

BHASKARACHARYA COLLEGE OF APPLIED SCIENCES

(University of Delhi)

Sector – 2, Phase – 1, Dwarka, New Delhi – 110075, Phone- 011-25087597

Website: <http://www.bcas.du.ac.in>, Email: bhaskaracharya.college@gmail.com

M/S _____

Our Enquiry Ref No :

BCAS/Quot./2015-16/ Furniture/_____/_____

Dated 28 / 12 /20 15

Last date for Submission 18 / 01 /20 16

By the time 4:00 p.m.

Date and Time of Opening in 19 / 01 /20 16

the College premises at 11:30 a.m.

EMD 5% of the total quoted price

Tender Value Rs. 10,00,000/-

Tender Fee Rs. 500/-

Subject: Invitation of sealed 2 fold bids for the purchase of _ Furniture _

Dear Vendor,

Only the sealed bids are invited for the purchase of Furniture items for **Library** as per the details attached as Enclosure-I of the items.

S.No.	Name of Items	Quantity Required	Minimum Specifications
1.	List attached	Enclosure I	

It is required that the following instructions should be carefully followed including detailed terms and conditions attached overleaf as Annexure 'A', while submitting your offer; otherwise your offer may not be considered.

1. All the communication with the college should be addressed only to "The Principal, Bhaskaracharya College of Applied Sciences, Sector 2, Phase I, Dwarka, New Delhi- 110 075." (hereinafter called the Principal)
2. Sealed Quotations will be two fold (a) one technical bid consisting of all technical details along with terms and conditions (b) another financial bid containing items wise price for the items mentioned in the technical bid. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
3. The technical bid and the financial bid should be sealed by the bidder in separate covers(A and B respectively) duly super scribed and both these sealed covers are to be put in a bigger cover (C) which should also be sealed and super scribed. All the three envelopes should be superscribed with format of the label shown in Annexure 'B'.
4. While quoting for different items simultaneously, it may please be noted that the firm must submit single technical bid of all items whereas financial bids of each item have to be quoted separately and the same should be sealed item-wise in separate envelopes.
5. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
6. The firm must be reputed and must be registered with Sales Tax/ Income Tax Authority. The bidder should clearly mention valid TIN/ TAN/ Service Tax No, as per the Govt. norms.
7. The bidder should submit complete specifications with make and model, manufacturer's name and address, proprietary certificate, if applicable, technical compliance chart, technical literature or product catalogue, support and service centre details, warranty certificate, complete details of the customers for the last 3 years, self attested audited copy of balance sheet with trading, profit & loss account for the last three financial years, a copy of the cancelled cheque and/or any other document in support of the quoted item only with the technical bid of their respective offer.
8. Incomplete bids or the ones submitted after due date would be summarily rejected. Moreover, the College will not be responsible for any postal or delay because of whatsoever reason.
9. Any alteration/cutting/overwriting/white fluid etc. should also be avoided in the offer submitted. If they exist, they should be duly signed. Failing this the bids are liable to be rejected.
10. The quoted price (only in the Financial Bid) should be F.O.R. BCAS/ C.I.F. New Delhi (for imported items) and will be taken as inclusive of all taxes including VAT and installation, packing, forwarding, freight, AMC, Insurance, discount and other charges until and unless rates are mentioned specifically and clearly. *Taxes as applicable*, if quoted, will not be considered and no further communication/ clarification may be required by the college in this regard. The agency commission, if any for imported items, payable only in Indian rupees should be mentioned separately. Vendors may use the format in the Annexure B for their Financial bid.

Yours Sincerely,

Principal

Request For Quotation (RFQ)/Limited Tender for Bhaskaracharya College of Applied Sciences, Dwarka



Principal
Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2, Phase-I, Dwarka, New Delhi-75

ANNEXURE 'A'

