

**Notice Inviting Bids (E-procure mode)**  
**Faculty of Management Studies**  
**University of Delhi,**  
**Delhi-110007**

Dean, Faculty of Management Studies, University of Delhi, on behalf of the Registrar, University of Delhi, Delhi-110007 invites Online Tender through Two bid System (Technical Bid and documents and Financial Bid) from manufacturer and their authorized dealers/distributor for supply of 30 Sofa Sets (3+2 seater, standard size) in the FMS, North Campus, University of Delhi and S.P.Jain Centre, South Delhi Campus, New Delhi. You are requested to quote your best offer along with the complete details of specifications, terms & conditions.

Details of items	Supply of 30 Sofa Sets (3+2 seater, standard size) in the FMS, North Campus, University of Delhi and S.P.Jain Centre, South Delhi Campus, New Delhi.
Earnest Money Deposit (EMD) to be submitted in the FMS	Earnest Money Deposit of Rs. 40,000/- is to be submitted along with the tender document in the form of A/C payee Bank Draft/Demand Draft/FDR drawn in favour of The Registrar, University of Delhi payable at Delhi. The Earnest Money Deposit of parties, whose rates are not approved, will be returned within 45 days upon finalization of the tender. Scanned Copy of EMD document should be attached with technical Bid.
Issue of Tender Document	The complete bid document can be downloaded from the University website: <a href="http://www.du.ac.in">www.du.ac.in</a> , or from the Central Public Procurement portal: <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> .

**Physical submission of bids shall not be accepted**

A)	Date of commencement of e-tender document and availability on the website: <a href="http://www.du.ac.in">www.du.ac.in</a> and <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> .	Date: 07/09/2017 time 3:00 PM
B)	Last date and time for submission of bids on <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> .	Date: 28/09/2017 time: 3:00 PM
C)	Date and time of opening Technical bids	Date: 29/09/2017 time 3:00 PM
C)	Date and time of opening Financial bids	Date: 12/10/2017 Time 03 :00 PM
D)	Address for Communication,	Dean, Faculty of Management Studies, University of Delhi, Delhi-110007, Telephone No: 27666382-386

**Dean, FMS**

e-Tender for Supplying 30 Sofa Sets  
At  
Faculty of Management Studies  
University of Delhi

Date: 07-09-2017

Tender Reference No.- FMS/e-tender/04/2017-18

### Checklist for Bid Submission

(The following check-list must be filled in and submitted with the bid documents)

Sr No.	Particulars	Yes/No
1	Have you uploaded scanned copy of EMD Bank Draft/Demand Draft/FDR	
2	Have you uploaded Tender Acceptance Letter as per <i>Annexure-II</i> ?	
3	Have you uploaded the Details of GSTIN/PAN/Service Tax and ITR for last Three Years?	
4	Have you uploaded the Client satisfactory certificate from at least three organization in last three years?	
5	Have you uploaded details of Supply, Turnover & Profit as per <i>Annexure-V</i> ?	
6	Have you uploaded the Undertaking for Technical Bid as per <i>Annexure-VIII</i> ?	
7	Have you uploaded undertaking for corrupt of fraudulent practices as per <i>Annexure-III</i> ?	
8	Have you uploaded the Price Bid as per BoQ_ xxxx <i>Annexure-IV</i> ?	

Signature & Seal of Bidder

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**Dean, FMS**

## **Chapter I- Instruction to bidders**

### **Conditions of Contract: General Terms and Conditions**

#### **1. Earnest Money :**

Earnest money by means of a FD/TD/CD those firm quote for all items will have to submit EMD of Rs 40,000/- ( Rupees Forty thousand ) in favour of Registrar, University of Delhi, payable at Delhi may be enclosed with the quotation (Technical Bid). It is also clarified that the quotations received without earnest money will be summarily rejected.

- a) No request for transfer of any pervious deposit of earnest money or security deposit or payment of any pending bill held by the University in respect of any previous work will be entertained.
- b) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited.
- c) Bidders are not allowed to submit more than one bid for the same/similar tendered item else all his bids shall be cancelled thereby making him disqualified in addition to the forfeiture of the EMD.
- d) Tenders without Earnest Money will be summarily rejected.
- e) No claim shall lie against the FMS, University of Delhi in respect of erosion in the value or interest on the amount of EMD.
- f) Unsuccessful tenderers earnest money will be returned to them without any interest after the expiration of 45 days from the conclusion of the Contract.

#### **2. Preparation and Submission of Tender :**

The tender should be submitted at e-procure website [www.eprocure.gov.in](http://www.eprocure.gov.in) in two parts i.e. Technical Bid and Financial Bid.

#### **3. Signing & sealing of Tender :**

The individual signing the tender or other documents connected with contract must specify whether he sign as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor ;
- (b) A partner of the firm, if it is a partnership firm in which case he must have

authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

- (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

**N.B.**

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

(2) In the case of partnerships firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related document must be signed by all partners of the firm.

(3) A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, FMS, University of Delhi may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

(4) **The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure as the acceptance of the offer made by tenderer will be deemed as a contract and no separate formal contract will be drawn.** NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.

4. **Opening of Tender:**

FMS will open the tenders at the specified date & time at e-procure website.

**Financial bids will be open to only those bidders who submitted their sample by or before opening of financial bid and whose sample is passed by a technical committee after technical evaluation.**

5. **Validity of the bids:**

The bids shall be valid for a period of six months from the date of award of work.

6. **Right of acceptance:**

FMS, University of Delhi reserve the right to accept or reject any or all tenders /quotations without assigning any reason there of and without incurring any liability what so ever to the effected tenderer and also does not bind itself to accept the lowest quotation or any tender.

Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tenderers quotation or any tender.

7. **Communication of Acceptance**

FMS, University of Delhi will notify the successful tenderer in writing by registered/speed post/Fax etc. that its tender for goods & services, which have been selected by the purchaser has been accepted.

8. **Right of Acceptance**

FMS, University of Delhi reserves all right to reject any tender including of those tenderers who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding. Any failure on the part of the contractor to observer the prescribed procedure and any attempt to canvass the work prejudice the contractor's quotation.

9. **Performance Security :**

The successful tenderer will be required to furnish a Performance Security Deposit of 10% of tender amount in the form of BG/FD/TD/CD from any Nationalized/Schedule Bank duly pledged in the name of the Registrar, University of Delhi, payable at Delhi. The performa for performance security deposit is attached with the tender document.

The security deposit can be forfeited by order of this Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract. Security will be discharged after completion of tendereres performance obligations (including Comprehensive maintenance contract period) under the contract.

10. **Corrupt Practices:**

The tenderer is required to observe the highest standard of ethics during procurement & execution of contract. FMS, University of Delhi have right to reject proposal for award if it finds that the tenderer has engaged in corrupt or fraudulent practices in competing for the contract in question. **An undertaking on this behalf shall be given in the format enclosed with this tender document (Annexure -III).**

11. **Delivery & Installation :**

The Sofa Sets shall be delivered within 30 days of issue of supply order. Satisfactory installation / commissioning and handover of the Sofa Sets will be completed within two weeks from the date of receipt of the furniture at the Faculty of Management Studies, University of Delhi

