

**PANJAB UNIVERSITY, CHANDIGARH**  
**TENDER NOTICE FOR SUPPLY OF FURNITURE**

No. \_\_\_\_\_/R&S

Dated -----

Sealed tender be sent by speed post or delivered personally along with the original receipt of having deposited the Earnest Money of Rs.25000/- in shape of Bank Draft drawn in favour of the Registrar, Panjab University, Chandigarh so as to reach this office latest by the closing date 10-04-2013 upto 4.00 p.m. at the following address:-

Prof. A.K. Bhandari,  
Registrar,  
Panjab University,  
Chandigarh-160014

**Note:-**

1. Tender received after the closing date/time will not be entertained.
2. Tenders submitted/sent without samples and conditional tenders will not be entertained.
3. All the samples alongwith specifications should be submitted along with the tenders.  
No samples will be accepted after the closing date/time for the receipt of tenders.
4. Any postal delay will not be considered.

**D.A.:-List of items & Terms Conditions**

1. Tender form will be issued to eligible tenderers and for this:
  - (a) Application for issue of tender form will be accepted upto 10-04-2013 at 2:30 p.m.
  - (b) Tender form can be had from this office by depositing Rs.500/- in the shape of S.B.I Receipt Banker demand draft in favour of the Registrar, Panjab University, Chandigarh.
  - (c) Bank receipt of tender fee and bank draft of earnest money in favour of the Registrar, P.U. Chandigarh will be deposited by the eligible firms for issue of tenders upto 10-04-2013 at 2:30 p.m. only. Tender shall be issued upto 2:30 p.m. on 10-04-2013.
  - (d) The tender form will be received by the undersigned in his office on 10-04-2013 upto 4.00 p.m.
2. The detailed notice inviting tender can be seen at the University website or in the office of the undersigned at any time during working hours.

3. Rates should be quoted both in words and figures in tender.
4. The firm that has completed three supply works of similar nature of 40% of the value of present work/supply. or two works with value of 60% & value of the present work/supply or one work with value of 80% of the value of the present work, during the last seven years and furnishes the performance certificate for the same shall be eligible for issue of the tender form.
5. Conditional tender will not be accepted.

### **Terms & Conditions**

1. Over-writing is not permissible if there is any cutting/overwriting the same should be in ink and signed without defacing the original entry.

### **2. SAMPLES TAX/VAT AND F.O.R.**

Rates should be quoted F.O.R. destination (and not ex-shop) and including sales tax/VAT, if applicable and other liabilities. In case the sale tax/vat is to be charged extra the percentage to be charged should be mentioned separately. If these facts are not mentioned in the Tender, it should be presumed that the rates quoted are F.O.R. destination and are inclusive of all taxes/VAT. If any firm states that sales tax / vat will be charged, if any leviable and does not indicate the percentage of sales tax/vat, such tender will likely to be ignored. This office does not furnish form C or D for sales tax.

### **3. FREIGHT**

The goods should have to be sent under “Freight paid” by the firm failing which the double amount of the freight paid by this office is liable to be deducted from their bill.

### **4. Samples**

Samples for all the items for which the rates are quoted by the firm must be sent along with the Tender, failing which the Tender for these items will not be considered. 100% supply should tally with the samples and specification failing which the supply will be rejected forthwith. No separate request for the supply will be made subsequently. In case, however offer is made for any patent

articles, complete details regarding their specifications, quality, name and make, name of the firm/mill and factory etc. should be indicated in the Tender (No Tender will be accepted without samples).

5. The tender of one firm will be considered as a whole. However, this office is not bound to place order for all the items or for full quantity against any item with any one firm even if the Tender of the firm be the lowest. The decision of the Registrar, in this regard, shall be final.
6. The office reserves the right not to accept any Tender without assigning any reason. The decision of the Registrar, in this regard shall be final.
7. The office reserves the right to increase or decrease the quantity of any item of the tender at the time of placing order for the supply or even thereafter.

## **8. Delivery**

Suppliers will be required to make supply within 20 days from the date of placing order. If any firm is unable to make supply within the stipulated period, the time required for making available the goods should be mentioned in the Tender. If the firm fails to supply the goods it will automatically be “Black Listed” and their Earnest Money will be forfeited.

