

## वणिज्य विभाग

दिल्ली स्कूल ऑफ इकोनॉमिक्स  
दिल्ली विश्वविद्यालय, दिल्ली-110007  
दूरभाष : 27667891  
टेलीफैक्स : 27666781



## DEPARTMENT OF COMMERCE

Delhi School of Economics  
University of Delhi, Delhi-110007  
Phone : 27667891  
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फाईल संख्या

Ref. No. CS/679/15

दिनांक

Dated 26-02-2015

Sealed tenders are invited under Two Bid Systems (Technical & Financial Bids) from Original Equipment Manufacturer (OEM) or a dealer specifically authorized by the OEM for supply of single student chair cum table desk. The specifications of the desk are given in Annexure-I.

The tender document can be downloaded from the website [www.commercedu.com](http://www.commercedu.com) and [www.du.ac.in](http://www.du.ac.in). The technical bid and financial bid should be sealed separately enclosed in an outer cover addressed to the The head Department of Commerce, Delhi School of Economics, University of Delhi. The Tender document complete in all respect should reach **Section Officer, Department of Commerce, Delhi School of Economics, University of Delhi, Delhi – 110007 latest by 12/03/2015 up to 03.00 P.M.** Technical bid should contain the tender documents, and tender schedule cost.

Amendments/Corrigendum, if any, in tender document shall appear only on website of the Department or University i.e. [www.commercedu.com](http://www.commercedu.com) or [www.du.ac.in](http://www.du.ac.in).

Clarification/queries, if any, can be addressed to Shri Kamalkant, telephone no. 011-27667891/09312111960.

  
Head

Department of Commerce

## INFORMATION & INSTRUCTIONS FOR BIDDERS

Mode of Supply	Selected bidder will supply the material at scheduled destination/Department of the University of Delhi within 15 days of issue of Purchase Order for which no extra cost will be paid.
Place/Office for submission of the tender	Section Office <b>Department of Commerce, Delhi School of Economics</b> , University of Delhi, Delhi – 110 007
Issue of Tender Document	From <b>26/02/2015 to 11/03/2015</b> on all working days from 10:00 a m to 04:00 p m from <b>Department of Commerce, Delhi School of Economics</b> , University of Delhi, Delhi – 110 007 OR Tender Document may also be downloaded from the University/ Department website <a href="http://www.du.ac.in/wwwcommercedu.com">www.du.ac.in/wwwcommercedu.com</a> .
Date and time of submission of Tender	Latest by 12/03/2015 up-to 04:00 p . m . .
Opening of Technical bid by the Purchase Committee.	On 13/03/2015 at 03.00 p.m. at Head of Department Room
Opening of the Financial Bid of only those vendors whose technical bid qualifies in the technical evaluation.	The date will be notified to the qualified vendor only.
Clarification/Queries, if any, can be address to	Section Officer <b>Department of Commerce, Delhi School of Economics</b> , University of Delhi, Delhi – 110 007. Phone No 01127667891

## **1.0 Introduction**

- 1.1 The sealed tenders are invited under Two Bid System (Technical & Financial Bids) from Original Equipment Manufacturer (OEM) or a dealer specifically authorized by the OEM for Supply of 150 single student chair cum table desk.

## **2.0 Scope**

- 2.1 Supply of 150 single student chair cum table desk
- 2.2 In case of damage within 2 years of supply of furniture items the same to be repaired at free of cost.
- 2.3 There will be no cost implications for the buyer organization.

## **3.0 Sealing and Marking of Bids**

- 3.1 The bidder shall place three separate envelopes superscribed as "Technical Bid", "Financial Bid" and along with the tender cost and will place & seal them in one outer envelope super scribed as bid for the supply of 150 single student chair cum table desk and maintenance from the date of supply should be addressed to Head, Department of Commerce, University of Delhi, Delhi -110007.

## 4.0 Bid Submission:

- 4.1 The envelope named "Technical Bid" should be complete in all respects and contain all information asked for, **except price information**. The Technical Bid should include all information as follows with proper indexing:
1. Letter of Transmittal as per Annexure A (blacklisting certificate).
  2. The Company profile as per Annexure B.
  3. (Product Brochures, leaflets, manuals etc.).
  4. **Ink signed authority letter from original Equipment manufacturer (OEM)**
  5. Last three years audited balance sheet/CA certified turnover copy duly certified by the Chartered Accountant.
  6. Certificates of company Registration as per Govt. Rules.
  7. Provide Service Tax Registration Certificate if Bidder is coming under service Tax Act. VAT/CST Certificate copy of bidder
  8. Copy of PAN Certificate.
- 4.2 The envelope "Financial Bid" shall comprise of the price of the item inclusive of all charges only. No terms & conditions of any type will be entertained in the financial bid. The financial bid must not contradict the technical bid in any way.
- 4.3 The bidder shall quote unit item rate both in words and figures in Indian rupees (INR) only. The rates should be inclusive of all charges as applicable. No extra payment on any other account will be made.
- 4.4 Each page of the Technical Bid & Financial Bid must be signed by the authorized signatory of the bidder with seal.
- 4.5 Duly signed tender document along with all corrigendum, addendum issued, if any, should also be enclosed as part of technical bid.
- 4.6 Conditional tenders will not be accepted.

## 5.0 Eligibility Criteria

- 5.1 The bidder should be either the eligible Original Equipment Manufacturer (OEM) or a dealer specifically authorized by the OEM for this tender. OEM can authorize single dealer and a dealer can represent single OEM. (Attach original ink signed Tender Specific Authorization Certificate issued by the OEM in favour of dealer in case OEM is not bidding directly).

