need to supply all the goods in the specified form to the satisfaction / specifications specified in the order / contract and demonstrate at their own cost. The payments shall be made only after receiving the material in the required specifications and quality to the satisfaction of the University authorities.
- c.** The Vendor shall warrants that any Material supplied hereunder shall conform to the generally recognized manufacturing and safety standards of the Vendor's industry as per Indian Standard Institution (ISI) or similar standard. The Vendor's specifications on performance as detailed in the Vendor's brochures, sales literature and other specifications as may be available to the university.
- d.** Vendor should provide insurance up to the delivery point (on-site and not up to the nearest international airport) and until the time of installation.

- e. In addition to any other express or implied warranties, the Vendor warrants that the material furnished pursuant to this order will be:

Free from defects in design except to the extent that such items comply with detailed designs provided by the university; of merchantable quality and suitable for the purposes, if any, which are stated in the tender/quotation.

This warranty provision shall survive any inspection, delivery, acceptance, payment, expiration or earlier termination of this order and such warranties shall be extended to the employees, students, and users of the material. Nothing herein, however, shall limit the University's rights in law or equity for damages resulting from delivery of defective goods or damage caused during the delivery of goods or provision of services.

Rights granted to the University in this article entitled WARRANTIES are in addition to any other rights or remedies provided elsewhere in this order or in Law.

**32. Patent Indemnity:** The Vendor shall have to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of actual or alleged infringements of any Letter, Patent, Registered or Industrial Design, Trademark or Trade Name, Trade Secret, Copyright or other protected right in any country resulting from any sale, use or manufacture of any Material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered therein or by reason thereof and bear all expenses and legal fees (including the University's) associated herewith. The university reserves the right to be represented in any such action by its own counsel at its own expense.

**33. Compliance with Laws:** After acceptance of tender, successful bidder shall have to comply with the requirements of all the existing laws. The Vendor shall also have to comply with the Fair Labour Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Vendor's performance hereunder. The Vendor will have to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the Vendor's failure to comply with any laws, ordinance, regulations and codes.

**34. Law of the Contract:** The agreement entered with vendor shall be governed by and interpreted in accordance with the laws in existence and the Jurisdiction of Rajasthan.

**35. Site preparation:** The supplier shall inform the University about the site preparation, if any, needed for installation, immediately after receipt of the supply order. Suppliers must provide complete details regarding space and all infrastructural requirements needed for the equipment, which University should arrange before the arrival of equipment to ensure its early installation and smooth operation thereafter. The supplier may offer his advice and render assistance to University in the preparation of the site and other pre-installation requirements.

**36. The OEM (Original Equipment Manufacturer)** should be an ISO-9000 or ISO-14001/BIFMA certified company with due credits to energy conservation and green earth compliance. While the above procedures lay down the overall guidelines, Central University of Rajasthan reserves the right to select the vendor based on other parameters, at its discretion.

**37. Delivery and Opening of Tender:** All tender documents should be sent through courier, speed post, registered post or by person. Telegraphic / fax offer will not be considered and ignored straightway. All tender documents received after the specified date and time shall not be considered.

The completed tender should be delivered at the Inward Section of the Administrative building of the Central University of Rajasthan, Bandarsindri, Ajmer, Rajasthan-305817.