9. The goods should be supplied in full quantity for which the order is placed, in case the Tender is accepted. The office reserves the right to accept or reject any consignment which does not completely according to our requirement and which is not in accordance with terms and conditions of the Tender.
10. Supplies will only be accepted if made strictly according to the samples/specifications/ quality and within the prescribed time limit.

## **11. Validity**

The offer should remain open for acceptance of order for three months from opening of tender.

12. A sum of Rs.25, 000/- as Earnest Money should be deposited either in cash with SBI Counter, Panjab University, Chandigarh, and the receipt should be attached with the Tender or by Demand Draft in favour of the Registrar, Panjab University, Chandigarh (By designation should be sent along with the tender) (cheque will not be accepted)  
**Note:** - that a tender without the said EMD money will not be entertained in any case.
13. Full or part of the security money shall be liable to be forfeited if the goods are not supplied according to the terms and conditions, approved samples/specifications within the stipulated period or for breach of any terms of contract and in this regard office decision will be final.
14. The security will be refunded on request after one month from the receipt of total quantity of goods and found satisfactory condition after approval of the same by this office.
15. Payment will be made through cheque on receipt of the goods, in a satisfactory condition and after the acceptance by this office. No relaxation will be allowed in this respect. **Conditional tender** will not be accepted. No negotiation in the mode of payment would be allowed.
16. Tender received after the prescribed date and time are liable to be ignored.
17. Delivery shall be made F.O.R Printing stores, Panjab University, Chandigarh.
18. No advance payment will be made.
19. **RATES QUOTED SHOULD BE VALID FOR THREE MONTHS FROM THE DATE OF OPENING OF THE TENDERS FAILING WHICH THE TENDER SHALL AUTOMATICALLY BE REJECTED.**
20. If the successful bidder fails to supply the material within prescribed delivery schedule on the agreed rates, then such firm shall be liable to be Black Listed for future dealing with the University.

**Assistant Registrar (R&S)**

**For Registrar**

**DNIT for Supply of Furniture for Administrative Block staff in Panjab University, Campus Sector-14, Chandigarh.**

**Chargeable Head:-**

**Estimated Amt:- Rs. 15,00,000/-  
Time Limit:- One Year**

Sr. No	Description	Qty	Unit	Rate	Reff.
1.	<b>STEEL ALMIRAH</b>				N.S
	Office steel almirah of size 78"x36"x19" provided with four shelves making five compartments. The sheet (CRCA) for doors, shelves, top, bottom and sides is to be of 18 G and back should be 20 G, the main door is to be provided with ISI mark lock and the total weight of almirah should not be less than 78 KG. the almirah shall be provided with three hinges for each door having removable hinge pins. the feet height/ground clearance shall be 127 mm apx. the colour and finish of the powder will be as per the design available or for bulk requirements as per approved by the Deptt.	30 nos.	/each	@Rs.....	
2.	<b>OFFICER TABLE</b>				N.S
	Officers table of size 5'x3'x2 1/2x having three lockable drawers on one side and one cupboard on the other side provided with ISI locks. The frame of the table should be of 1mm and 19 corners. The sheet for drawers cupboard 20 G sheet. The colour and finish of the powder will be approved by the Deptt.	2 nos.	/each	@Rs.....	
3.	<b>OFFICER CHAIR</b>				N.S
	Officer steel chair full moulded arms, seat and back cushioned, 34 density , chair frame of 1" square pipe 18 G. the colour and finish of the powder will be as per the design available or for bulk requirements as per approved by the Deptt.	5 nos.	/each	@Rs.....	