## **General terms & conditions of the quotation**

1. Mere satisfaction of the specifications mentioned at Annexure-I would not qualify the bidder in the technical bid.
2. The technically qualified bidder, if required, will have to provide a sample of selected designs for demonstration.
3. A bidder may quote for more than one design in the same category.
4. The Performance Bank Guarantee of 5% of the total value of the Purchase Order is required be deposited by the successful bidder within the 15 days from the date of issue of the Purchase Order. The Performance Bank Guarantee shall be accepted in the following form and shall be in favour of "Registrar, University of Delhi", payable at Delhi with a validity of months as under:-
  - i. Fixed deposit receipt (FDR) of a nationalized bank (15 months validity from the date of issue of Purchase order) or,
  - ii. Bank Guarantee (15 months validity from the date of issue of Purchase order).
- Note:
  - i. The Performance Bank Guarantee will be refunded without any interest after the successful completion of warranty period.
  - ii. In case of non-submission of Performance Bank Guarantee within specified time, the earnest money will be forfeited and the University may consider to black list the bidder.
  - iii. The details of the supplied item and Department to be mentioned on the back of FDR/Bank Guarantee.
5. Price of chair cum desk should include supply, and inclusive of all taxes and statutory levies with a proper break up for the same.
6. The bidder is expected to examine all instructions, forms, terms and specification in the tender document. Failure to furnish all information required in the tender document or to submit a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of bid.
7. After the technical evaluation of the bids, the University will open the financial bids of technically qualified bidders. The time, date and place of opening of financial bid will be informed later.

8. Payment will be made to the bidder after completion of the delivery, of 150 chair cum desk items at the scheduled destination and also as per the approved quality/specifications/ samples whichever needed. No advance payment will be made. All the payments will be subject to deduction of all taxes and statutory levies as imposed by Centre/State Govt.
9. The successful bidder shall ensure delivery of the material within the period of 15 days from the date of placing the purchase order.
10. Delay in supply of the Furniture item attract liquidated damage. Liquidated damages will be levied @ 0.5% of the price of the chair cum desk item per week or part of a week subject to maximum of 5% of the price of the purchase item.
11. The right to acceptance of the tender will rest with the Department of Commerce, University of Delhi, which reserves the right to reject any or all the tender without assigning any reason thereof.
12. Conditional tenders shall not be considered.
13. Department of Commerce, University of Delhi reserves the right to cancel the order in the event of one or more of the following circumstances viz breach of the terms & conditions of the tender, any action by the bidder which is in breach of law or accepted practices in commercial transactions & in addition to the cancellation of purchase order, University of Delhi also reserves the right to forfeit the Performance Bank Guarantee submitted by the bidder and blacklisting the bidder.
14. Any corrigendum issued shall be a part of the tender document and shall be uploaded only on the University's website ([www.du.ac.in](http://www.du.ac.in)). Prospective bidders must visit the website before filling and submission of Tender Document for such information.
15. Department of Commerce, University of Delhi may, at its discretion, waive any minor non conformity or any minor irregularity in an offer. This shall be binding on all the bidders and University of Delhi reserves the right for such waivers.
16. Department of Commerce, University of Delhi reserves the right to withdraw the tender notice, accept or reject in part or full or all the offer/quotations without assigning any reason thereof.
17. The jurisdiction of the courts shall be Delhi.

University of Delhi

Technical Specifications of Single Student Chair cum Table Desk

S. N	Specification	Units
1.	<ul style="list-style-type: none"><li>ξ 18 mm Brown pad chair with particle port ply along with Marino lamination 0.8 mm</li><li>ξ Board adjustable with bell mechanism</li><li>ξ All chair frame with round pipe ¾”, CRC pipe with 18 gauge</li><li>ξ Seat and back preferred with 16 gauge</li><li>ξ All chairs coated with 50 micros black color</li><li>ξ Base with book basket</li></ul>	150

INFORMATION REGARDING TECHNICAL ELIGIBILITY

**Annexure – A**

LETTER OF TRANSMITTAL

(Letter to be submitted by the bidder on its letterhead)

To

The Head  
Department of Commerce  
University of Delhi,  
Delhi-10007

Sub: Tender for Supply of 150 Single Student Chair cum Table Desk

Madam,

With reference to above tender, having examined and understood the terms & conditions forming part of the tender and as detailed in tender document for the above work, I/we hereby submit my/our bid and declare as under.

1. I/we hereby certify that all the statement made and information supplied in the enclosed annexures/forms accompanying statement is true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India in last 3 years.
4. We will not sell the product(s) to other institutions, bodies and also in the market on the rates less than the prices quoted by us to the Department of Commerce.

Yours faithfully,

Signature(s) of Bidder(s) with seal (Name  
and Designation)

Date:  
Place:



**ORGANISATION  
PROFILE**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of bidder	
2.	Mailing Address	
3.	Telephone, Fax number, Website, E-mail	
4.	Copy of Date of Registration of the company of the Bidder	
5.	Year of Commencement of Business	
6.	Name and designation of the person authorized to make commitments to the University	
7.	Copy of Sales Tax/VAT registration and TAN Number	
8.	Copy of Permanent Account Number	
9.	Copy of Service tax registration Number	
10.	Copy of the Income Tax Return for last 3 years	

Yours faithfully,

Signature(s) of Bidder(s) with seal  
(Name and Designation)

Date:  
Place:

**University of Delhi**  
**Price Bid**

Tender for the Supply of 150 Single Chair Cum  
Desk  
“A”

S. No.	Description	Rate ( Rs.) Per unit	Vat/ Taxes	Total Amount inclusive of all Taxes
1.	150 Single Chair cum Desk			
	Total			

Additional Charges if any:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Signature(s) of Bidder(s) with seal  
(Name and Designation)

Date:  
Place: