

**OFFICE OF THE PRINCIPAL
SIBSAGAR GIRLS' COLLEGE
SIVASAGAR:ASSAM**

785640

TENDER DOCUMENT

**TENDER IN DOUBLE
BID SYSTEM
FOR**

**SUPPLY OF FURNITURE, FIXTURE AND EQUIPMENTS FOR THE NEW LABORATORY
BUILDING CONSTRUCTED UNDER R.U.S.A.'S SCHEME OF UPGRADATION OF
EXISTING DEGREE COLLEGES INTO MODEL DEGREE COLLEGES**

To Be Submitted To:

**SIBSAGAR GIRLS' COLLEGE
SIVASAGAR:ASSAM
785640**



NIT

Office of the Principal, Sibsagar Girls' College invites short tender in double *bid system* only from reputed firms/manufacturer/authorized Dealer for supply of furniture, fixture & equipments.

Sl No.	ReferenceNo.	Items	Qty	Estimated Value of Tender	EMD(Rs.) in the form of DD	Tender Document Fee (Rs.)
01	SGC/RUSA/LAB/FUR-FIX/1/2021	Supply of Furniture , fixture & equipments at :New Laboratory Building Science Campus, Sibsagar Girls' College	1 PACKAGE	13,00,000/-	13000/-	1000/-

LAST DATE AND TIME FOR HARD COPY SUBMISSION : 03/10/2021 (upto 4PM)

TIME AND DATE OF OPENING OF BIDS : 04/10/2021(From 2PM)

Venue of Bid Opening at College Office:

The bids will be opened in the presence of representatives of renderers, if any. **If the date of submission/opening happens to be a holiday, the bids shall be submitted/ opened next working day at the same time. Requests for postponement will not be entertained.** Delayed tenders and tenders submitted by Fax/email bids or Late/shall not be considered.

Project Monitoring unit, RUSA, Sibsagar Grils' College reserves the right to change the opening time and date of the tender due to administrative reason by notifying the same on the website. The department will not be liable for delay in submission of tenders and system errors (if any) & The Project Monitoring unit, RUSA, Sibsagar Grils' College, reserves the right to accept/reject any or all tenders either in part or in full without assigning any reasons thereof.



Sd/- Principal
Sibsagar Girls' College, Sivasagar, Assam-785640

BID INSTRUCTION:

1. **Quotations will have to be submitted** in Double Bid. Both Technical bid and financial bid are to be submitted separately in sealed envelopes, duly signed by the bidder.
2. **Submission of Compliance Certificate: Duly filled Compliance Certificates (as per formats at Annexure I & II) must be submitted with the Bid.**
3. **Bid not transferable:** The bid documents are not transferable.
4. Please note that all tender forms and supporting documents are to be submitted manually in sealed envelope super scribed with Tender No. and Due Date to the Office of the Principal, Sibsagar Girls' College, Sivasagar, Assam on or before the Bid Closing Date and Time mentioned in the Tender.
 - i) Original Tender Fee
 - ii) Original Earnest Money
 - iii) Industry registration certificate/distributorship/Dealership Certificate/manufacturer authorization form.
 - iv) Any other document required to be submitted in original as per tender requirement.

All documents submitted in physical form should be signed on all pages by the authorized signatory of the bidder except for the DD's.

QUALIFICATION REQUIREMENTS

1. The Bidder should be a firm of reputation having sufficient expertise and experience in the subject tender with sound warranty/service support capability items. The firm should also have the capability & facility to take total responsibility to execute the contract at the Office of the Principal, Sibsagar Girls' College.
2. Item wise prices should be quoted and the bidder has offered the lowest net bundled price in the schedule, then the total contract will be awarded to the bidder. If the bid is submitted without quoting the rate item wise, the bid will be cancelled summarily and no representation in this regard will be entertained by the department.
3. The bidder should have Experience of executing at least 5(five) Single Work orders of similar nature within North Eastern Region of India. The self-attested hard copy of the Delivery challan/bills/voucher from the Customer should be attached along with the Bid.
5. All bids submitted will also include the following information or documents of manufacturer/authorized dealer in the bid.
 - i) The bidder must submit prescribed earnest money of Rs. 13,000/- (Rupees Thirteen Thousand only) in the form of demand draft/bankers cheque drawn



on any nationalized/scheduled bank of India in favour of the Principal, Sibsagar Girls' College, Sivasagar, Assam-785640.

- ii) The bidder must submit the copy of PAN Card.
- iii) The bidder must submit copies of their GST registration certificate from the competent authority.
- iv) The bidder must submit copies of their up to date**Trade License from the competent authority.
- v) In case of furniture and equipments, the bidder must have supplied Steel & Wooden furniture/goods/lab. Equipments and its services of similar nature of minimum value of Rs. 15 lakhs in the last two financial year to MNC's of repute/IITs/NITs/Central/State Govt./Semi Govt./Department for which the bidder must submit the work order supply copy and completion certificate/receipt challan/invoice/bill from the concerned authority.
- vi) Notwithstanding anything stated above, the purchaser reserves the right to assess the bidder's capability and capacity to perform the contract satisfactorily before deciding on award of contract, should circumstances warrant such an assessment in the overall interest of the purchaser.
- vii) In case of furniture and equipments, the bidder must submit reports on their financial statements (Audited)/balance sheet and auditors report for the last 3 (three) years (2016-17, 2017-18, 2018-19) certified by the registered chartered accountant. The minimum annual turnover should be minimum Rs. 15 lakhs.
- viii) The bidder must submit scanned copy of demand draft/banker's cheque for Rs.1000.00 (Rupees One thousand) only in favor of Principal, Sibsagar Girls' College, Sivasagar, Assam towards the payment of non-refundable tender fee.
- ix) The bidder must fill up the performance statement as per Annexure – I separately.
- x) Bidder who do not meet the criteria given above are subject to be disqualified, if they have made untrue or false representation in the forms, statements and attachments submitted in proof of the qualification requirements or have a record of poor performance, not properly completing the contract, inordinate delays in completion or financial failure, etc.
- xi) Sample of the furniture and equipments are to be inspected by team of Project Monitoring Unit, RUSA, Sibsagar Girls' College, Sivasagar, Assam before issuing supply order.



6. Item, specification and quantity of furniture and Equipments to be supplied at Annexure VII

NIT TERMS & CONDITIONS:

1. **Rates:** rates quoted in the Price Bid should be on DOOR DELIVERY at the Office of the Principal, Sibsagar Girls' College, Sivasagar, Assam as per details below:

Sl. No.	Items Description	Qty.	Rate per Unit (Rs.)	Amount (Rs.)	GST (%)	GST Amount (Rs.)	Total Amount (Rs.)
1.							
2.							

2. **Purchaser's right to accept any bid and to reject any or all bids:** The purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the purchaser's action.
3. **Notification of award:** Prior to the expiration of the period of bid validity, the purchaser will notify the successful bidder in writing, by registered letter or by cable or telex or fax (to be confirmed in writing by registered letter), that its bid has been accepted. The notification of award will constitute the formation of the contract.
4. **Signing of contract:** At the same time, the purchaser notifies the successful bidder that its bid has been accepted, the purchaser will send the bidder the contract form provided in the bidding documents, incorporating all agreements between the parties. The successful bidder shall sign and date the contract form provided in the document. A registered Power of Attorney is to be supported with the bid in favour of the person(s) who will sign the bid as well as contract form if contract is awarded.
5. **Performance Security:** Immediately after the receipt of notification of award from the purchaser, the successful bidder shall furnish the Performance Security. The supplier shall furnish Performance Security to the purchaser for an amount of 5% (five percent) of the order value, valid for a period of 3 months from the date of completion of order.
- The performance security shall be returned on completion of three months. However, if the supplier fails to execute the order or fails to perform the services as per contract, the performance security shall be encashed & the amount forfeited and the purchaser shall be at liberty to take necessary action for unreasonable/ indefinite / inordinate delay of the said supply.
6. **Failure of the successful bidder to comply with the requirement of clause 4 or clause 5 shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD (bid security), in which event the purchaser may like the award to the next lowest evaluated bidder or call for new bids.**



7. The proceeds of the Performance Security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the contract.
8. **The Performance Security shall be denominated in the Indian Rupees and shall be in one of the following forms:**

- (a) Post Office Cash Certificates, National Savings Certificates (**Certificates which are not held in the name of the bidder shall not be accepted**),
 - (b) Deposit Receipts or Bank Guarantees (in the prescribed proforma given at issued by any of the scheduled banks
9. Unsuccessful bidder's EMD (bid security) will be discharged & returned as promptly as possible.
10. **Local conditions:** It will be imperative on the bidder to fully acquaint himself of all local conditions and factors that would have any effect on performance of the Contract. The purchaser shall not entertain any request for clarifications from the bidder regarding such local conditions nor shall accept any offer conditional to the local factors. No request for any change of price or extension of time schedule of delivery of goods shall be entertained after purchaser accepts the bid.
11. **Saving clause:** No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.
12. **Reasonability of rates/ firm price:**
 - (a) During the period of the contract, if the price of any tendered item is reduced due to any reason including any Law or Act of the Central/State Government, the bidder shall be statutorily bound to intimate the reduced rates immediately to the purchaser and shall charge the reduced rates. The purchaser is empowered to unilaterally effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction of rates.
 - (b) Subject to the condition stipulated above, the prices shall remain firm for the validity period of tender and on no account any increase in price shall be entertained till completion of the tender period.
 - (c) No bidder will be allowed at any time on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation/ typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after submission of the bid.
13. The undersigned is not bound to accept the lowest rate and reserve the right to reject or cancel the tender without assigning the reason whatsoever.
14. **Validity of Quotation:** Quoted rates must be valid for 30 days from the date of quotation.
15. **Warranty:** the quoted items must have warranty for a minimum of 2 (two) years from the date of supply. The supplier warrants that the goods supplied under the contract are new, unused, or the most recent of current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or workmanship (except insofar as the design or material is required by the purchaser's specifications) or from any act or omission of
 - i. The purchaser/indenter shall notify the supplier in writing of any claims arising under this warranty.
 - ii. Upon receipt of such notice, the supplier shall, with all reasonable speed, repair or replace the defective goods or parts thereof, free of cost at the ultimate destination.



The supplier shall take over the replaced parts/goods at the time of their replacement. No claim whatsoever shall lie on the purchaser for the replaced parts/goods thereafter.

- iii. If the supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchase may have against the supplier under the contract.
- iv. The warranty for defective parts will begin de novo from the date of replacement. Supplier will pay duty and all expenses up to the destination for the replaced part.

17. **After Sales Service:** Vendors should clearly State the available nearest after sales service facilities in the region, without which their offers will be rejected.

18. **Quality Certificate:** The Bidder/manufacturer should be an ISO-9001 Certificate Firm/Company. They should provide the ISO-9001 Certificate along with the Technical Bid.

19. **Tender Fee and Earnest Money:**

Tender fee of Rs.1000.00 (Rupees One thousand) only and Earnest money of Rs. 13,000.00 (Rupees Thirteen thousand only) in favour of "Principal, Sibsagar Girls' College, Sivasagar, Assam" payable at Sivasagar, Assam only shall be submitted manually in sealed envelope super scribed with Tender No. and Bid Closing date and Time mentioned in the 'Tender'.

If the tender fee and Earnest Money in ORIGINAL of above mentioned amount is not received within bid closing date, the bid submitted through electronic form will be rejected without any further consideration.

20. **Delivery:**

- a. **Time Limit:** Maximum within 10 days from the date of issue of this purchase order.
- b. **Safe Delivery:** All aspects of safe delivery shall be the exclusive responsibility of the vendor.
- c. **Part Delivery:** Acceptance of part delivery shall be a prerogative of the institute.
- d. **Place of delivery:** Office of the Principal, Sibsagar Girls' College, Near Sivadol, Sivasagar Town, Assam, 785640.

21. **Conditional tenders not acceptable:** all the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not accepted on any ground and shall be rejected straightway. Conditions mentioned in the tender bids submitted by vendors will not be binding on Sibsagar Girls' College, Sivasagar, Assam.

22. **GST deduction at source :** In case of supply within Assam, GST deduction at source, as per Order/notification of the Govt. of Assam will be applicable.

Late and delayed tender: Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/ opening date the next working day shall be the prescribed date of closing/ opening.

24. **Payment:** Payment will be made subject to availability of fund; however the Standard Payment Terms and Conditions are as follows:

- (a) 100% payment on supply and delivery of furniture/items as per specification and satisfactory to the indenting authority.



25. The acceptance of the quotation will rest solely with The Project Monitoring Unit, RUSA, Sibsagar Girls' College, Sivasagar, Assam, who in the interest of the Department is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
26. No. of items may be increased or decreased as per the direction of The Project Monitoring Unit, RUSA, Sibsagar Girls' College, Sivasagar, Assam.
27. Applicable Law:
- (a) The contract shall be governed by the laws and procedures established by Govt. of India and subject to exclusive jurisdiction of Competent Court and Forum in Sivasagar/ India only.
 - (b) Any dispute arising out of this purchase shall be referred to The Project Monitoring Unit, RUSA, Sibsagar Girls' College, Sivasagar, Assam, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of an Arbitrator, who should be acceptable to both the parties, to be appointed by The Project Monitoring Unit, RUSA, Sibsagar Girls' College, Sivasagar, Assam. The decision of such Arbitrator shall be final and binding on both the parties.

