

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY**

**DIBRUGARH :: ASSAM**

**PIN: 786004**



**BID DOCUMENT**

**FOR**

**NAME OF THE WORK: Supply and Installation of Furniture at Dibrugarh University**

**E-TENDER No: DU/ADMN/AR/E-Tender/E-326/2024/73**

**Dated: 24/06/2024**



**OFFICE OF THE REGISTRAR : : DIBRUGARH UNIVERSITY : : DIBRUGARH**

No. DU/ADMN/AR/E-Tender/E-326/2024/73

Date: 24/06/2024

**E-TENDER NOTICE**

Tenders are invited through e-tendering process from registered suppliers/vendors of Dibrugarh University for the Supply and Installation of furniture at Dibrugarh University. For details please visit the website [www.assamtenders.gov.in](http://www.assamtenders.gov.in) and [www.dibru.ac.in](http://www.dibru.ac.in).

Detailed specification of the items, terms & conditions etc. are given as ANNEXURE at Part-B. Last date of submission of Tender as per annexure at Part-B with all relevant papers is **24/07/2024 up to 5.30 P.M.** to be submitted in the [www.assamtenders.gov.in](http://www.assamtenders.gov.in) portal.

Availability of Bid Papers	From <b>26/06/2024</b>	
Last date for submission of bids	<b>24/07/2024 up to 5.30 P.M.</b>	
Time and date of opening of bid	<b>25/07/2024 at 2.30 P.M.</b>	
Place of opening of bid	Office of the Registrar, D.U.	
Cost of document	Rs. 1,000/- (non-refundable)	(to be submitted online at <a href="http://www.assamtenders.gov.in">www.assamtenders.gov.in</a> )
Earnest Money Deposit (EMD)	Rs. 1,00,000/-	

The tender should be separately submitted in 02(two) parts, i.e. Part-A **TECHNICAL BID** and Part-B **FINANCIAL BID**. The Technical Bid shall be opened on the above mentioned date and time and the Financial Bid of only those bidders who qualify in Technical Bid shall be opened on the same date or at a later date which shall be intimated to the tenderer whose Technical Bids are found to be valid. Dibrugarh University reserves all the rights to reject any or all the tenders without assigning any reason thereof.

The Bidder shall submit both Technical and Financial Bids through on-line. One hard copy of Technical Bid only along with supporting documents and clearly marked as "HARD COPY of Technical bid" shall have to be submitted at the office of the Registrar, D.U. In the event of discrepancy between online & manual technical bid, the bid will be cancelled. **Hard copy of Financial Bid shall not be submitted** under any circumstances and violation of this shall lead to disqualification of the bid.

Sd/  
**Registrar**  
Dibrugarh University

Copy to:-

1. Dibrugarh University website.
2. Notice Board.
3. Office file.

Sd/-  
**Registrar**  
Dibrugarh University

## **Part (A)-Terms and Conditions**

### **Part (B) – Specifications**

#### **PART (A)-Terms and Conditions**

##### **GENERAL INFORMATION:**

The tender bids duly complete in all respects, along with the necessary documents should be submitted to the Registrar, Dibrugarh University. The Technical Bids so received shall be opened on 25/07/24 at 2.30 PM in the Office of the Registrar, Dibrugarh University in the presence of the representatives of the bidders. The Financial Bids of the Tenderers shall be opened on the same date or at a later date to be intimated to the tenderers whose Technical Bids are found to be valid. Right to reject any or all Tenders, without assigning any reason thereof is reserved by Dibrugarh University.