The Technical Bid will be opened on **01/07/2019 at 3.00 P.M.**

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

**Seal & Signature of Vendor**

## Special Terms and Conditions

1. Reputed Manufacturers or their Authorized Dealers should have the following requirements to make them eligible to qualify in the technical bid.
  - a) The applicant should have satisfactorily completed **three similar works** (at least one of them in Central Government/Central Autonomous Body/Central PSU/ Central Undertaking Body/ State Government Department/Educational Institute) each costing **Rs. 12 Lakh OR two works** each costing **Rs. 18 Lakhs OR one work** costing **Rs. 24 Lakhs** of similar nature during the last five years ending last day of tender submission.
  - b) **Similar or Similar Nature of work means** Supply & Installation of Furniture in any Government Department/Educational Institute.
  - c) The bidder shall provide copies of work orders as documentary proof for having executed similar works or completion certificate issued by the client. However, decision with regard to eligibility of the applicant (s) will be taken by the University only, after necessary documents provided by the applicant have been examined.
  - d) Should have average **Annual Financial Gross Turnover not less than Rs. 100 lakh** during the **last three years** ending **31st March 2019**. Copy of Audited Financial Statements to be provided.
  - e) Should not have incurred any loss in more than **one year** during the last **three years** ending **31st March, 2019**. Copy of Audited Financial Statements to be provided.
  - f) Bidders who have the following valid certifications, namely from **ISO 9001:2000, ISO 14001, ISO 18001 BIFMA shall be considered**. In case the applicant is authorized dealer, these certificates shall be obtained from the manufacturer and submitted with the tender document.
  - g) Manufacturer Authorization letter is to be furnished with the tender if authorized dealer of the reputed manufacturer is participating in the tender on behalf of Original Manufacturer.
  - h) Manufacturer who have India Green Building Council certificate shall be preferred.
2. If any information furnished by the applicant is found to be incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in Central University of Rajasthan. The Central University of Rajasthan reserves the right to verify the particulars furnished by the applicant independently.
3. The Central University of Rajasthan reserves the right to reject any or all prospective applicants without assigning any reason and to restrict the list of tendered contractors to any number deemed suitable by it, if too many applications are received satisfying the basic PQ criteria.
4. The bidder will submit the GST Registration and PAN No. along with document of registration of the firm/company.
5. Overwriting should be avoided. Correction, if any, should be made by neatly by crossing out, signed and re-writing. Use of fluid (whitener) is not allowed and such tenders shall be rejected. Pages of the tender document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.

6. The applicant may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, 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.
7. It is desirable that the prospective bidders may supply/provide/ display the sample of tendered furniture at University campus on or before 01/07/2019 up to 02.00 PM for assessing the specification, quality, durability and finish of the material by the technical evaluation committee appointed by the Central University of Rajasthan. The applicant shall have to display the material at his own cost and the Central University of Rajasthan shall not entertain any claim for the same. If any bidder find it difficult to provide/display the sample, he should provide complete brochure/leaflet having complete details of the tendered furniture. A power point presentation can also be given on the date of bid opening for the same. However the bidder who will be awarded the contract, needs the supply of sample and its approval by the technical evaluation committee of the University. Only after the approval of the sample from University end, successful bidder will be asked for execution of supply.
8. The applicant (Manufacturer in case of authorized dealer) should have all necessary machinery and equipment required for the proper and timely execution of the work. The bidders have to submit the list of machines equipment used in manufacturing process. While evaluating the technical capability of the proposed bidders, their in-house capacity and availability of various Machines/ Plants will also be assessed. The Central University of Rajasthan reserves the right to visit the manufacturing facilities to ascertain the same.



## **INFORMATION & INSTRUCTIONS FOR APPLICANT**

### **1. DEFINITIONS:**

- 1.1. In this document the following words and expressions have the meaning hereby assigned to them.
- 1.1 University means the Central University of Rajasthan, acting through the Vice-Chancellor, Central University of Rajasthan, Ajmer.
- 1.2 Applicant: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.
- 1.3 “Year” means “Financial Year” unless stated otherwise.

### **2 METHOD OF APPLICATION:**

- 2.1 If the applicant is an individual, the application shall be signed by him above his full type-written name and current address.
- 2.2 If the applicant 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.
- 2.3 If the applicant 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 addresses of all the partners of the firm should accompany the application.
- 2.4. If the applicant 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 applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

### **3. FINAL DECISION MAKING AUTHORITY.**

The Vice Chancellor, Central University of Rajasthan, Ajmer (Rajasthan) reserves the right to accept or reject any application and to annul the tender process and reject any or all applications at any time, without assigning any reason or incurring any liability to the applicants.

