



Central University of Orissa
(Established under the Central Universities Act, 2009)
Landiguda, Koraput. Odisha Pin.: 764 021.
Phone:06852-288235/238 Fax.06852-288225

Ref.:CUO/Admin/Furniture/04

Dt. 20.07.2017

LIMITED TENDER NOTICE

Sealed quotations are invited from the manufacturers or their distributors / dealers for the supply of furniture (Single Students Cot, Mattress etc.) of Make(s): Godrej / Wipro / Methodex / Jalamam / Durian other reputed equivalent brand for the University students' Hostels. The sealed quotations are to be submitted on or before 11/08/2017 by 15.00Hrs. as per the prescribed terms and conditions.

For further details please log on to University website: www.cuo.ac.in.

Sd/-
Vice-Chancellor

TERMS & CONDITIONS:

I. ESSENTIAL QUALIFICATION:

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:

- a. The tenderer must possess valid License, Registration etc. issued by the Competent Authority as applicable.
- b. If the tenderer is the authorized dealer / sole distributor of the items, the Certificate to this effect should be attached.
- c. The tenderer must have satisfactorily completed:
 - i. One work / Order of Rs.3.00 Lakh each or more
 - ii. Two works or orders of Rs.2.00 lakh each or more or
 - iii. Three works or orders of Rs.1.00 lakh or more issued by any Govt./ Autonomous/ PSU Organization (Central or State) for supply of same or similar item / services during the last 03 Financial Years (i.e. 2014-15, 2015-16 and 2016-17) and the Current Financial Year.

Note: (i) The supply in progress and supply which is not satisfactorily completed will not be considered; (ii) Supply / work executed in any private organization will not be considered.

- d. The total turnover of the tenderer shall not be less than Rs.40 lakhs during the last 03 Financial Years (2014-15, 2015-16 and 2016-17) and the Current Financial Year.
- e. The tenderer must deposit Earnest Money (EMD) of Rs.20,000/- (Rupees twenty thousand only) along with their tender in the form of Demand Draft drawn in favour of Central University of Orissa payable at Koraput.
- f. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of demand draft drawn in favour of Central University of Orissa payable at Koraput. The cost of the tender document is non-refundable.
- g. The tenderer must possess his own Bank Account, PAN, TAN, TIN, VAT and S.T No. etc.

II. DOCUMENTS TO BE ENCLOSED

The tenderer shall submit copies of the following documents along with the tender, failing which their quotation will be summarily rejected:

1. Copy of registration / license issued by the Competent Authority.
2. Work Completion Certificate issued by the authority with reference to Sl.No.C above consisting of the following details:
 - i. Description of items supplied
 - ii. Purchase Order No. & Date
 - iii. Value of Purchase Order
 - iv. Date of commencement of supply
 - v. Date of completion of supply
 - vi. Quantity supplied
 - vii. Whether supply completed or not
3. Copy of income tax returns and / or annual accounts of the last 03 Financial Years.
4. Copies of Bank Account, PAN, TIN, TAN, VAT and Service Tax Registration Certificate.
5. Demand Draft of Rs 20000/- (Rupees Twenty Thousand only) drawn in favour of Central University of Orissa payable at Koraput towards value of EMD.
6. Demand Draft of Rs.500.00 (Rupees Five hundred only) towards cost of tender document drawn in favour of Central University of Orissa payable at Koraput which is not refundable.
7. Certificate of dealership / distributorship as applicable.

III. INSTRUCTIONS TO THE BIDDER:

1. Bid Opening Date and Time: The tenderers may send their quotations by speed post or registered post or in person only addressed to the Dy. Registrar, Central University of Orissa, Landiguda, Koraput, Odisha – 764 021, Odisha so as to reach the University on or before 11.08.2017 by 15.00Hrs. super-scribed as "Tender for supply of furniture vide Ref. No CUO/Admin/Furniture/04/ dated...../08/2017" The bids will be opened at 15.30 hrs on the same day in the presence of representatives of the bidders if any.
2. The bids sent through normal post or courier or Fax or e-mail or late submission shall not be considered.
3. Central University of Orissa, Koraput reserves the rights to accept / reject any offer in full or in part without assigning any reason thereof.

4. The blank bid documents may be downloaded from the University Website www.cuo.ac.in
5. Tenders / Bids must be valid for 120 days from the date of opening of tender.
6. The quantity required is 40 nos of single cot and 20 nos of mattress and may vary as per the requirement of the University.
7. **Delivery Period:** The items shall be supplied, within 15 days from the date of issue of Purchase Order. Delayed supply will attract levy of penalty/liquidated damages.
8. **Penalty:** If the bidder fails to deliver the goods or perform the services by the specified date, penalty at the rate of 1% per week of the total Contract / Purchase Order value subject to the maximum of 10% will be deducted.
9. **Payment:** 100% payment will be released after satisfactory supply. No advance payment will be entertained.
10. **Security Deposit:** The successful tenderer shall deposit @5% of the total purchase / contract value as Security Deposit within 07 days from the date of issue of Purchase Order, in the form of Demand Draft issued by any Nationalised Bank drawn in favour of Central University of Orissa payable at Koraput which shall remain till completion of warranty period. Amount of Security Deposit will be returned after completion of warranty period without any interest.
11. **Installation & Warranty:** The tenderers / bidders shall extend comprehensive on-site warranty of at least 01 year from the date of successful supply of goods against any manufacturing defects. The goods supplied shall be free from all defects and shall be of the highest quality and material.