- I. The bids should be valid for a period of 90 days from the date of its opening.
- II. A non refundable tender fee of Rs. 500/- single demand draft from any nationalized bank in favour of "The Principal, Bhaskaracharya College of Applied Sciences" along with the bid enclosed in the outermost envelope (C). Name, address and telephone number of the bidder should be clearly written on the backside of the Demand Draft.
- III. A refundable Bid Security/ Earnest Money Deposit of a 5% of the total quoted price should be deposited in the form of a bank guarantee/ single demand draft from any nationalized bank in favour of "The Principal, Bhaskaracharya College of Applied Sciences" along with the bid enclosed in the outermost envelope (C). Name, address and telephone number of the bidder should be clearly written on the backside of the Demand Draft. The bid security of the successful vendor will be treated as the performance security for the contract or the warranty period. GFR 2005 will be applicable in regard of bid and the performance security deposited.
- IV. The final offered rate (only in the financial bid) shall be quoted by the vendor, for every item, in words and also in figures and shall match with the amount figure. If rates in words do not tally with rates in figure then the rates which correspond to the amount shall be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or in words then the rate quoted by the vendor in words shall be taken as correct.
- V. The firm/company should have experience of supplying & installation for similar Equipments/ Instruments to institutes of National repute.
- VI. The bidder shall bear all the costs associated with the preparation and submission of its quotation including samples, literatures etc, regardless of the conduct or outcome of the bidding process.
- VII. Only the sealed bids submitted personally/ post will be considered and the bids sent by Fax/Email will not be considered. Only the specific clarification, if any, sought by the college may be replied electronically.
- VIII. Authorised representative of the bidders is permitted to attend the bid opening schedule stated above. The representative should bring with them a letter of authority from the corresponding bidder, without which, they are not permitted to attend the bid opening.
- IX. The period of warranty of the item purchased would start only after successful installation and satisfactory functioning, training (if required) of the same.
- X. The college reserves the right to change the number of items to be procured as also their quantity.
- XI. The Principal reserves its rights to reject or accept wholly or partly the offer without assigning any reason(s). The Principal also reserves the right to cancel all Quotations without assigning any reason thereof.
- XII. The Principal also reserves its right to terminate the maintenance contract at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.
- XIII. The decision for the placement of Order is at the sole discretion of the Principal. Once an order is placed, it will be non-transferable/ sublet/ or outsource by the successful bidder to any other firm or vendor.
- XIV. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.
- XV. Each bidder shall submit only one bid either by himself or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.
- XVI. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
- XVII. The college may ask the vendors for sample reviewing and demonstration free of charge and no obligation basis and reserves the right to reject before opening of the financial bids.
- XVIII. The successful vendors will have to provide their complete bank details in the prescribed proforma, in case the college desires to make the payment through ECS/RTGS.
- XIX. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible and may lose the Earnest Money Deposit with additional penalty imposed.
- XX. No advance payment will be made. TDS applicable for professional services will be deducted.
- XXI. In the event of non-execution of the order within the specified period, the Principal may impose a penalty of 0.5% per week and a maximum deduction of 10% of the total cost on the suppliers.
- XXII. Indian agents quoting directly or representing foreign principals (suppliers/manufacturer) should be registered with DGS & D for the items appearing in the restricted list of current EXIM policy of GOI.
- XXIII. For imported equipment/s, payment can be made against the letter of Credit/Sight draft. The firm opting for Letter of Credit (LC) opening should clearly mention the address of foreign bank in the financial bid.
- XXIV. Tender conditions, other than those stated above, sent along with your offer shall not be binding on the college.

- XXV. While sending bids, the firm/company/s shall ensure that the terms/conditions mentioned in this document against which the bids are being given are acceptable to them. The vendor submitting an offer in the response of this enquiry is assumed to accept our terms and conditions stated above.

ANNEXURE 'B'

- Vendors should use the below mentioned formatted label on their respective sealed envelopes to avoid any confusion.

Envelope C: Quotation for the <items description>		
Your Reference No: <> /Reply to Quotation on your website		Dated: <>
Envelope A/ B	The Principal Bhaskaracharya College of Applied Sciences University of Delhi Sector-2, Phase I, Dwarka New Delhi- 110075	Last Date and Time of Receiving the Quotation: 18.1.16 4:00 p.m.
A:<Technical Bid> OR B:<Financial Bid>		
From: <Vendor Details>		
		Kind Attn: <Dr. Neeru Sharma>

- The vendors may use the following format for submitting the financial bid

Financial Bid for the <Item>															
Vendor Details															
Single Item Details (as per the item mentioned in the RFO)	Unit Price ₹	Quantity Required	Discount offered ₹	AMC Charges, if any ₹	Installation/ Training Charges ₹	Insurance charges, if any ₹	Freight charges, if any ₹	Service Charges	TIN No	Service Tax No	Warranty period in Years	VAT	Any Other ₹	Remarks	Total ₹ (Inclusive ALL)

Kindly mention **Not Applicable (NA)** instead of deleting any entry, wherever required.
Taxes as Applicable should be avoided instead clear rate should be mentioned.
Final offered rate of each item should be also quoted in words.