### **4. SITE VISIT**

The applicant is advised to visit the site of work at his own cost, and examine it and its surroundings to himself collect all information that he considers necessary for proper assessment of the prospective assignment.

## 5. EVALUATION CRITERIA FOR TENDER.

5.1. The technical evaluation committee shall evaluate the application on the criteria given below:

S. No.	Criteria	S. No of the supporting document
<b>1</b>	Experience of similar work	
(a)		
(b)		
(c)		
(d)		
<b>2</b>	Manufactures Capability (ISO/BIFMA Certificates)	
(a)		
(b)		
(c)		
(d)		
<b>3</b>	Factory setup (Available Machinery)	
(a)		
(b)		
(c)		
(d)		
(e)		
(f)		
<b>4</b>	Financial Capabilities	
(a)	Annual average financial turnover not less than 100 lakh for last three years.	
(b)	Profit & Loss in last 3 years	

Details of 4 above.

FY	2016-17	2017-18	2018-19
Gross			
Turnover			
Profit/ Loss			

5.2 Even though an applicant may satisfy the above requirements, the bidder would be liable to disqualification if

- i. made **misleading or false representation or deliberately suppressed the information** in the forms, statements and enclosures required in the pre-qualification document,
- ii. Record of poor performance such as abandoning work, not properly completing the contract, or financial failure/weakness etc.
- iii Failed to supply the sample furniture .

5.3 The Financial Bid of only those bidders shall be opened who qualify in the technical evaluation. The bidders or their representative are expected to be present at the time of opening of the Financial Bid.

## 6. LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with tender document.

## PREQUALIFICATION INFORMATION

### LETTER OF TRANSMITTAL

From:  
To,  
The Registrar  
Central University of Rajasthan  
Kishangarh, Ajmer  
Rajasthan

**Subject: Submission of tender application for the work of Supply and installation of Class Room and Office Furniture at Central University of Rajasthan, Bandarsindri, Kishangarh Ajmer.**

Sir,

Having examined the details given in tender press Notice and tender document for the above work, I/we hereby submit the tender document and other relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms A to C and accompanying statement are true and correct.
2. I/We have furnished all information and details necessary for tender and have no further pertinent information to supply.
3. I/We authorize the CENTRAL UNIVERSITY OF RAJASTHAN, AJMER to approach individuals, employees, firms and corporation to verify our competence and general reputation.
4. I/We submit the following documents in support of our suitability, technical knowhow and capability for having successfully completed the following works:

NOTE: Mention here the documents being enclosed with the application. The documents should pertain to Supply / Installation of Furniture in Government Building/ Educational Institution and should include work orders and completion certificates for such works.

5. Following valid certifications, namely from **ISO 9001:2000, ISO 14001, ISO 18001 BIFMA etc. are enclosed.**

..... Number of certificates enclosed.

6. **Requisite Earnest Money of Rs. ----- in appropriate form as mentioned in the tender document are also enclosed herewith.**

Enclosures.

Seal of applicant

Date of submission

Signature(s) & seal of the Applicant(s)

**FORM 'A'**  
**FINANCIAL INFORMATION**

I. **Financial Analysis** - Details to be furnished duly supported by copy of audited balance sheet/profit & loss account for the last three years, as submitted by the applicant to the income Tax Department (Copies to be attached)

FY	2016-17	2017-18	2018-19
Gross Turn over			
Profit. Loss			

II. The following certificates are enclosed:

(a) PAN No

(b) TIN No /GST No.

Signature & seal of the Applicant (s)

**FORM 'B'**

**DETAILS OF ALL WORKS OF SIMILAR NATURE / CLASS COMPLETED DURING  
THE LAST THREE YEARS ENDING LAST DAY OF THE MONTH March, 2018.**

S. No.	Name of the project and location	Name of the organization	Cost of work in Lakh	Date of Commencement as per the contract	Stipulated date of completion	Actual date of completion	Litigation/arbitration pending/in progress with details
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

Notes 1 to 4

1. Please mention all works executed equal to or above the qualifying amount.
2. For stipulated date of completion, submit copy of work order.
3. For actual date of completion, submit copy of completion certificate from the purchaser.
4. Please clearly indicate the works (in the above form) on the basis of which prequalification is being sought.

