

**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY
DIBRUGARH :: ASSAM
PIN: 786 004**



BID DOCUMENT

FOR

NAME OF THE WORK: Supply of Hostel and Kitchen essentials at International Hostel of Dibrugarh University

TENDER No: DU/Admn/AR/E-229/NIT/2019/2024/79

Dated 02/07/2024



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/Admn/AR/E-229/NIT/2019/2024/79

Date: 02/07/2024

NOTICE INVITING TENDER

Sealed tenders are invited from registered vendors of Dibrugarh University for Supply of Hostel and Kitchen essentials at the International Hostel of Dibrugarh University. For details please visit the website <https://dibru.ac.in>. Detailed specification of the items are given as **ANNEXURE-I** at **Part-B**. Last date of submission of Tender is **01/08/2024 up-to 12:00 Noon**. The bids are to be submitted at the Tender Box placed at the Office of the Registrar, Dibrugarh University, Dibrugarh, Assam.

Availability of Bid papers	From 03/07/2024
Last date for submission of Bid	01/08/2024 up to 12.00 Noon
Time & Date of opening of Bid	02/08/2024 at 3.30 P.M
Place of opening of Bid	Office of the Registrar, D.U.
Cost of Document	1,000/- Non refundable
EMD	2.5% of the total tender value

The tender should be separately submitted in 02 (two) parts, *i.e.* **Part - I** TECHNICAL BID and **Part – II** FINANCIAL BID. And then both the envelopes should be sealed in one envelope super scribed as *'Tender for Supply of Hostel and Kitchen essentials for the International Hostel, Dibrugarh University'*. 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 read the terms and conditions and should abide the same unconditionally. Bids with conditions will be rejected.

Sd/-
Registrar
Dibrugarh University

Copy to:

1. The Deputy Registrar (Admn.), D.U. for information and necessary action.
2. The Assistant Registrar (Admn.), D.U. for information and necessary action.
3. The Programmer, D.U. is requested to upload the same in the University website.
4. Notice Board
5. Office File

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Registrar
Dibrugarh University

IMPORTANT: Read all the instructions and Terms and Conditions carefully before submitting the quotation. Non compliance of the Terms and Conditions would lead to rejection of bids.

Part A - Terms and Conditions

Part B - Specifications

PART A - TERMS AND CONDITIONS

GENERAL INFORMATION:

This tender is only meant for the registered firms of Dibrugarh University. Bidder(s) who are not registered in Dibrugarh University is requested not to participate in the same.

A. LANGUAGE:

1. Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and Dibrugarh University, shall be written in English language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by a self-certified accurate translation of the relevant passages in English language, in which case, for purposes of interpretation of the Contract, this translation shall govern.
2. The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

- B. 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 **02/08/2024 at 3.30 P.M.** 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. The bidder should be an authorized dealer / distributor of the products. Bidders having the 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 will be given preference.
2. 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.
3. Dealers or agents quoting on behalf of manufacturer must submit valid authorization certificate.
4. The University shall call for sample of all or any item quoted / ordered and described in the quoted specification. Dibrugarh University shall approve the items as per sample to be supplied by the successful bidder(s).

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Registrar
Dibrugarh University

TERMS AND CONDITIONS OF SUPPLY:

1. The last date and time for the submission of the bids is **01/08/2024 up-to 12.00 Noon**
2. Suppliers shall submit the following documents along with their quotations:
 - (a) GST Registration No. (to be attested by the bidder)
 - (b) PAN Card No. (to be attested by the bidder)
 - (c) Technical specifications, if relevant.
 - (d) Technical compliance table
3. 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.
4. 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.
5. Supplier should read carefully all the instructions and terms and conditions, etc before registering rates in prescribed schedule of the tender. Taxes and duties etc. should be shown separately.
6. The Technical Documents shall be opened on **02/08/2024** or on the next working day if the offices of the University remain closed due to any reason.
7. Technical specifications of the hostel and kitchen essentials are given as ***ANNEXURE-I*** to these papers in **Part B**.
8. The delivery should be completed within **15 days** or as specified from placing of the order. No extension shall be granted to the suppliers for the period of delivery, under any circumstances.
9. 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.
10. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit shall be accepted.
11. The payment/bills of the suppliers shall be paid by the University after all the materials/articles/essential have been received and inspected as above.
12. Vendor must submit Compliance statement in tabular form comparing each specification of the quoted item with that given in the Tender Document **Part - B**.
13. The warranty period shall be in conformation of the manufacturer's policy and items/products which do not carry any warranty period shall carry minimum one year or may be more as mentioned in the Tender Document.
14. This tender document is not transferable.
15. In the event of any breach of the terms and conditions of the supply, the University may terminate the contract placed with the supplier and forfeit the security deposit of the supplier.
16. A valid certificate of authorization of manufacturer shall be enclosed with the items as applicable.









