



PRESIDENCY UNIVERSITY
KOLKATA

86/1 Hindoo College (1817-1855), Presidency College (1855 - 2010)

Tender Notice No. : PU/FRNTR-1/14-15(1)

Dated: 17-05-2014

Sealed tenders are invited from the Original **Manufacturers and / or their Authorized certified Distributors/Dealers** for procurement of the following **Furniture of reputed brand for (A) Central Instrumentation Centre and (B) other Departments at Presidency University:**

A. For Central Instrumentation Centre:

Sl. No.	Item	Size(mm)
1	Steel Almirah (Storwell)	-
2	Glass Almirah (Storwell)	-
3	Computer Table	-
4	High backed office Chair	-
5	Visitor chair	-
6	L-Shaped Office Table	-
7	Lab Island Workbench	5400 x 1520
8	Lab Island Workbench	2400 x 1520
9	Lab Island Workbench	4200 x 1520
10	Lab Wall Sided Workbench	5400 x 760
11	LabWall Sided Workbench	3000 x 760
12	Lab Wall Sided Workbench	1200 x 760
13	Lab Wall Sided Workbench	2400 x 760
14	Lab Wall Sided Workbench	4200 x 760
15	Lab Wall Sided Workbench	1800 x 760
16	Lab Wall Sided Workbench	4800x760

B. For Other Departments :

Sl. No.	Item	Size (mm)
1.	Cushioned Chair (Cantilever, Non-Revolving, fabric upholstery, PVC arm)	
2.	Executive Chair (Revolving, Cantilever): 1. SS/Chromium plated structure 2. PVC structure 3. High back 4. Mesh back 5. Fabric upholstery/ Leatherette upholstery	
3.	Classroom Chair with desklet - PVC	
4.	Office Table - Pre-laminated Board	1200 x 600 and 1500X760
5.	Executive Table - Pre-laminated Board and Teak Wood	1830 X 970
6.	Computer table - Pre-laminated Board	1200 X 580
7.	Double Devan Wooden / Board with Mattress	78" x 60"
8.	Hostel Cot (Metal)	78" x 36"
9.	Study Table for hostel	
10.	Chair (steel frame) for hostel rooms	
11.	Almirah - Storewell (4 Shelves) (Godrej or equivalent)	
12.	4 Drawer Filing Cabinet (Godrej or equivalent)	
13.	Mobi Stack(Godrej or equivalent)	
14.	4 Door Book Case (Godrej or equivalent)	
15.	Visitors seat (three in one) SS/ Chromium plated (metal mesh and Cushioned)	
16.	Steel Book Rack (Godrej or equivalent)	
17.	Locker (Godrej or equivalent)	

Drawings of the items for Central Instrumentation Centre are attached herewith and may be downloaded. Interested tenderers are requested to send their sealed tenders as per the General **Terms & Conditions (Annexure-I)** along with details in the **Technical Bid Format and Declaration (Annexure-II)** under a **T w o-Cover System**.

The tender should consist of two separate sealed covers: (i) Cover – I containing **Technical**

Bid and Declaration in the Form under Annexure – II and (ii) Cover - II containing the Price Bid in the form of separate Quotations for the items of Central Instrumentation Centre (“A” above) and of Other Departments (“B” above) in the letter head of the bidder. Those two covers should again be put in another sealed Cover addressed to the Registrar, Presidency University, 86/1 College Street, Kolkata – 700 073 and duly superscripted with the present Tender Notice No. and Date.

The tender fees of Rs.2,500/- in the form of Demand Draft in favour of Presidency University payable at Kolkata should be put in Cover – I.

The sealed tenders will be received in the Office of the Finance Officer, Presidency University, Kolkata, PIN: 700 073 on or before 03-06-2014 by 3 P.M.

The Cover - I will be opened on 06-06-2014 at 3.00 P.M. in the Office of the Registrar, Presidency University, Kolkata. The Cover – II of the tenderers whose Cover – I documents are in order will be opened on the same day.