Enclosure I

Bhaskaracharya College of Applied Sciences, Sec-2, Dwarka, New Delhi - 110075			
S.No	Name of Items	Maximum Quantity Required	Specification
1	Steel Almirah without Locker	17	Body and shelves 22 gauge, door 20 gauge. Conforming to ISI specification 312/84, with amendment 1 & 2 of sizes 1980x910x485 mm without locker with 4 shelves making 5 compartment. (78"x36"x19"
2	File cabinet	8	Filing cabinet with special plastic handle side and back. Top and bottom 22 gauge. Lock/mechnisim shall be off 16 gauge.telescopc slight channel for extra long life and smooth movement fitted with brass lock six lever size- 1380X470X700mm with 4 drawers
3	Book case	16	66"x33"x12" D having 4 compartments made out of 20/22 gauge sheet with glass door shutters. Key in duplicate
4	Wooden Desk for class rooms Three seater	50 - 3 seater 20 - 1 seater	thick steel square pipe, size of desk: H-30", L and W-36"x36", top-15" of teak wood, seat - 12" wooden without gap and back 6" wooden (Steel frame should be painted in black). Wood would be Teak. The wooden portion should be spirit polished. The top, seat and back should be in 1 piece. The thickness of wooden parts shall be 1 inch.
5	Teacher's Table for class room	12	Size :- L-96" W - 24" and H - 33" with one drawer. The frame shall be 2.5"x2.5" in good quality Teak wood. The top of the table shall be made of 19 mm thick board pressed with 1mm thick formica on top in natural Teak wood. The drawers and cabinet shall be made of 19mm thick board pressed 1mm thick formica with 7 lever brass locks. The board shall be ISI marked. Top edges to be fixed with 2"x1.5" thick molding all around in C.P. teakwood & melamine polishing.
6	Teachers/Visitor chairs	16	Commender chair high density foam seat and back with PU arms
7	Computer Table	109	VDU tables with storage shelf and key baord on rooler channal for extra smooth movement Size- 36"X24"X30"
8	Computer chair	121	Wibro chair high density foam seat and back with PU arms
10	Wooden Laboratory Table	1	Wooden Laboratory table meas. 7'X2'X30"
11	Wooden Lab stool	125	Wooden stool frame made out of teak wood and duly spirit polished top made of 19 mm commercial with 1 mm thick sunmica with teak wood lipling duly ssprit plished 15X15x24
12	Chemical Racks	6	Medal shelving rack Angle 40X40X2mm shelves made of 1mm CRCA Steel 8-bend, Gussests of 1mm thickness and 75mm in length. Side cladding sheet of 0.8mm available in sizes Size 72" X 36" X 15" with five shelves closed type.
13	Bag Lockers/ Racks	10	Size : 78"x36"x19 having 18 compartments With individual door. Made out of 20/22 gauge sheet.
14	Assistant Table	3	Assistant Table with one side three drawers and one side shelf (1370x680x750mm)
15	Steel Double Faced Library Stacks	10 Main 10 Additional	Main - Library stack double faced unit of size 2285X980X550 mm (90x38 - 1/2' X 21 - 3/4') with 14 shelves, 14 Book Stoppers complete with card holder Additional Unit of size 2285 x 885 x 885 x 550 mm (90'x34 - 3/4'X21-3/4") with 14 shelves 14 book stoppers, complete with card holder.
16	Wooden Library Counter:	1	Size: 8'x4.5'x2.5'H (L Shape) made out of best quality 1/3" (19mm) board with lamination. Provided with cupboard and computer facility.
17	Office table	7	Size :- L-96" W - 24" and H - 33" with one drawer. The frame shall be 2.5"x2.5" in good quality Teak wood. The top of the table shall be made of 19 mm thick board pressed with 1mm thick formica on top in natural Teak wood. The drawers and cabinet shall be made of 19mm thick board pressed 1mm thick formica with 7 lever brass locks. The board shall be ISI marked. Top edges to be fixed with 2"x1.5" thick molding all around in C.P. teakwood & melamine polishing.

Vendors can visit the college campus on any working day between 10:00 a.m. to 3:00 p.m.

Principal
Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2, Phase-1, Dwarka, New Delhi-110075

Government e-Procurement System
Tender Input Form-CPPP
(for ePublishing)

TENDER INPUT FORM

(A) BASIC DETAILS:

1	Tender Reference No. *	BCAS-furniture 2015/16
2	Tender Type *	<input type="checkbox"/> Open <input checked="" type="checkbox"/> Limited <input type="checkbox"/> EOI <input type="checkbox"/> Auction <input type="checkbox"/> Single
3	Form of Contract *	<input type="checkbox"/> Piece Work <input type="checkbox"/> Lump-sum <input type="checkbox"/> Multi Stage <input type="checkbox"/> Supply <input type="checkbox"/> Fixed Rate <input type="checkbox"/> Turn-key <input checked="" type="checkbox"/> Buy <input type="checkbox"/> Works <input type="checkbox"/> Sale
4	No. of Covers *	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
5	Tender Category *	<input checked="" type="checkbox"/> Goods <input type="checkbox"/> Works <input type="checkbox"/> Services
	Account Type Head *	<input checked="" type="checkbox"/> State Government Funder <input type="checkbox"/> Central Government Funded <input type="checkbox"/> Others
6	No of Bid Openers	<input checked="" type="checkbox"/> 2 of 2
7	Payment Mode *	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online
7 (a)	If Offline :	Instruments : <input type="checkbox"/> SS-Small Savings Instrument <input type="checkbox"/> BG-Bank Guarantee <input type="checkbox"/> BC-Bankers Cheque <input checked="" type="checkbox"/> DD-Demand Draft