Signature & seal of the Applicant(s)

## PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM “B”

This form must be submitted for the works on the basis of which the applicant is seeking prequalification.

1. Name of work/Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of start
6. Date of completion
- i. Stipulated date of completion ii. Actual date of completion
7. If stipulated date and actual dates are different, list the reasons for delay. Reasons for Delay (To be specified by the person signing this form)
  - i. Period of delay attributable to Contractor
  - ii. Period of delay attributable to Employer
8. Amount of compensation levied for delayed completion, if any.
9. Performance report

i. Quality of work	Very good/Good/Fair/Poor
ii. Financial soundness	Very good/Good/Fair/Poor
iii. Technical Proficiency	Very good/Good/Fair/Poor
iv. Resourcefulness	Very good/Good/Fair/Poor
v. General behaviour	Very good/Good/Fair/Poor

Employer's representative is requested to specify the reasons for delay in case stipulated and actual date of completion are different.

NOTE: The works for which this form is submitted should be reflected in FORM 'B' also.

**FORM “C”  
STRUCTURE & ORGANISATION**

1. Name & Address of the applicant
2. Telephone No./Telex No./Fax No.
3. Legal status of the applicant (attach copies of original document) Defining the legal status
  - (a) An Individual
  - (b) A proprietary firm
  - (c) A firm in partnership
  - (d) A limited company or Corporation
4. Since when the applicant has been in business. Provide documentary proof.
5. Particulars of registration with various Government bodies (attach attested photocopy).

Organization/Place of registration

Registration No.

- (a)
- (b)
- (c)
- (d)

6. Names and Titles of Directors & Officers with designation to be concerned with this work
7. Designation of individuals authorized to act for the organization
8. Was the applicant ever required to suspend the works for a period of more than six months continuously after award of work. If so, give the name of the project and reasons of suspension of work.
9. Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for abandonment.
10. Has the applicant, or any constituent partner in case of partnership firm, ever been debarred/black listed for tendering in any organization at any time? If so, give details
11. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so, give details.
12. Any other information considered necessary but not included above.

Signature of Applicant (s)

## Technical specifications for Class Room and Office Furniture

Item Name	Specifications
<b>Classroom Desk and Bench</b>	<p><b>Classroom Desk</b>            Top Length 48"; Top width- 18"; Top Thickness- 18 mm;            Table with top height-30"; Table shelf made by iron cage type (jali);            Table depth jali -10" jali height 6";            Table structure pipe- 2"x1"; Supporting pipe-2"x1";            Table top made by commercial plywood with both side mica lamination; Iron frame with black powder coating.</p> <p><b>Classroom Bench</b>            Bench with back support seat top length - 48"; Seat top width - 14"; Seat thickness – 18 mm;            Back support length - 48"; Back support width - 9"; Back support thickness – 18 mm;            Structure seat height with top – 18"; Structure back support height - 35"; Seat back support pipe - 2"x1";            Support pipe - 1"x1"x 1.50mm thick            Bench top and back support made by commercial plywood with both side mica; Iron frame black powder coating</p>
<b>Office Wooden Table</b>	<p>Table Top front length – 1500mm ±10mm            Table top width 750mm±10mm            Table thickness-18 mm            Table height with top -750mm±10mm            Table top made by plywood with both side mica laminations with 2mm thick PVC edge beading.            Table front left side with 2 small drawers and one big drawer (bottom)            Supporting wooden leg all side thickness -18 mm            Front flap 2.5" inside</p>
<b>Office Revolving Chair</b>	<p>The seat and back should be at least made up of 1.2 to 1.4 ± 0.1 to 0.2 cm thick hot-pressed plywood with changeable fabric covers and moulded Polyurethane foam, together with moulded back-spine cover.            The back foam should be designed with contoured lumber support for extra comfort. The seat size should be 47.0 cm to 49.0 cm (W) X 50.0 cm to 52.0 cm (D) and back size should be 43.0 cm to 45 cm (W) X 46.0 cm to 48.0 cm (H).            The seat/back assembly should be made of high resilience (HR) polyurethane foam as per IS: 7888.            The armrests should be made of black integral skin Polyurethane and reinforced with M.S. insert. The P.U. armrests are then fixed to black powder-coated armrest brackets made of 0.5 to 0.6 ± 0.05 to 0.06 cm thick. HR steel and fitted with claddings made of injection moulded Polypropylene.            The back of chair should be based on the permanent contact mechanism.            The spine cover should be injection moulded in back co-polymer Polypropylene.            The pneumatic height adjustment should have an adjustment stroke of 11 to 12 ± 0.2 to 0.3 cm.            The bellow should be 3 piece telescopic type and injection moulded in black Polypropylene.            The pedestal should be fabricated from 0.2 to 0.25 ± 0.02 to 0.025 cm thick HR sheet (IS: DD 1079 / HR), powder coated and fitted with an injection moulded black Polypropylene hub cap and 5 nos. twin wheel castors. ; The pedestal should be 60.0 to 62.0 ± 0.3 to 0.5 cm. Pitch-centre dia 68.0 to 70.0 ± 0.8 to 1.0 cm with castors; The twin wheel castors should be injection moulded in Black Nylon for trouble free movement.</p>
<b>Non revolving office chair</b>	<p>The seat and back should be at least made up of 1.2 to 1.4 ± 0.1 to 0.2 cm thick hot-pressed plywood with changeable fabric covers and moulded Polyurethane foam, together with moulded back cover.            Type of Chair- with Arms, Backrest Height- 490 ±10 mm, Backrest Width- 470 ±10 mm, Colour of Fabric for Seat and Backrest- Black, Arm Material- PU, Type of Seat and Backrest- Padded with Polyurethane Foam.            Chair Height -800 ±10 mm, Seat Depth- 440 ±10 mm, Seat Height- 430 ±10 mm, Arm Width- NA mm, Frame Material -Mild Steel Size of Material- 2 mm            Paint Type- Powder Coated, Thickness of Plywood- 12 ±1 mm, Thickness of Plywood Used In Backrest - 12 ±1 mm.            Density of Polyurethane Foam Used In Seat- 45 ± 2 Kg/Cub. M, Density of Polyurethane Foam Used In Backrest- 45 ±2 Kg/Cub. M.            Material of Fabric of Seat Cover – 100 polyester, Material of Fabric Back Cover- 100 polyester, GSM/Thickness of Fabric- 250 ±5 Gram per Sq. Metre/ mm, Seat Width- 490 ±10 mm.</p>



**Financial bid to be filled by bidder for supply and installation Class Room and Office Furniture**

<b>Name of Item</b>	<b>Make/Model</b>	<b>Unit Required</b>	<b>Rate per unit</b>	<b>Total Price</b>
<b><u>Class Room and Office Furniture</u></b>				
<b><u>For Annexure A</u></b>				
Class Room Desk				
Class Room Bench				
Office Wooden Table				
Office Revolving Chair				
Non Revolving Office Chair				
			Add-Any other charges	
			Taxes if any	
			Gross. Total	

## FORMAT OF BANK GUARANTEE FORM

This guarantee should be furnished by a Nationalized Bank / Scheduled Bank, authorized by RBI to issue a Bank Guarantee.

This bank guarantee should be furnished on stamp paper of Rs. 100/-

The stamp paper should have been purchased in the Name of the Bank executing the Guarantee.

In the case of foreign bidder the B.G may be furnished by an international reputed bank acceptable to the PURCHASER countersigned by any Nationalized / Scheduled Bank in India authorized by Reserve Bank of India.