12. **Inspection, Testing and Quality control**

- (i) The purchaser or its nominal representative will inspect and test the ordered goods and the related services to confirm their conformity to the contract specification and other quality control details incorporated.
- (ii) The Purchaser reserves the right for stage inspection during manufacturing process, pre-dispatch inspection or post-delivery inspection. The Purchaser as deemed fit shall resort to all these inspection or may waive off any of the inspection.
- (iii) Stage Inspection: The Supplier shall offer semi-finished product without paint for stage inspection supported with invoice & test report of major raw material as per relevant specification standards.
- (iv) Before resorting to Bulk Manufacture, the supplier shall offer/send the prototype/actual finished sample for approval by the Inspector. The approval of Samples shall be in respect of workmanship and finishing and shall be without prejudice to the rights of purchaser/user to get random testing of items during pre-dispatch inspection or from the actual lot offered. In the event of the failure of the supplier to deliver the sample by the date specified in the contract or any other date agreed by the purchaser or in the event of rejection of the sample second time, the purchaser shall be entitled to cancel the contract and purchase the stores at the risk and cost of the supplier.
- (v) The Inspector shall have full and free access at any time during the execution of the contract to the supplier's work for satisfying himself that the goods are being manufactured in accordance with the specification mentioned in the Contract, and he may require the Supplier to make arrangements of inspection of the goods or any part thereof or any material at his premises or at any other place specified by the Inspector and if the Supplier has been permitted to employ the services of a sub-inspection of the goods after they have been inspected by the Inspector for the purpose aforesaid. The decision of the purchaser/ inspection authority in this regard shall be final and binding on the Supplier. All terms and condition of the contract as they apply to the inspection shall also apply to the re-inspection.
- (vi) The Supplier shall provide, without any extra charge, all material, tools,



labour and assistance of every kind which the Inspector may demand of him for any test, and examination, which he shall require to be made on the Supplier's premises and the Supplier shall bear and pay all costs attendant thereon. If the Supplier fails to comply with condition aforesaid, the Inspector shall, in his sole judgement, be entitled to remove for test and examination all or any of the goods manufactured by the Supplier to any premises other than his (Supplier's) and in all such cases the Supplier's shall bear the cost of transport/and carrying out such tests elsewhere. A certificate in writing of the Inspector, that the Supplier has failed to provide the facilities and the means for test and examination, shall be final.

- (vii) The Supplier shall also provide and deliver for test, free of charge, at such place other than his premises as the Inspector may specify such material or goods as he may require for tests for which Supplier does not have the Facilities or special/independent tests. The Inspector shall have the right to put all the goods or materials forming part of the same or any part thereof to such tests as he may think fit and proper. The Supplier shall not be entitled to object on any ground whatsoever to the method of testing adopted by the Inspector. Goods accepted by the purchase/FMS, University of Delhi, and/or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute purchaser's (FMS, University of Delhi) right to reject the same later.
- (viii) The Purchaser's Inspector reserves the right to draw samples through random sampling method after receiving the finished goods at destination. All the supplies shall be accompanied with the Manufacturer's certificate that the material conforms to the specifications.

Further more if, on the goods being rejected by the Inspector or FMS, University of Delhi, at the destination, the Supplier fails to make satisfactory supply within the stipulated period of delivery the Purchaser shall be at liberty to:-

- (a) Require the Supplier to replace the rejected goods forthwith but in any event not later than a period of 10 days from the date of rejection and the Supplier shall bear all cost of such replacement, including freight, if any, on such replacing and replaced goods but without being entitled to any extra payment on that or any other account.
- (b) Purchase or authorize the purchase of quantity of the goods rejected or goods of a similar description when goods exactly complying with particulars are not available in the opinion of the Purchaser, which shall be final, readily available without notice to the supplier at his risk and cost and without affecting the Supplier's liability as regards the supply of any further instalment due under the contract, or
- (c) Cancel the contract and purchase or authorised the purchase of the goods

or goods of a similar description (when goods complying with particulars are not in the opening of the Purchase, which shall be final, readily available) at the risk and cost of the Supplier.

(d) The Inspector shall have the power:-

(i) Before any goods or part thereof are submitted for inspection to certify that they cannot be in accordance with the contract owing to the adoption of any unsatisfactory method of manufacture.

(ii) To reject any goods submitted as not being accordance with particulars.

(iii) To reject the whole of the installment tendered for inspection, if after inspection of such portion thereof as he may in his discretion think fit, he is satisfied that the same is unsatisfactory.