Any defect arises to the goods under warranty, shall be replaced free of cost by the tenderer. Further, the University shall have the right to recover the cost of inconvenience caused to the University for failure to provide uninterrupted service of the supplied goods during the warranty period.
12. **Settlement of Disputes:** In the event of any dispute or differences between the Central University of Orissa and the bidder, arising out of non-supply of material or goods, not found as per specifications or any other cause whatsoever relating to the supply or purchase order, before or after the supply has been executed, shall be referred to the Vice-Chancellor, Central University of Orissa, Koraput who may decide the matter himself or may appoint Arbitrator under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties. All disputes shall be subject to jurisdiction of courts at Orissa only.
13. **Return of EMD:** The EMD of the unsuccessful bidders / tenderers will be returned within 15 days after finalization of the tender and issue of Supply Order to the successful tenderer. The EMD of the successful tenderer will be returned on submission of Security Deposit of the required value.

14. **Condition of goods:** The bidder / tenderer shall supply the goods in good condition without any defect whatsoever to the satisfaction of the university. Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers need to replace the rejected goods free of cost in the specified form to the satisfaction of the University.

Sd/-
Vice-Chancellor

BIDDERS' PROFILE

1. Name of the Tenderer/ Bidder :
2. Full Address of the tenderer / bidder :
3. Contact details of tenderer / bidder :
 - a. Telephone No.
 - b. Mobile No.
 - c. Fax No.
 - d. E-mail id
4. Details of Earnest Money Deposit :
 - a. Value of DD
 - b. D.D. No. & Date
 - c. Issuing Bank
5. Details of cost of tender document :
 - a. Value of D.D.
 - b. D.D. No. & date
 - c. Issuing Bank
6. List of Documents enclosed :

Sl. No.	Details of document		Whether photocopies of the documents enclosed (please √tick)
1.	License / Registration No.		Yes / No
2.	Dealership Distributorship Certificate No.		Yes / No
3.	Details of Purchase Orders, Completion Certificate (Name of the organization, value, work / supply completion date)		Yes / No
4.	Income Tax Return	2014-15	Rs.
		2015-16	Rs.
		2016-17	Rs.
			Yes / No

5.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2014-15	Rs.	Yes / No
		2015-16	Rs.	
		2016-17	Rs.	
6.	Bank Account No. Bank Name & Branch			Yes / No
7.	PAN No.			Yes / No
8.	TIN No.			Yes / No
9.	TAN No.			Yes / No
10.	VAT No.			Yes / No
11.	Service Tax Reg. No.			Yes / No

7. Validity period of the Bid / Quotation:

8. Additional information, if any proposed to be furnished by the tenderer:

Certified that all the terms and conditions of tender document are accepted.

Date:

Authorized Signatory

Place:

Full name:

Designation:

Seal:

FINANCIAL BID

(The Bidder **must quote for both the items** (Cot and Mattress), failing which the bid shall be considered as incomplete and shall be rejected).

I. SINGLE STUDENT COT

1. Name of the Item : **Single Student Cot for Students' Hostel**
2. Quantity required : **40 (Forty)**
3. Quantity proposed to be supplied:
4. Rates quoted by the tenderer in the following table:

Sl.No.	Detailed specifications (Length, Width & Height and material used for manufacture etc.)	Make (Brand)	Total Unit Rate (TUR) inclusive of basic cost, freight, taxes, duties, discount, insurance, etc.	Total Amount (Quantity x TUR (Rs.))
01	80"*36"*36" (iron pipe) 18gauge			

(Total Amount in Words Rupees)

5. Break-up of Total Unit Rate (TUR):

Sl.No.	Component	Amount	Remarks
a)	Basic cost		
b)	Freight		
c)	Insurance		
d)	Excise duty		
e)	Customs duty		
f)	Sales tax/VAT		
g)	Discount, if any		
h)	Any other		
TOTAL(Rs.)			

6. Validity period of the bid:
7. Delivery Period:
8. Warranty Period:
9. Installation Period:

N.B.: Offer with Special condition having additional financial implication for the University shall not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date:
Place:

Signature of authorised person
Full name:
Designation:

Seal:

II. MATTRESS FOR SINGLE STUDENT COT

1. Name of the Item: Mattress for **Single Student Cot for Students' Hostel**
2. Quantity required: **20 (Twenty)**
3. Quantity proposed to be supplied:
4. Rates quoted by the tenderer in the following table:

Sl.No.	Detailed specifications (Length, Width & Height and material used for manufacture)	Make (Brand)	Total Unit Rate (TUR) inclusive of basic cost, freight, taxes, duties , discount, insurance, etc.	Total Amount (Quantity x TUR) (Rs.)
01	78"*36"4"			

(Total Amount in Words Rupees)

5. Break-up of Total Unit Rate (TUR):

Sl.No.	Component	Amount	Remarks
i)	Basic cost		
j)	Freight		
k)	Insurance		
l)	Excise duty		
m)	Customs duty		
n)	Sales tax/VAT		
o)	Discount, if any		
p)	Any other		
TOTAL(Rs.)			

6. Validity period of the bid:
7. Delivery Period:
8. Warranty Period:
9. Installation Period:

N.B.: Offer with Special condition having additional financial implication for the University shall not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date:
Place:

Signature of authorised person
Full name:
Designation:
Seal:

BILL OF QUANTITIES

Name of the work :

Sl No.	Description of Items	Unit	Qty	Rate	Amount

Break-up of Rate Quoted:

Sl. No.	Details	Amount
1.	Basic cost	
2.	Freight	
3.	Insurance	
4.	Excise duty	
5.	Customs duty	
6.	Sales tax/VAT	
7.	Discount, if any	
8.	Any other	
TOTAL(Rs.)		

1. Validity period of the bid :
2. Delivery Period :
3. Warranty Period :
4. Installation Period :

Note: Quote with special conditions having additional financial implications on the University will not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date:

Signature of authorized person

Place:

Full name:

Designation:

Seal: