

**TENDER DOCUMENT**  
**FOR**  
**PROCUREMENT OF FURNITURE ITEMS**  
**ON RATE CONTRACT BASIS**



**BHATTADEV UNIVERSITY**

**BAJALI**

**ASSAM- 781325**

## Table of Contents

SECTIONS	PARTICULARS
<b>PART-I : TECHNICAL BID</b>	
SECTION 1	TENDER NOTICE
SECTION 2	ELIGIBILITY CRITERIA AND NECESSARY ENCLOSURES
SECTION 3	INSTRUCTIONS TO BIDDERS
SECTION 4	TERMS AND CONDITIONS OF CONTRACT
<b>PART-II : FINANCIAL BID</b>	
SECTION 5	FINANCIAL BID FORMAT
SECTION 6	ANNEXURES
	Annexure A1 : Bidder's Information Annexure A2 : Declaration Regarding Clean Track by Bidder Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions Annexure A4 : Experience in similar work Annexure A5 : Declaration Of Annual Turnover





# ভট্টদেব বিশ্ববিদ্যালয়

বজালী, পাঠশালা-৭৮১৩২৫, অসম

## BHATTADEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA-781325, ASSAM

### OFFICE OF THE REGISTRAR

Dr. Subhash Chandra Das  
Registrar i/c

E-mail : [registrar@bhattadevuniversity.ac.in](mailto:registrar@bhattadevuniversity.ac.in)  
Website: [www.bhattadevuniversity.ac.in](http://www.bhattadevuniversity.ac.in)

No. BU/E&A/NIB/2023/2839

Date: 07/07/2023

#### SECTION - I

### NOTICE INVITING BIDS FOR ANNUAL RATE CONTRACT

Sealed tenders are invited under **Two Bid systems viz. Technical Bid and Financial Bid** from the registered Contractors/Suppliers/Manufacturers/Authorised dealers for Annual Rate Contract (ARC) for the supply, installation and commissioning of Furniture related items at Bhattadev University. Bidders must submit their offer in separate sealed envelopes as –Technical Bid and Financial Bid. Both the envelopes should be clearly marked as “Envelope No. 1 - Technical Bid” and “Envelope No. 2 - Financial Bid” with our Tender No. & Due Date and to be submitted to the concerned department/section mentioned below. The schedule of the process is given below and the tenders have to be submitted at the tender box placed at the Office of Registrar, Bhattadev University, Bajali, Assam.

Item Description	Annual Rate Contract for procurement of <b>Furniture &amp; related items</b>
Availability of Bid papers (Online)	07/07/2023
Last date for submission of Bid	01/08/2023 upto 2:00 P.M.
Time & Date of opening of Bid	01/08/2023 at 2:30 P.M.
Place of opening of Bid	Office of the Registrar, Bhattadev University.
Tender Fees	Non-refundable Tender Fee of Rs. 1,000.00 (Rs. One Thousand Only) in the form of Demand Draft in favour of “Registrar, Bhattadev University” payable at Pathsala to be submitted in Technical Bid.
Earnest Money Deposit	Earnest Money Deposit of Rs. 10,000.00 (Rs. Ten Thousand Only) in the form of Demand Draft in favour of “Registrar, Bhattadev University” payable at Pathsala to be submitted in Technical Bid.
Any Clarification	Name : Registrar i/c Dept. : Office of the Registrar Email : <a href="mailto:registrar@bhattadevuniversity.ac.in">registrar@bhattadevuniversity.ac.in</a> Contact No : 03666-266423