(iv) To demand all cost incurred in the inspection and/or test. Cost of test shall be assessed at the rate charged by the Laboratory to private persons for similar work However if goods are accepted all cost incurred shall be born by the Purchaser.

Inspector's decision as regards the rejection shall be final and binding on the Supplier

13. **Guarantee / Warranty:**

(i) The on-site replacement warrant shall remain for a period of 36 Month from the date of recording of acceptance of goods at site.

(ii) During warranty period, the supplier is required to visit FMS, University of Delhi site at least once in 4 months commencing from the date of delivery of the goods for preventive maintenance of the goods.

(iii) If the supplier having been notified, fails to respond to take action to replace the defect(s) within 10 days the purchaser may proceed to take remedial action(s) as deemed fit, at the suppliers risk & cost.

(iv) In the event of any correction of defects or replacement of defective material during the warranty period, the warranty for the corrected or replaced material shall be extended to a further period of 36 months.

(v) Free maintenance services shall be provided by the supplier during warranty period.

14. **Liquidated Damages**

The time for the date of delivery/ dispatch stipulated in supply order shall be deemed to be essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract.

The competent authority of the institute may also cancel the supply. In such a case, bid security of the supplier shall stand forfeited.

**15. FORCE MAJEURE :**

If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, explosion, epidemics, quarantine restriction, strikers lockout or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 21 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, FMS, University of Delhi party may, at least option to terminate the contract.

**16. Insolvency etc.:**

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified FMS, University of Delhi shall have the power to terminate the contract by giving written notice to the supplier. Such a termination shall not prejudice any right or remedy which has accrued or will accrue thereafter to the purchaser.

**17. Breach of Terms and Conditions:**

In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by FMS, University of Delhi. In that event the security deposit shall also stand forfeited. Non performance of any of the contract provisions will disqualify a firm to participate in tenders issued by FMS, University of Delhi for the next five years. In the event of making alternative purchase, the supplier will be imposed penalty apart from forfeiture of security deposit.

**18. Subletting of Work:**

The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of FMS, University of Delhi, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.

**19. Right to call upon information regarding status of work:**

The FMS, University of Delhi will have the right to call upon information

regarding status of work/ job at any point of time.

20. **Terms of payment:**

100% payment shall be made on receipt and acceptance of material by consignee after the successful installation of the ordered goods against the submission of invoices in triplicate along with inspection report original copy of work order/supply order and receipt voucher of FMS stores.

21. **Patent Rights:**

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or design right arising out of use of the goods or any part thereof, the supplier shall extinguish such claims. The supplier shall be responsible for the companies.

22. **Arbitration:**

In case of Dispute or difference between the parties relating to any matter arising out of this contract, the same shall be settled in accordance with the arbitration & conciliation act, 1996 by sole arbitrator. The sole arbitrator shall be appointed by agreement between the parties. Arbitration proceedings shall be held at FMS, University of Delhi, Delhi as agreed between the parties & the language of arbitration proceedings & that of all documents & communications between the parties shall be either Hindi or English.

The decision of arbitrator shall be final & binding upon both the parties. The cost & expenses of the proceedings will be paid as determined by the arbitrator. However, the expenses incurred by each party in connection with the preparation, presentation etc, of its proceedings shall be borne by party itself.

23. **Saving Clause:**

No suit, prosecution of legal proceedings shall lie against FMS, University of Delhi or any person for anything done in good faith in pursuance of tender.

24. **Legal Jurisdiction:**

The agreement shall be deemed to have been concluded in Delhi and all obligations hereunder shall be deemed to be located at Delhi, and Court within, Delhi will have Jurisdiction to the exclusion of other courts.

25. **Applicable Law:**

The contract shall be interpreted in accordance with the laws of union of India.

I/We hereby accept the terms and conditions given in the tender.

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(Signature & Stamp of the bidder)

Note : Please sign each page of document including terms & conditions & tender.