##### **Qualifying Criteria:**

1. Bidder must be registered as supplier/vendor of Dibrugarh University. Relevant documents must be submitted.
2. The bidder should be a manufacturer of nationally / internationally reputed brand or its authorized dealer / distributor. Either the bidder or the manufacturer shall have experience in dealing with the similar kind of supply and installation at Central Govt./ State Govt. / institute of national importance / educational & research institutes for last three years.
3. All the quotations must be supported by technical leaflet/ literature and the specifications mentioned in the quotation must be reflected / supported by such technical leaflet / literature.
4. Dealers or agents quoting on behalf of manufacturer must submit valid authorization certificate.
5. Manufacture should be ISO certified, and shall have to submit quality certificates like ISO-9001: 2015, ISO -14001: 2015, ISO certification 18001 2007, ISO 45001:2018 and Business & Institutional Furniture Manufacturer's Association (BIFMA) certificate.
6. The manufacturer should be registered under Indian Green Building Council (IGBC) and should also have Greenguard certification.
7. Bidder shall submit one sample of each item on returnable basis on or before the date of opening of tender for quality and specific inspection by Dibrugarh University. If the sample is found to be of inferior quality or does not comply with the specification, Dibrugarh University has the right to reject the bid.

##### **Terms and Conditions of Supply:**

1. The Bidder must be a registered supplier/vendor of Dibrugarh University.
2. All the manufacturers/ distributors/ stockists should also give a brief profile about their firm and the facilities available with them of the quoted items. Their turnover and important firms/ Government Institutes/ P.S.U.s etc. to which they are supplying quoted items, should also be mentioned along with their contact details of the authorized representative.
3. The last date and time for the submission of the bids is 24/07/24 up to 5.30 PM
4. Suppliers shall submit the following documents along with their quotations:
  - a. GST Registration No.
  - b. Technical specifications offered by the Supplier.
  - c. Technical compliance sheet as per **ANNEXURE-II**.
  - d. Technical literature regarding the offered products including diagrams.
  - e. All certifications, financial documents and any other documents whose submission is mandated by the terms and conditions of this bid.
5. The quantity of items may be increased or decreased by the University at the time of placing the final Purchase Order, based on the actual requirements.

6. Each page of the tender shall be signed in full and stamped with the seal by the supplier. The supplier must clearly state in what capacity he or she is signing the Tender.
7. Supplier should read carefully all the instructions and terms and conditions, etc. before registering rates in the BoQ of this tender.
8. ***Please read carefully*** that the Supplier shall submit their '**Financial Bid**' **ONLINE ONLY** in the BoQ format uploaded to the assamtenders.gov.in portal against this particular tender. They **SHOULD NOT** send the hardcopy of price bid to the University under any circumstance. Defying this clause will lead to **DISQUALIFICATION** of their bid. In the Commercial Bid rates should be mentioned as per BoQ. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the unprotected cells with their respective financial quotes, GST as applicable (total GST per item to be inserted in BoQ) and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be illicitly modified by the bidder, the bid will be rejected.
9. The Technical Bids shall be opened on 25/07/24 at 2.30 PM or on the next working day if the offices of the University remain closed due to any reason.
10. Technical specifications of the furniture/fixture/equipment are given as Annexure I to this document in Part B.
11. The delivery and installation should be completed within 60 days or as specified from the date of placing of the order. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.
12. If the supplier fails to deliver the article as per the delivery schedule, the University shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.
13. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority of Dibrugarh University. Articles/materials which do not conform to the specifications mentioned in the tender documents or damaged in transit shall not be accepted.
14. The bills of the suppliers shall be paid by the University after all the materials/items/equipment have been received and installed, inspected as above.
15. Vendor must submit Compliance Statement in tabular form comparing each specification of the quoted item with that given in the Tender Document Part – B (Annexure-II)
16. The suppliers shall have to provide maintenance of the items, if the supplied items happened to be found manufactured defective within the validity period. The warranty period of all items to be supplied shall be for minimum one year or as specified in the purchase order.
17. This tender document is not transferable.
18. In the event of any breach of the terms and conditions of the supply, installation and commissioning of Furniture and related items, the University may terminate the contract placed with the supplier/vendor and forfeit the Security Deposit of the supplier.
19. Whether OEM or Authorized Distributor/Dealer a letter or a valid certificate of authorization of manufacturer shall be enclosed.
20. Copy of product literature and catalogue, testing report, BEE rating, ISO *etc.*
21. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.