4.	<b>OFFICE STEEL CHAIR</b>				N.S.
	Office steel chairs with CRCA pipe full arms frames of 1" square pipe 18 G seat and back of shisham duly canned and frame polished. the colour and finish of the powder will be as per the design available or for bulk requirements as per approved by the Deptt.	200 nos.	/each	@Rs.....	
5.	<b>STEEL SHELVESING RACK</b>				N.S.
	Office steel rack Size : 72" ht x 15" d x36" having five shelves making four compartments. The sheet for shelves 16 G fixing is done by using galvanizes nut and bolts. L-type corner plates are used on the top and bottom corner for giving extra strength to the rack and slotted angle of 1 1/2"x1 1/2"x14 G. The colour and finish of the powder will be as per the design available or for bulk requirements as per approved by the Deptt.	150 nos.	/each	@Rs.....	
6.	<b>COMPUTER TABLE</b>				N.S.
	<b>H shape:-</b> table to prelaminate MDF board 3 1/2'x2', 18 mm thick of best quality with PVC liping affixed with holt melt glue . Full length sliding shelf for keyboard with maximum output movement of 8" for easy working on keyboard. The rear of the keyboard platform is provided with a sheet metal protection against accidental fall of the keyboard. on right hand side below sliding keyboard is provided a drawer unit with lock for storage of CD's of floppies, and left side fixed shelf measuring 22"x14" is provided for printer. the shelf must be minimum 12" clear below the keyboard.				
	<b>Shelf:</b> bench the printer shelf is provided shelf for CVT/UPS and on right side of the same depth provided for the shelf for CPU is 16", sides of table structure are clad with sheets without sagging all steel parts shall be pretreated in 4 steps anti corrosion treatment ( degreasing, pickling, phosphating and passivation) before being powder coated and baked in oven so as to achieve 45-50 micron thickness of the powder and a complete scratch resistant surface and superb finish. the colour and finish of the powder will be as per the design available or for bulk requirements as per approved by the Deptt.	12nos.	/each	@Rs.....	

7.	<b>Computer Chair</b>				N.S.
	features: the chair is revolving type having 360 swiveling mechanism . The chair should have mechanism for seat height adjustment with cushioning effect. The height adjustment of the seat is 420 mm to 540 mm. the overall dimension of the computer chair seat depth 650 mm width 650mm. the height of the back is 420 mm and width 460 mm. the seat is revolving with polythrethane foam having density of 420 kg M3 . the seat is upholstered with fine quality cloth. the color and finish of the powder will be as per the designs available of for bulk requirements , as per approved by the Deptt..	15 nos.	/each	@Rs.....	N.S

**Conditions:-**

1. 2% earnest money of the total estimate cost worked out by the firm at par its rates will be deposited by the firm in the shape of Bank Draft in favour of Registrar Panjab University Chandigarh along with its quotation.
2. Any quotation without financial bid will not be considered.
3. The tender will be in Two bids system i.e. technical bid and financial bid should be sealed in separate envelopes superscribed as “Technical bids/commercial bids” (as the case may be) and both envelopes should be put in single envelope, duly “sealed, item wise.
4. The firm will have to supply sample of the material along with its bid.
5. The technical bids should contain comprehensive technical details of item i.e. brochure/catalogue, profile of the manufacturer/supplier, main current clients, experience, tentative delivery period etc.
6. Technical bids will be opened first and commercial bid will be opened of only those tenderers who qualify in the technical bids.
7. Tenderers not received as per above procedure will be out rightly rejected.
8. Approved renderer will have to deposit 5% including E.M. of the Total Value of the items to be purchased in the shape of Demand Draft payable at Chandigarh in the name of “Registrar Panjab University” within 7 days of issue of supply orders as security deposit. Only original producers/companies or their authorized dealer/distributors can submit the tender.
9. Tender form specification terms and condition can be obtained from this office on payment of Rs. 500/-.

10. The supply be commenced/made within 30 days of the receipt of supply order.
11. The manufacture premises and manufacturing process is to be inspected by the technical committee if required. Items as supplied be warrantee for quality for a period of one year of its supply against any manufacturing defects will be require,
12. In case of any major defect, the item shall have to be replaced.
13. All quote rates should be FOR destination anywhere in Punjab State.
14. Our tender will remain open for acceptance upto one year/our rates are valid for one year.
15. The firms are informed that al the supply will be accepted between 9.00 am to 5.00 am on working days.
16. The undersigned reserves right to accept or reject any offers and hold the discretion to increase/ decrease the quantity of any or all the items.

Asstt. Registrar (R & S),

P.U., Chandigarh