Sd/-
Principal,

Chairman, Project
Monitoring Unit, RUSA,
Sibsagar Girls' College



Encl: ANNEXURE-I, ANNEXURE -II,ANNEXURE-III,ANNEXURE-IV

ANNEXURE-I

COMPLIANCE CERTIFICATES FOR NIT TERMS

(To be enclosed in the Technical bid)

Sl No.	NIT Terms and Conditions	Yes/No
1	Rate quoted as per instruction	
2	Validity of quoted rate for 30 days agreed	
3	EMD Submitted	
4	Payment term agreed	
5	Delivery terms agreed	
6	Warranty period agreed	
7	Technical Compliance Statement form for individual items	
8	Industry Registration Certificate/Dealership/Distributorship certificate/Manufacturer Authorization form	
9	Applicable law terms agreed	
10	All the Items Quoted as per Instruction	
11	5(five) Single Work Order of similar items value not below Rs 10 lakhs successfully within last 3(Three) Financial Years from any MNC/IITs/NITs/Central/State Govt/Semi Govt. of North East Region of India	



Signature with Seal:.....

Vendor: M/s.....

ANNEXURE-II

TECHNICAL COMPLIANCE STATEMENT FORM

An item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

(For each item to be enclosed in the Technical bid)

Item Sl No.	Specifications as per Annexure-IV	Quoted Item Specs	Complied(Yes/No)

(Technical literature/brochure should be attached along with this format.)

Please note:

1. Compliance/Deviation statement comparing the specifications of the quoted item to the required specifications. This statement should also give the page number(s) of the technical literature where the relevant specification is mentioned.
2. Bids must have supporting documents(technical literature) for all the points noted above, failure regarding which may result in rejection of bid.



Signature with Seal:.....

Vendor:M/s.....

ANNEXURE-III

MANUFACTURERS'/DISTRIBUTOR'S AUTHORIZATION FORM
(to be enclosed in the Technical Bid)

No.

Dated: _____

The Principal
& Chairman, Project Monitoring Unit,
RUSA, Sibsagar Girls' College
Assam

Dear Sir:

We..... who are established and
reputable manufacturers of..... having factories
at (address of the factory) do hereby certify that M/s..... (Name
and address of Agent) is our authorized dealer to quote against your tender enquiry
No.....
Last Date of Submission:

We hereby extend our full guarantee and warranty as per General Conditions of Contract and for the
goods and services offered by the above firm.

Yours faithfully,

(Name)

(Name of the manufacturers)



Note: This letter of authority should be on the letterhead of the manufacturer/distributor and should be
signed by a person competent and having the power of attorney to bind the manufacturer.
It should be included by the Bidder in its technical bid.

ANNEXURE-IV

SL No	ITEM NAME & DESCRIPTION	QUANTITY
For Department of Geography	Survey Umbrella : Diameter 1574.8mm (62"). Pole 31.75mm x 2108.2mm (1-1/4" x 83"). Material vinyl pole.	04
1		
2	Rock sample set(geological): Wooden with glass Display Boxes	02
3	Toposheet storage Cabinet: Good quality of Wooden/Stainless steel storage	02
4	Soil testing kit: Multi parameter Soil Field Test Kit, Automation Grade: Manual	01
5	Low Back Chair w/o arm	20
6	Center table with part storage(for 50 persons)	01
7	Map Tracing Table (for 10 students)	02
8	Table for Faculty (18000mm x 750mm x 750 mm)	01
9	Revolving medium back chair	04
10	Wall mounted storage (1200mm x 500mm x 550mm)	06
Department of Education	Human Maze learning	01
11		
12	Digital memory Drum	1 Nos.



	Finger Maze	1	
	Stop Watch	1	
15	Mirror Drawing	1	
16	Tachistoscope	1	
17	Ink Blot cards	1 set	
18	Bhatias Performance test	1	
19	Kohler's block design	1	
20	Alexander Performance test	1	
21	Montessori Apparatus	1 set	
22	Blind Glass	1 set	



25	Wall side Table	20
25	Low Back Chair w/o arm	25
25	Centre table with storage (for 40 persons)	1
26	Wall mounted storage (1200mm x 500mm x 550mm)	7
27	Table for Faculty(1800mm x 750mm x 550mm)	1
28	Revolving medium Back chair	4
29	Almirah(Stainless)	2
Department of Home Science	Bulletin Board	2
30		
31	White Board(Digital)	1
32	Work Table Centre (4500mm x 1200mm x 850mm)	1
33	Modular Cooking Area (1500mm x 750mm x 850mm)	1
34	Sink Unit (1500mm x 600mm x 850mm)	1
35	Stool with adjustable height	20

36	Table for faculty (1200mm x 600mm x 750mm)	1	
37	Revolving medium back chair	4	
38	Wall mounted storage (1200mm x 500mm x 550mm)	4	

NB : Kindly quote rates of minimum three Brands in each item with item specifications. Farms quoting of rates without brand and specification will be rejected outright.