## SECTION 2 – ELIGIBILITY CRITERIA AND NECESSARY ENCLOSURES

1. Enclose copy of Certificate of Incorporation / Registration Certificate of the firm/ Shop & establishment certificate)
2. Demand draft of Bid Processing fees worth Rs. 1,000/-
3. Demand draft of EMD worth Rs. 10,000/-
4. Enclose copy of valid **GST Registration certificate**.
5. Enclose copy of **PAN CARD** of the firm/organization.
6. **ITR** of last 3 years i.e. 2020-2021, 2021-2022 and 2022-2023
7. Enclose Bidder's Information. **Annexure A1**.
8. The bidder must **not be blacklisted / suspended** or any service related dispute with any organization/Govt. Organizations/Bank in India or outside India. **Annexure A2**.
9. The bidder should accept the Terms & Conditions- **Annexure A3**.
10. The bidder must have experience of supplying Furniture goods/items to various Government / Semi-Government / PSU Autonomous institution including Universities during the **previous years**. Enclose copy of purchase orders or completion certificates/invoices – **Annexure A4**.
11. The bidder must have Average Annual Business Turnover of minimum **Rs. 50 lakhs** in the last three financial years- **Annexure A5**. (Enclose copy of Audited Annual Accounts with Chartered Accountant certificate for turnover for the last three years).
12. Tender Documents should be duly signed on each page by concerned /competent person of the firm.
13. Copy of valid/ up to date Trade license issued by competent authority under Jurisdiction of Assam State.
14. Copy of Authorised dealership / Retailer sale
15. Following preferred brands are being considered, hence bidder shall quote only for the below mentioned brands.
  - i. Godrej Interio
  - ii. Steel N Style
  - iii. Nilkamal
  - iv. APWD approved vendor brands of high repute.



## SECTION 3 – INSTRUCTIONS TO BIDDERS

### A) PREPARATION AND SUBMISSION OF BID:

1. The Bid MUST BE ENCLOSED IN A SEALED COVER superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the bid cover is not sealed, it will be rejected.
2. The Bid should be dropped in the tender box kept in the office of concerned Department / Section mentioned in the tender. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the bid will be accepted and opened on the next working day.
3. The bid can be submitted in person or through post/ courier (Bhattadev University shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time.
4. The leaflets catalogue, etc. should be sent invariably so that a proper evaluation of the equipment offered is possible.
5. The bidder shall quote the most competitive rate(s)/ price(s) from their respective catalogue and catalogue version must mention in the quotation and submitted to the University. Quoted value(s) must be inclusive of all taxes and all other charges. Insurance, wages of manpower, and other incidental expenses must be borne by the selected bidder themselves.

### B) COST OF BIDDING:

1. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs.

### C) VALIDITY OF THE BID: Period valid up to 31<sup>st</sup> March, 2024.

### D) AMENDMENT OF BIDDING DOCUMENTS:

1. At any time prior to the deadline for submission of bids, Bhattadev University may, for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.
2. All prospective BIDDER's who have downloaded the bidding document may visit Bhattadev University, website for amendments / modifications which will be binding on them.

### E) DEADLINE FOR SUBMISSION OF BIDS:

1. Bids must be received by Bhattadev University before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for Bhattadev University the bid-closing deadline will stand extended to the next working day up to the same time.

### F) BID OPENING PROCESS:

1. In two envelop/cover/bid system, The Technical Bid will be opened in the first instance in the presence of representatives of the bidders at Bhattadev University.
2. Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor's representatives subsequently at a later date for further evaluation.
3. One authorized representative of each of the bidder would be permitted to be present at the time of aforementioned opening of the bids.
4. The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the commercial bid opening.

### G) LATE BIDS:

1. Bhattadev University will not be responsible:

(a) For delayed / late quotations submitted / sent by post / courier etc.

Bhattadev University, Bajali | RFP for Annual Rate Contract for Procurement of Furniture Items



*Handwritten signature in blue ink.*

- (b) For submission / delivery of quotations at wrong places other than the mentioned in the tender.
- (c) Any bid inadvertently received by Bhattadev University after the deadline i.e. due date & time for submission of bids, will not be accepted and returned.

**H) SUPPLEMENTARY OFFER /MODIFICATION OF ORIGINAL BID:**

- 1. Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended / postponed. BIDDER desirous to modify their offer/terms may submit their revised / supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updation done to the original bid. The purchaser reserves the right to open the original offer along with the revised bid.

**I) CONFIDENTIALITY:**

- 1. Information relating to the evaluation of Bids, and recommendation of Contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on Contract award is communicated to all Bidders.
- 2. Any attempt by a Bidder to influence the Purchaser in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid.
- 3. Notwithstanding, from the time of Bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it shall do so in writing.