22. **Security Deposit:** 5 % Security Deposit of the total order value is to be submitted for a period of 01 (one) year or for the warranty period of the equipment to be supplied by the successful bidder to whom the Work Order shall be awarded in the form of Bank Guarantee or the same shall be deducted from the total bill value.
23. No advance payment or payment against Proforma invoice will be made. Payment will be made after receipt of materials in good condition and satisfactory installation/commissioning.
24. Bidder(s) shall have to quote for all the items as provided in the requirement list i.e. Part-B. Exclusion of any item as provided in Part-B in quotations submitted by a bidder will not be accepted.
25. Declaration on a Non-Judicial Stamp paper of Rs. 100/- stating non-blacklisting of the firm by any Central/State Government/ P.S.U./Higher Educational Institutions *etc.* is to be submitted by each bidder.
26. Quoted price shall be valid for a period of 180 days from the date of opening of the bid.

**NOTE:**

1. Tenderers are advised to read carefully the Terms and Conditions of supply before recording the rates in this Schedule in the BoQ.
2. No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
3. The University reserves the right to:
  - a. Accept/reject any/all tenders without assigning any reason thereof.
  - b. Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
  - c. Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary
  - d. Award the contract to one or more tenderers for the items covered by the tender.

<b>FIRST APPELATE AUTHORITY</b>	<b>SECOND APPELATE AUTHORITY</b>
Name: Vice Chancellor Address: Dibrugarh University, Rajabheta, Dibrugarh, Assam-786004 Phone: (0373)2370239	Secretary to the Govt. of Assam. Finance Department Address: 2 <sup>nd</sup> Floor, F-Block, Finance Department JanataBhawan Dispur, Assam-781006 Phone No.: 0361-2237455


**Registrar**  
Dibrugarh University


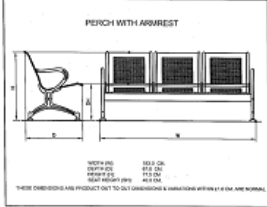
**Part - B**

**BoQ**

<b>Sl. No.</b>	<b>Item description</b>	<b>Quantity</b>
1.	Dining table for hostels	50
2.	Laboratory Chair	94
3.	Lobby Chair - 3 Seater	14

**SPECIFICATIONS FOR FURNITURES**

Sl. No.	Items	Specifications	Suggested sample
1	Dining Table	<p>Canteen Table Overall size 2400WX900DX800H , Table Top size 2360W x 900D mm Made Of Stainless steel 202Grade brushed with 18mm Thick Particle board for durability , Height of top from floor 800mm , complete Under structure Made of Prime Quality CRCA 40 x 40 x 1.2mm thick crca Pipes, Seat Size is 300mm Dia 1mmThick which is welded on 25x12x1.2mm CRCA Pipe , Seat Height From floor should be minimum 450mm , Seat main structure made of 40x40x1.2mm ,The structure should be in knockdown condition, High Quality PPCP Buffer should be used for all open end of tubes, all welding should be CO2 MIG Welding to minimise rusting on welding area, Complete structure should be free from all welding defects such as sharp edges, burr etc. All metal components should be pre-treated with zincphosphating in minimum 7 tank process and then powder coated with epoxy polyester with approved shade, Thickness of Coating should be minimum 50Micron. The product should bear IGBC, Green Pro certificate for product category. And should be BIFMA member having AIOTA (All India Occupational Therapists Association) for EDUCATIONAL AND OFFICE FURNITURE range for ergonomic design. Quality management system as per ISO 9001, ISO 14001, ISO 45001, ISO50001 from Govt NABCB Accredited agency and GRIHA certificate.</p>	

2	Laboratory Chair (Godrej or equivalent)	Seat Height: 16 inches adjustable up-to 20 inches Seat Width: 460 mm Weight Capacity: 150 Kg	
3	Lobby Chair - 3 Seater: (Godrej or equivalent)	<p>Cross Beam: Made of black powder coated rectangular M.S. ERW tube having <math>8.0 \pm 0.03</math> cm x <math>4.0 \pm 0.03</math> cm x <math>0.2 \pm 0.014</math> cm size.</p> <p>Leg and Armrest: Chrome plated made of cold rolled steel with <math>0.12 \pm 0.013</math> cm thickness. Seat Back Shell: Powder coated perforated shell made from cold rolled MS sheet of <math>0.15 \pm 0.013</math> cm thickness. Side bar made of chrome plated solid steel of <math>3.0 \pm 0.03</math> cm x <math>1.2 \pm 0.3</math> cm with fluting and plastic inserts. Shell to be assembled on the Cross Beam with M8 Bolts.</p> <p>Size: 183 cm(W) x 67 cm (D) x 77.5 cm (H) x 40 cm seat height.</p>	

Sd/-  
**Registrar**  
Dibrugarh University



## COMPLIANCE SHEET

ALL THE PROVIDED COLUMNS TO BE FILLED MANDATORILY

Sl. No.	Items	Required Specifications	Offered Make/Model	Offered Specifications	Compliance (Yes/No/remarks, if any)
1	Dining Table	<p>Canteen Table Overall size 2400WX900DX800H , Table Top size 2360W x 900D mm Made Of Stainless steel 202Grade brushed with 18mm Thick Particle board for durability , Height of top from floor 800mm , complete Under structure Made of Prime Quality CRCA 40 x 40 x 1.2mm thick crca Pipes, Seat Size is 300mm Dia 1mmThick which is welded on 25x12x1.2mm CRCA Pipe , Seat Height From floor should be minimum 450mm , Seat main structure made of 40x40x1.2mm ,The structure should be in knockdown condition, High Quality PPCP Buffer should be used for all open end of tubes, all welding should be CO2 MIG Welding to minimise rusting on welding area, Complete structure should be free from all welding defects such as sharp edges, burr etc. All metal components should be pre-treated with zincphosphating in minimum 7 tank process and then powder coated with epoxy polyester with approved shade, Thickness of Coating should be minimum 50Micron. The product should bear IGBC, Green Pro certificate for product category. And should be BIFMA member having AIOTA (All India Occupational Therapists Association) for EDUCATIONAL AND OFFICE FURNITURE range for ergonomic design. Quality management system as per ISO 9001, ISO 14001, ISO 45001, ISO50001 from Govt NABCB Accredited agency and GRIHA certificate.</p>			

2	Laboratory Chair (Godrej or equivalent)	<p>Seat Height: 16 inches adjustable up-to 20 inches</p> <p>Seat Width: 460 mm</p> <p>Weight Capacity: 150 Kg</p>			
3	Lobby Chair - 3 Seater: (Godrej or equivalent)	<p>Cross Beam: Made of black powder coated rectangular M.S. ERW tube having <math>8.0 \pm 0.03</math> cm x <math>4.0 \pm 0.03</math> cm x <math>0.2 \pm 0.014</math> cm size.</p> <p>Leg and Armrest: Chrome plated made of cold rolled steel with <math>0.12 \pm 0.013</math> cm thickness.</p> <p>Seat Back Shell: Powder coated perforated shell made from cold rolled MS sheet of <math>0.15 \pm 0.013</math> cm thickness. Side bar made of chrome plated solid steel of <math>3.0 \pm 0.03</math> cm x <math>1.2 \pm 0.3</math> cm with fluting and plastic inserts. Shell to be assembled on the Cross Beam with M8 Bolts.</p> <p>Size: 183 cm(W) x 67 cm (D) x 77.5 cm (H) x 40 cm seat height.</p>			