**Chapter II**  
**Specifications and allied Technical Details**

**Parameters and Technical Specifications for Executing the Work:**

1. The participant: manufacture/companies having own manufacturing units or their authorized dealer can only participate .Proof of manufacturing is to be attached .Client may also visit and inspect the manufacture set up as deemed fit.
2. Technical committee shall inspect the samples before opening of financial bid on following parameters:-
  - (a) Fit & Finish
  - (b) Ease in assemble
  - (c) Durability
  - (d) Fit for application
  - (e) Knock down assembly.
3. In case Dealer is submitting the quote, Dealer has to get the authorisation manufactures firm for participating the tender.
4. Company /manufacturer/firm must have warehouse in the city or within Delhi. (Enclosed Address details) The company/ manufacturer should be maintaining their office/warehouse in the city /state since last 5 years. Copy of shop and establishment act registration certificate to be enclosed for giving proof of establishment.
5. Manufacturer should be ISO 9001:2008/ ISO 14001:2004/ OHSAS 18001:2007 certified. Dealers participating should enclose certificate from their parent manufacturer company.
6. Manufacturer shall have In house quality assurance lab in which quality tests shall be tested on regular basis as per IS/ASTM standards. Certificate from any NABL certified LAB should be enclosed or at least certificate to be enclosed that instruments/ equipment's used for testing by manufacturer are calibrated by any NABL approved LAB.
7. The firm should be registered and should have the turnover of Rs. 25,00,000/-(Rupees Twenty Five Lakhs only) for the last three consecutive years.
8. The firm has to submit a proof of turnover as mentioned above supported by documentary materials.
9. The delivery of the items will have to be made at FMS, University of Delhi. No transportation/ cartridge charges will be provided for the same.
10. The rate quoted in Financial BID (BOQ format Excel file) should be firm and final.

Dean  
FMS, University of  
Delhi.

TECHNICAL INFORMATION AND UNDERTAKING. (Tenderer may use separate sheet wherever required)

S.No.	Details of the Firm/Bidder	Page No.	Yes/No
1.	Name & Address of the Tenderer/ Concern		
2.	State clearly whether it is Sole proprietor or Partnership Firm or a Company or a Government Department or a Public Sector Organisation		
3.	Name and address of service centre nearby Delhi		
4.	Whether Bidders have quoted for each and every item mentioned in BOQ		
5.	List of Major Customer may be given on a separate sheet and proof of satisfactory supply, if any		
6.	Proof of the last three year' s turnover of the firm which should not be less than Rs. 25 Laks continuously for the preceding three years duly attested by a CA.		
7.	Permanent Account Number		
8.	GST/VAT/Service Tax Registration Number/TIN No. with Proof		
9.	Whether copies of authenticated balance sheet by a CA for the past three years enclosed		
10.	Have you previously supplied these items to any government/reputed private organization? If yes, attach the relevant proof. Please provide a notarised affidavit on Indian Non Judicial stamp paper of Rs. 10/- that you have not quoted the price higher than previously supplied to any government Institute/Organisation/reputed Private Organisation <b>If you don't fulfil this criteria, your tender will be out rightly rejected.</b>		
11.	Signed and Sealed copy of Tender Acceptance Letter (Yes/No). Otherwise your tender will be rejected.		
12.	Any other information important in the opinion of the tenderer		

**Note:**

- (i) In case of non-fulfilment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.
- (ii) Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

## **Specification of sofa sets.**

30 sofa sets (3+2 seater) of standard size with complete teak wood exterior heavy frame duly melamine polish Oliver design padded with standard super quality ISI marked foam with good quality of cloth ranging @ Rs. 400 to Rs. 600 per meter.



**ANNEXURE-II**

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

To,  
The Dean  
Faculty of Management Studies  
University of Delhi -110007

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: **FMS/e-tender/04/2017-18**

Name of Tender / Work:-

Supply of 30 Sofa Sets (3+2 Seater, Standard Size) in FMS, North Campus, University of Delhi and S.P. Jain Centre, South Delhi Campus, New Delhi as per description.