**Registrar
Presidency University, Kolkata**

ANNEXURE – I

GENERAL TERMS AND CONDITIONS

- (1) **Important Dates**
 - a. **Last Date of Submission of Sealed Tenders in** the Office of the Finance Officer, Presidency University: **03-06-2014 up to 3.00 P.M.**
 - b. **Date of opening of the Tenders** in the Office of the Registrar, Presidency University: **06-06-2014 at 3.00 P.M.**
- (2) **Payment Terms:** Payment shall be made after successful delivery and putting in usable condition of the Furniture at the site as specified in the Purchase Order and on submission of the bill and other necessary papers duly certified by the concerned Head of the Department. No advance payment will be made.
- (3) **Delivery of Stores:** The store items to be supplied within the delivery period as per the Purchase Order.
- (4) **Tender Fee:** An amount of Rs.2,500.00 (Rupees two thousand five hundred only) as tender fee (non-refundable) is to be paid by Demand Draft from any Nationalized Bank in favour of “Presidency University”, payable at Kolkata. **This should be enclosed along with the Technical Bid document.**
- (5) **Price:** The price shall be quoted in Indian Rupees only on free delivery at site basis. **Price shall be all inclusive except VAT / Sales Tax which is chargeable as extra at the applicable rate.**
- (6) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelopes quoting Tender No. and Date on the top of the envelope. Tender Fee should be enclosed with the Technical Bid documents in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The Original Manufacturer may bid directly or authorize their Country/Regional/State Distributors/Dealers to bid through a valid authorisation certificate wherein the prices of the above items will be specified.
- (7) **Acceptance of Tender:** The Authority of PRESIDENCY UNIVERSITY, Kolkata does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire tender bids received without assigning any reason thereof.
- (8) **Conditional Offer** will not be accepted.
- (9) **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the date of opening of the price bid.
- (10) The benefit of downward prices (revision on account of budget/financial policy, tax revision, etc.) should be given to PRESIDENCY UNIVERSITY, Kolkata by the selected bidder.
- (11) The University does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable.

- (12) **All tenders are to** be submitted to the office of the Finance Officer, Presidency University and acknowledgement to be obtained. The bids (technical and price bids) once submitted shall be the property of the University and shall not be returned to the bidder in future.
- (13) **The person/officer signing** the tender/bid documents should be delegated with an appropriate authority through an authorisation letter by the Chief Executive Officer/Managing Director / Partner of the bidding Company / Firm to sign such documents.
- (14) **Opening of Price Bids :** The Price Bids of only those bidders who are found technically qualified will be opened and the same will be opened before the technically qualified bidders.
- (15) Tenderer or his/her authorized representative (with proper authorization letter for opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
- (16) In case of any dispute, the decision of the University authority shall be final and binding on the bidders.
- (17) For any query pertaining to this bid document, correspondence be addressed to:

The Registrar
Presidency University
86/1, College Street, Kolkata-700 073
E-mail: registrar@presiuniv.ac.in

Registrar
PRESIDENCY UNIVERSITY, Kolkata

ANNEXURE - II

TECHNICAL BID DOCUMENT

FORMAT TO BE FILLED BY THE MANUFACTURERS / OR THEIR AUTHORIZED COUNTRY / REGIONAL / STATE DEALERS / DISTRIBUTORS SUBMITTING TENDER FOR SUPPLY OF FURNITURE FOR CENTRAL INSTRUMENTATION CENTRE AT PRESIDENCY UNIVERSITY, KOLKATA

1. Name of the Tenderer :
2. Status of the Tenderer :
(attach documents, if registered company/partnership/propriety ship)
3. Address (Head Office / Registered Office) with Phone No. and e-mail id :
4. Present Address with Phone No. and e-mail id:
5. Whether Original Manufacturer (OM)/ authorised dealer / authorised distributor :
(attach copy of certificate of authorization from OM)
6. Name of Proprietor / Managing partner/ Managing Director / authorised signatory :
(attach details)
7. Income Tax return / Clearance Certificate (latest) **(attach attested copy)** :
8. Name and address of at least three largest Customers with value of purchase order :
(attach copies of documentary evidences)
9. Name and address of Vendor's bankers and attach a Solvency Certificate from the Bank. :
10. Income Tax Permanent A/c No. **(attach copy)** :
11. VAT / CST Registration No. :
(attach copy of the certificate)
13. Trade Licence / ROC Certificate No. :
(attach copy of the certificates)
- 12. Details of Tender Fees Bank Draft No., issuing branch and date:**

DECLARATION

1. I, ----- Son /Daughter of Shri -----
-----, Proprietor/Partner/CEO/MD/Director/
Authorized Signatory of M/s. ----- am
competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender
and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true
and authentic to the best of my knowledge and belief.
4. I/ we am / are well aware of the fact that furnishing of any false
information/ fabricated document would lead to rejection of my tender at any
stage besides liabilities towards prosecution under appropriate law.
5. Each page of the tender document and papers submitted by my Company
is authenticated, sealed and signed, and I take full responsibility for the
entire documents submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in
PRESIDENCY UNIVERSITY, Kolkata or in any national organization or
educational institute/university for any supplies, products or services,.

Signature of the Authorized Person

Date : -----

Full Name_____

Place : -----

Designation with Seal