



# Central University of Orissa

(Established under the Central Universities Act, 2009)

Landiguda, Koraput. Odisha Pin.: 764 020.

Phone:06852-288235/238 Fax.06852-288225

Ref.:CUO/Admn./Furniture/04

Dt.28/07/2016

## **LIMITED TENDER NOTICE**

Sealed quotations are invited from the original furniture manufacturers or their appointed distributors /dealers for supply, installation and commissioning of 70 (seventy) Computer tables and chairs of Make(s): Godrej/ Wipro/ Methodex/ Jalaram/Durian/other reputed equivalent brand for the University. The sealed quotations are to be submitted on or before 22.08.2017 by 15.00Hrs. as per the terms and conditions prescribed.

For further details please visit University website: [www.cuo.ac.in](http://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.2.80 Lakh each or more
  - ii. Two works or orders of Rs.2.10 lakh each or more or
  - iii. Three works or orders of Rs.1.40 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. 2013-14, 2014-15 and 2015-16) 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.70.00 lakhs during the last 03 Financial Years (2013-14, 2014-15 and 2015-16) and the Current Financial Year.
- e. The tenderer must deposit Earnest Money (EMD) of Rs.14,000/- (Rupees Fourteen 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./GST Whichever is applicable.

## **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.14,000/- (Rupees Fourteen 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 22.08.2017 by 15.00Hrs. Super-scribed as "Tender for the work of ..... Ref. No.... date...." 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 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](http://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 70 (seventy) Computer table and chairs each and may vary as per the requirement of the University.
7. Delivery Period: The items shall be supplied, installed and commissioned 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, installation and commissioning of furniture.
10. Security Deposit (Performance 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. The same shall remain with the University till two months after the completion of warranty period and will be returned without any interest.
11. Installation & Warranty: The tenderers / bidders shall extend comprehensive on-site warranty of at least 02 years from the date of successful installation 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 Purchase 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	2013-14 Rs.	Yes / No
		2014-15 Rs.	
		2015-16 Rs.	

5.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2013-14	Rs.	Yes / No
		2014-15	Rs.	
		2015-16	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
12.	GST			Yes / No

8. Validity period of the Bid / Quotation :

9. 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:

**BILL OF QUANTITIES**Name of the work : **Supply and Installation of Computer Table and Chair**

Sl No.	Description of Items	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1.	Computer Table	Nos.	70		
2.	Chair	Nos.	70		

Break-up of Rate Quoted:

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



**PICTORIAL DIAGRAM OF THE PROPOSED  
COMPUTER TABLE AND CHAIR**  
(FOR REFERENCE ONLY)

**[Dimension (Computer Table) : 800W x 450D x735H mm or equivalent]**



**[Dimension (Chair) : 65W x 65D x69-90H mm or equivalent]**