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

\_\_\_\_\_

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_ to \_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization would also be taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

**ANNEXURE-III**

**UNDERTAKING ON FRAUD & CORRUPTION (FOR BIDDER)**

We.....do hereby undertake that, in competing for (and if the award is made to us, in excluding) the subject contract for supply of 30 Sofa Sets under tender reference No.....

..... We shall strictly observe the terms & conditions against fraud, corruption & mal practices in force in the country.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

**Sign of bidder**



**ANNEXURE-V**

**DETAILS OF SUPPLY, TURNOVER & PROFIT**

Work Experience (During last three year)

Name & Address of the Organization	Order No. & Date	Items & Quantity	Value of the Order	Date of Completion	Attach Copy of the Award of Contract

Signature & Seal of the Bidder

**ANNEXURE-VI**

**BIDDER INFORMATION**

1. Name of the Bidding firm	
2. Full Address & Contact Details of the firm	
3. Name of the Authorized Signatory for this Bid	
4. Bidder's proposal number and date	
5. Name & address of the person to whom all references shall be made regarding this tender:	
(a) Telephone	
(b) Fax No.	
(c) E-mail	
(d) Mobile	
Bidder	
Signature of the Authorized Signatory	
Name:	
Designation:	
Date:	
Company Seal:	

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY/  
CMC SECURITY**

To

**The Registrar  
University of Delhi  
Delhi-110007**

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) (herein after called "the contract"). AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the supplier such a irrevocable bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of. \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee will not be changed due to change in the constitution of the Bank or the supplier.

This guarantee shall be valid up to \_\_\_\_\_ months from the date of satisfactory installation of the equipment i.e. up to ----- (indicate date).

.....  
(Signature with date of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
.....

Seal, name & address of the Bank and address of the Branch

**Sign of bidder**

**ANNEXURE-VIII**

**UNDERTAKING FOR TECHNICAL BID**

(On the Letter Head of the Firm submitting the Bid)

BID NO.....

To,  
The Dean  
Faculty of Management Studies  
University of Delhi -110007

Dear Madam,

1. I/We have examined and have no reservations to the Bidding Documents, including Corrigenda /Addenda issued.
2. I/We meet the eligibility requirements and have no conflict of interest.
3. I/We have not been suspended nor declared ineligible in India.
4. I/We offer to supply in conformity with the Bidding Documents;
5. I/We offer to supply the items as listed in the Bidding Documents at the price given in the said Price Bid and agree to hold this offer open for a period of 180 days from the deadline for the submission of the Bid.
6. I/we shall be bound by a communication of acceptance issued by you.
7. I/We have understood the Bidding Document and have thoroughly examined the specifications quoted therein and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
8. A crossed Bank Demand Draft in favor of the Registrar, University of Delhi for Rs. 40,000 (Rupees Ten Thousand Only) as Bid EMD is enclosed. The Draft is drawn on..... Bank payable at New Delhi.
- 9 Certified that the bidder is:
  - a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,  
**Or**
  - b) A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.  
**Or**
  - c) A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions shall invariable be duly attested by the person authorized to sign the bid document).

10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of fraud and corruption.

Name of the Bidder\* **[insert complete name of person signing the Bid]**

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* **[insert complete name of person duly authorized to sign the Bid]**

Title of the person signing the Bid **[insert complete title of the person signing the Bid]**

Signature of the person named above **[insert signature of person whose name and capacity are shown above]**

Date signed **[insert date of signing]** day of **[insert month]**, **[insert year]**

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\* : Person signing the Bid must have the power of attorney given by the Bidder and the same shall be attached.

Yours faithfully,

(Signature & Seal of the bidder)

Dated this day of \_\_\_\_\_

Address:.....

Telephone No. : \_\_\_\_\_