(B) COVER DETAILS:

	No. of Covers	Cover type	Contents
1	Single Cover	Fee/Prequal/Technical/Financial	
2	Two Covers	(a) Fee/Prequal/Technical (b) Financial	Technical Financial
3	3 Covers	(a) Fee (b) Prequal/Technical (c) Financial	
4	4 Covers	(a) Fee (b) Prequal (c) Technical (d) Financial	

Government e-Procurement System
Tender Input Form-CPPP
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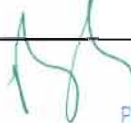
(C) NIT DOCUMENT (ONLY .JPG AND .PDF FILES ARE SUPPORTED)

SNo	File name	Type:	Size:
1	Furniture BCAS 2015-16. Pdf		

(D) WORK ITEM DETAILS:

1	Work Item Title *	Procurement of furniture items
2	Work Description *	
3	Pre qual. Details	
4	Product Category *	<input type="checkbox"/> civil works <input type="checkbox"/> electrical works <input type="checkbox"/> Fleet Management <input type="checkbox"/> Computer Systems
5	Product Sub Category	Furniture items
6	Contract Type *	<input type="checkbox"/> Tender <input type="checkbox"/> Empanelment
7	Tender Value *	<input checked="" type="checkbox"/> INR <input type="checkbox"/> US <input type="checkbox"/> EUR Tender Value Rs 10,00,000/-
8	Bid Validity days * If other, specify	<input type="checkbox"/> 120 <input checked="" type="checkbox"/> 90 <input type="checkbox"/> 60 <input type="checkbox"/> 30
9	Completion Period in months	
10	Location (Work/services/items) *	
11	Pin code	
12	Pre Bid Meeting *	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If Pre Bid Meeting is Yes	NA
12 (a)	Pre Bid Meeting Place *	NA
12 (b)	Pre Bid Meeting Address *	
13	Bid Opening Place *	BCAS, DWARKA
14	Tenderer Class *	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> Others
15	Inviting Officer *	Principal
16	Inviting Officer Address * Phone/email:	Bhaskaracharya College of Applied Sciences, Dwarka. University of Delhi, Sector 2, Phase-I Dwarka, 110075. Phone - 011 2508 7597 bhaskaracharya.college@gmail.com principal@bcas.du.ac.in

(E) FEE DETAILS:


 Principal
 Bhaskaracharya College of Applied Sciences
 (University of Delhi)
 Sector-2, Phase-I, Dwarka, New Delhi-75

**Government e-Procurement System
Tender Input Form-CPPP
(for ePublishing)**

1	TENDER CHARGES:	
	Fee Payment Mode	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Not Applicable
	Tender Fee (INR)	500/-
	Exemption Allowed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Tender Charges Payable To *	Principal, Bhaskaracharya College of Applied Sciences, DWARKA
	Tender Charges Payable At *	Principal Delhi
2	EMD FEE DETAILS:	
	EMD Fee	<input type="checkbox"/> Fixed <input checked="" type="checkbox"/> Percentage
	EMD Amount:	5% of the quoted price
	EMD Exemption Allowed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	EMD Exemption Allowed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	EMD Fee Payable To *	Principal
	EMD Fee Payable At *	Delhi

(F) CRITICAL DATES:

		DD	MM	YYYY	Hrs	Mins
1	Publishing Date	28	12	2015	16	00
2	Document Sale Start Date	28	12	2015	16	30
3	Document Sale End Date	18	01	2016	13	00
4	Seek Clarification Start Date	29	12	2015	10	00
5	Seek Clarification End Date	18	01	2016	14	00
6	Pre Bid Meeting Date	NA				
7	Bid Submission Start Date	29	12	2015	11	00
8	Bid Submission End Date	18	01	2016	16	00
9	Bid Opening Date	19	01	2016	11	30

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Principal
Bhaskaracharya College of Applied Sciences
(University of Delhi)
Sector-2, Phase-I, Dwarka, New Delhi-75

Government e-Procurement System
Tender Input Form-CPPP
(for ePublishing)

(G) UPLOADING THE TENDER DOCUMENTS;(ONLY PDF,JPG,XLS & RAR FILES ALLOWED)

SNo	File name	Description	Type	Size:
1	Furniture bcas 2015-16	tender for furniture	pdf	
2		items		
3				
4				
5				

Prepared by:

Name/Designation

Neeraj
Dr. Meenu Sharma
Convener Sub Committee
Furniture

Approved by:

Name/Designation

Date of updation:

Principal
Office of the IA
Sciences
(University of Delhi)
Sector-2, Phase-I, Dwarka, New Delhi-75