**J) DEVIATION, RESERVATIONS AND OMISSIONS:**

- 1. During the evaluation of Bids, the following definitions apply:
  - (a) "Deviation" is a departure from the requirements specified in the Bidding Documents;
  - (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents;
  - and
  - (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

**K) CORRECTION OF ARITHMETICAL ERRORS:**

- 1. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
  - (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 2. Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction in accordance with the same, shall result in the rejection of the Bid.

**L) EVALUATION OF BID:**

- 1. Bhattadev University evaluates technical and commercial acceptable offers on landed net Price basis.
- 2. In case any BIDDER is silent on any clauses mentioned in this tender documents, Bhattadev University shall construe that the BIDDER has accepted the clauses as per the invitation to tender and no further claim will be entertained.
- 3. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.



**M) PRICE BID:**

1. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery & installation (if any) at Bhattadev University Campus at site.
2. PRICE BID must be submitted in enclosed Price Bid Form only.
3. If the price is not quoted in Price Bid Form only provided in tender document then, Bhattadev University will reject bid.
4. Tender will be taken as inclusive of all Taxes, if nothing is stated by the firm.
5. If supplier wish to give pricing details it may be attached in separate sheet.
6. In case of multiple options of same product, bidders are requested to quote only one best option and not multiple options.
7. Quantity: The quantity mentioned in the tender can be increased or decreased to any extent depending upon the actual requirement.
8. It is mandatory to quote optional items in separate sheet otherwise your quote will be rejected.

**N) CORRUPT & FRAUDULENT PRACTICES:**

1. Bhattadev University requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,  
(a) The terms set forth below are defined as follows:  
“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;  
“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;  
“Collusive practice” means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, non- competitive levels; and  
“Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;  
(b) Bhattadev University will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

**O) TRANSFER AND SUBLETTING:**

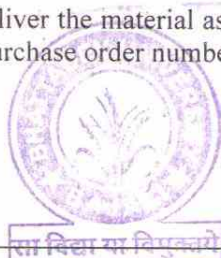
1. The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

**P) CANCELLATION OF TENDER:**

1. Notwithstanding anything specified in this tender document, Purchaser / Bhattadev University in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:  
a) To accept OR reject lowest tender or any other tender or all the tenders.  
b) To accept any tender in full or in part.  
c) To reject the tender offer not confirming to the tender's terms.
2. To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.
3. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:  
a) Non-submission of complete offers.  
b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).  
c) Receipt of offers in open conditions.
4. Conditional Tenders and Unsigned Tenders will also be rejected.

**Q) DELIVERY:**

1. The successful BIDDER should deliver the material as per tender document/purchase order. The successful bidder should emboss stickers of purchase order number on the material.



*Handwritten signature*

## SECTION 4 – TERMS AND CONDITIONS OF CONTRACT

### A) AWARD OF CONTRACT:

1. A panel of suppliers/dealers/company will be selected for the Rate contract of Furniture Items.
2. The Rate Contract will be valid for a period of **ONE Year** & the contract may be extended to two years subject to annual revision and satisfactory performance. The successful bidders will be empanelled for the same period.
3. Each brand wise L1 will be calculated and only L2 & L3 agency will be allowed to match L1 rate.
4. Each brand can be quoted by more than one agency. Agencies quoted for same brand & model will be matched to the L1 rate of that same brand & model.
5. Order can be placed for any specific brand & model suitable for type of application, user preference if any etc.
6. The Empanelled bidder will be abide by all the Terms & Conditions of the Tender Document.
7. The services of the empanelled bidder's will be reviewed by committee during contract period and Bhattadev University reserve right to add or delete bidders in rate contract based on performance if necessary without intimation.
8. If any of the stores mentioned above are already covered by DGS&D Rate Contract, you are requested to give us the advantages of contract rates as this is an Educational Institute sponsored by Govt. of India.

### B) EARNEST MONEY DEPOSIT & SECURITY DEPOSIT:

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Bhattadev University through the following instruments:

1. Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft in the favour of 'Bhattadev University' payable at Pathsala to be submitted in Technical Bid. Failing which, submitted bid will be rejected.
2. The Earnest Money shall be valid upto a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
3. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
4. For successful bidder, **EMD will be converted to security Deposit and will be retained with Bhattadev University till the expiry / termination of rate contract without interest.**
5. Security deposit shall be released after successful completion of the contract subject to compliance and settlement of all outstanding dues.

### C) TERMS OF PAYMENT:

1. Installation payments will be made within 30 days from the date of submission of bill along with installation report.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the bank.
3. No payment will be admissible for goods rejected.

### D) PENALTY:

1. Timely delivery is essence of the contract and hence if any consignment be delayed, liquidated damages at the rate 0.5% of the price of the delayed consignment, for each week or part whereof shall be levied and recovered subject to maximum of 5% of total purchase order value. One year should be provided compulsorily and at free of cost.
2. If Installation is not done within 7 days from the date of written intimation to the party, penalty will be charged to the party @ 2% per week of purchase order value upto Maximum 10%.





**E) WARRANTY:**

1. Minimum One-year warranty on unit / whole unit from the date of delivery or installation or as per terms and conditions of the company/manufacturer.

**F) DELIVERY:**

Free delivery at Bhattadev University. Non-availability of the stock should be informed in writing immediately. No part-supply will be allowed. Defective items or items not as per given brands or samples, if any supplied must be taken back and be replaced with no additional cost.

**G) INDEMNITY CLAUSE:**

1. Your firm shall indemnify the Institute against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by your firm in execution of or in connection with the work of this contract and against any loss or damage to the Institute in consequence to any action or suit being brought against your firm for anything done or committed to be done in the execution of this contract. Your firm will abide by the job, safety measures prevalent in India and will free the Institute from all demands or responsibilities arising from accidents or loss of life, the cause of which is your firm's negligence. Your firm will pay all indemnities arising from such incidents, without any extra cost to Institute and will not hold the Institute responsible or obligated. The Institute may at its discretion and entirely at the cost of the contractor/vendor defend such suit, either jointly with your firm or singularly in case the later chooses not to defend the case.

**H) FORCE MAJEURE:**

Force Majeure will be accepted on adequate proof thereof.

**I) LEGAL MATTER:**

1. In the event of any dispute over this contract, Bhattadev University's decision shall be final and binding.

**J) ADDITIONAL TERMS & CONDITIONS:**

1. Product catalogue for the model quoted is to be attached with the sealed quotation.
2. Product code is to be mentioned clearly in the quotation.



## SECTION 5 – FINANCIAL BID FORMAT

(To be submitted in a Separate Sealed Envelope super-scribed as 'FINANCIAL BID')

Catalogue and current Financial Year Pricelist of Manufacturer duly signed by authorized signatory must be submitted along with the financial bid.

Sl. No	Name of item quoted	Percentage of Discount offered on catalogue price	Taxes as applicable	Net FOR (Freight On Road Price ) price after discount
1.	Office Furniture			
2.	Classroom Furniture			
3.	Laboratory Furniture			
4.	Hostel Furniture			
5.	Other type of Furniture			



**SECTION 6 - ANNEXURES**

**ANNEXURE A-1: BIDDER'S INFORMATION**

**ON COMPANY'S / FIRMS' LETTER HEAD**

**Details of the bidders:**

1	Name of the bidder	
2	Address of the bidder	
3	Status of the Company (Public Ltd./Private Ltd.)	
4	GSTIN No.	
5	Permanent Account Number (PAN) No.	
6	Name & Designation of the contact person to whom all the references shall be made regarding this tender	
7	Contact Numbers	
8	E-mail address of the contact person	
9	Bank Account details	



ଶ୍ରୀ ବିଦ୍ୟା ଶ୍ରୀ ବିପ୍ଳବୀ

## ANNEXURE A-2 – DECLARATION REGARDING CLEAN TRACK

Declaration of Clean Track Record (On Company / firm's Letterhead)

To,

The Registrar  
Bhattadev University  
Bajali, Assam- 781325.

Sir/Madam,

**Ref: No. -----; dt. -----for “Empanelment of Suppliers for Rate Contract for Procurement of Furniture Items”.**

I've carefully gone through the Terms & Conditions contained in the above referred RFP. I hereby declare that my company / firm is not currently debarred / black listed by any Government / Semi Government Organizations / Institutions in India or abroad. I further certify that I'm competent officer in my company / firm to make this declaration.

Or

I declare the following

No.	Country in which the company is debarred /blacklisted /case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions	Reason	Since when and for how long

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the

Bidder) Printed Name

Designation

Seal

Date:



**ANNEXURE A-3: DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS**  
(On Company / firm's Letterhead)

To,

The Registrar  
Bhattadev University  
Bajali, Assam- 781325

Sir/Madam,

**Ref: No. -----/; dt. ----- for "Empanelment of Suppliers for Rate Contract for Procurement of Furniture Items".**

I/we carefully gone through the Terms & Conditions as mentioned in the above referred RFP document. I/we declare that all the provisions of this RFP are acceptable to my company. I/we further certify that I'm an authorized signatory of my company and am therefore, competent to make this declaration.

Yours faithfully,

(Signature of the bidder)  
Printed Name

Designation

Seal:

Date:

Business Address :



**ANNEXURE A-4 : EXPERIENCE IN SIMILAR WORK**  
(On Company / firm's Letterhead)

To,

Date:

The Registrar  
Bhattadev University  
Bajali, Assam- 781325

Sir/Madam,

**Ref: No. -----/ dt. ----- for "Empanelment of Suppliers for Rate Contract for Procurement of Furniture Items".**

Brief particulars of the similar supply done in last five years: (Please attach copy of atleast **three purchase orders** or completion certificates or invoices for our reference).

Sr. No.	Name of Institutions	Purchase Order No. & Date	Amount of Purchase order	Details of Contact person (Name, Add & Contact No.)

Yours faithfully,

(Signature of the bidder)  
Printed Name Designation  
Seal:  
Date:  
Business Address :

Encl : As above



**ANNEXURE A-5 : DECLARATION OF ANNUAL TURNOVER AND  
INCOME TAX RETURN**

(On Company / firm's Letterhead)

To,

Date:

The Registrar  
Bhattadev University  
Bajali, Assam-781325

Sir/Madam,

**Ref: No. -----; dt. -----for "Empanelment of Suppliers for Rate Contract for Procurement of Furniture Items".**

1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references :

F. Y. 2020 – 21	F. Y. 2021 – 22	F. Y. 2022-23

Yours faithfully,

(Signature of the bidder)  
Printed Name Designation  
Seal  
Date :  
Business Address :

Encl : As above



## SECTION 8 - CHECKLIST

The following items must be checked before the Bid is submitted:

### 1. Envelope "1" Technical Bid

- a) Demand Draft for Rs. 1000/- (Rs. One Thousand only) towards cost of Bid document.
- b) Demand Draft for Rs. 10,000/- (Rs. Ten Thousand only) towards Earnest Money Deposit.
- c) Eligibility Criteria Responses (each pages duly sealed and signed by the authorized signatory).
- d) Copy of this RFP document duly sealed and signed by the authorized signatory on every pages.
- e) Annexure A1 : Bidder's Information:
  - (a) Annexure A2 : Declaration Regarding Clean Track by Bidder
  - (b) Annexure A3 : Declaration for Acceptance of RFP Terms and Conditions
  - Annexure A4 : Experience in similar work
  - (c) Annexure A5 : Declaration Of Annual Turnover
- (f) All other information as per **Section 2**

### 2. Envelope "2"

#### 1. Financial Bid :

Quotation must be submitted in two envelopes- **Technical Bid (Envelope 1) and Financial Bid (Envelope 2)**. Both the sealed envelopes are to be placed in a bigger sealed envelope/cover and duly superscribed with Tneder No. and Due Date.



  
Registrar i/c  
Bhattadev University, Bajali