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### PERFORMANCE BANK GUARANTEE

1. WHEREAS M/s ....., having its registered office at ..... hereinafter called the Distributor in India for ..... herein after called "The supplier" for the supply of ....., in consideration of the Central University of Rajasthan, Department of ....., School of .....Central University of Rajasthan, , Kishangarh (hereinafter called "CURAJ") P.O. No. CURAJ / ..... dt. placed an order for the due fulfillment by the said supplier of the terms and conditions in the purchase order, on production of a Bank Guarantee for Rs..... (Rupees ..... only). We ..... Bank, ..... (Rein after referred to as "the Bank") at the request of supplier do hereby undertake to pay to the CURAJ an amount on exceeding to Rs..... (Rupees..... only).
2. We .....Bank do hereby undertake to pay CURAJ, the amounts due and payable under this guarantee without any demur, merely on a demand from CURAJ stating that the amount claimed is required to meet the recoveries due or likely to be due from the said supplier. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding to Rs..... (Rupees..... only)
3. We undertake to pay to the CURAJ any money so demanded notwithstanding any dispute or disputes raised by the supplier 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 valid and discharge of our liability for payment there under and the Supplier shall have no claim against us for making such payment.
4. We the ..... Bank further agree that the guarantee herein contained shall remain in full force and affect 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 CURAJ under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Registrar on behalf of the CURAJ certified that the terms and conditions of the said Agreement have been fully and properly carried out by the said ..... and

accordingly discharges this guarantee.

5. We, the ..... Bank further agreed that the CURAJ shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Purchase Order or to extend the time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the CURAJ against the said supplier 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 supplier or for any forbearance act or omission on the part of the CURAJ or any indulgence by the CURAJ to the said supplier or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
6. This guarantee will not be discharged due to change in the constitution of the bank or the supplier.
7. We, the ..... Bank lastly undertakes not to revoke this guarantee except with the previous consent of the CURAJ in writing.
8. This guarantee shall be valid upto ..... unless extended on demand by CURAJ. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs...../- (Rupees ..... only).

Notwithstanding anything contained herein

1. Our liability under this bank guarantee shall not exceed Rs...../- (Rupees ..... only)
2. Bank guarantee shall be valid upto .....
3. We are liable to pay the guaranteed amount or part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before .....

Dated:

Signature & Seal of the Bank

Note: The above format contains specific clauses and expressions. These clauses and expressions can vary depending upon the nature / type of agreement and situation. Basic aspect to be kept in mind is that interest of CURAJ is fully protected.

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER**

(To be executed & Attested by Public Notary / Executive Magistrate on Rs. 100/- non judicial Stamp paper by the bidder)

I / We \_\_\_\_\_ Manufacture / Partner(s)/ Authorized Distributor /agent of M/S. \_\_\_\_\_ hereby declare that the firm/company namely M/s. \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

Or

I / We \_\_\_\_\_ Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. \_\_\_\_\_ hereby declare that the \_\_\_\_\_ Firm / \_\_\_\_\_ company namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I / we are fully aware that the tender / contract will be rejected / cancelled by the Central University of Rajasthan, and EMD / SD shall be forfeited.

In addition to the above, Central University of Rajasthan, will not be responsible to pay the bills for any completed / partially completed work.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Attested:

(Public Notary / Executive Magistrate)

## **CERTIFICATE OF GUARANTEE/WARRANTY**

I/We certify that the guarantee/warranty shall be for a period of 12 months (as applicable) starting from the date of satisfactory installation, commissioning and handing over of the equipment and of the works conducted therewith covered under the Supply order in working order. During the guarantee/warranty period, I/we shall provide free “after sale service” and the replacement of any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above guarantee / warranty shall begin only from the date of satisfactory and faultless functioning of the equipment for 60 days at University premises. The benefit of change in dates of the guarantee / warranty period shall be in the interest of the user/your organization.

**Uptime Guarantee:** During the guarantee/warranty period, we will be responsible to maintain the equipment /item in good working conditions for a period 347 days (i.e. 95% uptime) in a block of 365 days.

- All complaints will be attended by us within 2 working days of receipt of the complaint in our office.
- In case there is delay of more than 2 days in attending to a complaint from our side then you can count the number of days in excess of the permissible response time in the downtime. The above said response time of 2 days for attending to a complaint by us will not be counted in the downtime.
- **Penalty:** We shall pay a penalty equivalent to 0.50% of the FOB value of the equipment for every week or part thereof delay in rectifying the defect.

**Note:** The right to accept the reason(s) for delay and consider reduction or waive off the penalty for the same shall be at the sole discretion of University.

We certify that the equipment being/quoted is the latest model and that spares for the equipment will be available for a period of at least 5 years and we also guarantee that we will keep the organization informed of any update of the equipment over a period of 5years.

We guarantee that in case we fail to carry out the maintenance within the stipulated period, University reserves the right to get the maintenance work carried out at our risk, cost and responsibility after informing us. All the expenses including excess payment for repairs/maintenance shall be adjusted against the Performance Bank Guarantee. In case the expenses exceed the amount of Performance Bank Guarantee, the same shall be recoverable from us with/without interest in accordance with the circumstances.

We shall try to repair the equipment at University premises itself. However, the equipment will be taken to our site on our own expenses in case it is not possible to repair the same at University premises. We shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repairs till the equipment is rehabilitated to the University after repair. Any loss of equipment or its accessories under its charge on account of theft, fire or any other reasons shall be at our sole risk and responsibility which will be compensated to University for such losses.

We undertake to perform calibration after every major repair/breakdown/taking the equipment for repair out of University premises.

In case of extended guarantee/Warranty, we undertake to carry out annual calibration of the equipment.

We guarantee that we will supply spare parts if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price.

We guarantee to the effect that before going out of production of spare parts, we will give adequate advance notice to you so that you may undertake to procure the balance of the life time requirements of spare parts.

We guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

Signature of Bidder

**Check list for Terms and Conditions:**

**To be filled by the bidder and submitted along with the Technical Bid.**

S. No.	Technical Information	Page No.	Remarks
1)	Tender Fee		
2)	EMD		
3)	Company/ Firm registration details		
4)	Authorization details		
5)	Annual turnover should be $\geq$ 100 Lakh INR		
6)	Experience		
7)	Income tax return (Last Three Years)		
8)	Audited balance sheet (Last Three Years)		
9)	Self-declaration for not black listed		
10)	Clientele list (list of users) of quoted model of the items		
11)	Performance certificate of the same supplied furniture's from the clients		
12)	Acceptance of all terms & conditions towards after sales / services as mentioned in the bidding document.		
13)	Price reasonable certificate		
14)	Affidavit, to the effect that the bidder is not supplying the quoted item(s) to any other Govt./Pvt. Organizations / Institutions at the rate lower than the rate quoted against this tender.		

### Technical specifications compliance Sheet

1. The technical compliance bid must be in this sheet only, otherwise it should be assumed that bidder is not able to offer technically desired product. Information provided elsewhere or in different form will not be considered.
2. All the columns of this sheet should be filled in compulsorily by the bidder, merely asking the office to refer catalogue or brochure will not be entertained.
3. The bidder shall assume full responsibility of the information provided in this sheet. Any false statement should render the breach of basic foundation of the tender.

**Name of item:**

#### Compliance Check list/ Table

S. No.	Technical specification	Features available write (Yes/No)	Offered Specification	Any deviation from specification	Remarks
	Technical Specification as per Tender document				
1					
2					
3					
4					
5					
6					
7					



**Guiding Images:**

**Classroom Desk and Bench**



## Classroom Desk



## Classroom Bench



**Revolving Office Chair**



**Non-Revolving Office Chair**



**Office Table**



**End of Tender Document**