17. 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.
18. **Security Deposit:** 5 % Security Deposit is to be submitted for a period of 01 (one) year or for the warranty period of the equipment/items by the successful bidder or to whom the purchase order shall be awarded in the form of Bank Guarantee or the same shall be deducted from the total bill value.
19. No advance payment or payment against Proforma invoice will be made. Payment will be made after receipt of materials/items in good condition.
20. *Bidder(s) shall have to quote for the items as provided in the requirement list i.e. Part-B as per the format of FINANCIAL BID (ANNEXURE-III).*
21. **Insurance:**
Unless otherwise specified in the Special Conditions of Contract (SCC), the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the SCC.
22. **Force Majeure:**
The Supplier shall not be liable for forfeiture of its Security Deposit, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
23. **Packaging & Documents:**
 - i. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract or supply order. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
24. **Clarifications of Bidding Documents:**
Any intending bidder requiring any clarification of the Bidding Document shall communicate in writing to Dibrugarh University in the address as specified in the tender document with reference to the Bidding Document. The competent authority of Dibrugarh University will respond in writing to any request for clarification, provided that such request is received within a period specified in the bidding tender document.
25. **Amendments to Bid Documents:**
 - i. At any time prior to the deadline for submission of bids, the competent authority may, for any reason deemed fit by it, amend, or modify the Terms and Conditions, Specifications of the Bidding Documents by issuing Amendment(s).Such Amendment(s) will be published on the University website and the same shall be binding on all prospective Bidders.
 - ii. To give reasonable time to prospective bidders to take necessary action in preparing their bids, Dibrugarh University may, at its discretion extend the deadline for the submission of bids and other allied time frames, which are linked with that deadline.










- iii. Any bidder who has downloaded the Bidding Documents should check the Amendment(s), if any, issued on the Dibrugarh University's website. The competent authority of Dibrugarh University shall not be responsible in any manner if prospective Bidders miss any Amendment(s) published on its website.
26. **Period of Validity of Bids:**
- i. Bids shall remain valid for a period of 180 days after the bid submission deadline date prescribed by the University. A bid valid for a shorter period shall be rejected by the University as non-responsive.
27. **Subcontracting:**
- i. The Supplier shall not sub-let or sub-contract the contract awarded under the Contract if not already specified in the bid.
28. **Award of Contract Criteria:**
- i. Subject to Clause 30 (c) stated below, the tender inviting authority shall award the Contract to the Bidder whose bid has been accepted after evaluation of bids.
 - ii. After evaluation of the bids, if the Tender Committee of Dibrugarh University finds that any bidder cannot provide all the items as required then the contract shall be awarded to more than one bidder by splitting the quantity of similar items or different items as given in Schedule of Requirements.
29. **Correction and Arithmetical errors:**
Provided that the Bid is substantially responsive, the Bid Evaluation Committee shall correct arithmetical errors in the following cases, namely:
- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
 - ii. if there is an error in a calculation of the total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and
 - iii. 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 (i) and (ii) above.
 - iv. if the price bid is ambiguous leading to two equally valid total price amounts, the bid shall be treated as non-responsive and shall be rejected.
 - v. bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction shall result in the rejection of the Bid.
30. **Advise to Bidders:**
- a. Tenderers are advised to read carefully the Terms and Conditions of supply before recording the rates in this Schedule.
 - b. No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
 - c. The University reserves the right to:
 - i. Accept/reject any/all tenders without assigning any reason thereof.
 - ii. Revise the quantities at the time of placing the order without change in the rate





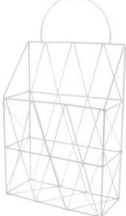


- quoted by the bidder.
- iii. Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary
 - iv. Award the contract to one or more tenderers for the items covered by the tender.

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Registrar
Dibrugarh University




Specification of items (PART-B)

Sl. No.	Specifications	Image	Qty.	Whether complied (Yes/No)
1.	Induction cooker 5 liter.: Steel Induction Compatible Inner Lid Pressure Cooker, Finish Type: Non Stick, Product Dimensions: 41.9D x 24.4W x 20.2H Centimeters, Special Feature Airtight, Freezer Safe, Chip-Resistant, Vacuum Tight, Wattage 1000 Watts, Item Weight 4.9 Pounds. [Brand: Hawkins or equivalent]		10 nos.	
2.	Aluminium Non Stick Deep Kadai with Glass Lid - 2.5 Litre, 24 cm 5 Layer Coating Soft Handle Stain Resistant Induction Base 2 Year Warranty [Brand: Hawkins or equivalent]		10 nos.	
3.	Deep frying with durable granite-finish coating, superior 5 layer, scratch-resistant non-stick coating for even browning and cooking. 4 mm thick body for durability and even heat distribution. Metal spoon compatible cooking surface. Stay-cool handle. PFOA-free. Compatible with gas and induction cooktop. one year warranty on the product. [Brand: Hawkins or equivalent]		10 nos.	
4.	Electric Kettle with Stainless Steel Body, 1.5 litre, 16.5L x 20W x 23H Centimeters. 1500W electric kettle with concealed heating elements. The kettle should be able to boil up to 1.5 litres of water in 5 to 7 minutes [Brand: Milton or equivalent]		20 nos.	
5.	Stainless Steel Dinner Plate Set (25.5cm dia, Wall Design). Made from safe and durable 100% food-grade stainless steel and heavy gauge material. Smoothened design for easier handling. Shiny and polished finish. Dimensions- 252 x 18 mm; Depth: 16 mm; Weight: 305 gm (Per Pc Wt); Item Shape: Round		20 pcs	
6.	Made from high quality Stainless Steel Heavy Gauge Round Shape Glass for drinking and serving Water		50 nos.	
7.	Glass: Highball glass cylindrical shape. 100% lead-free and made from food-grade materials.		50 nos.	
7.	Cup & Saucer: cup capacity: 140ml, saucer dia: 13cm, microwave safe, Style-145 ml, Included Components:14-Piece Cup, 6 -Piece, Shape Round, Pattern: Solid, Dishwasher Safe [Brand: Borosil or equivalent]		2 set	

8.	Quarter Plates: To be made from Quality Food Grade Stainless Steel material and can ideally be used for serving Side Lunch or Dinner food items. Easy to clean and wash. Silver shining and highly durable. Dimension - Width -28.5 Cm & Height -28.5 Cm		50 nos.	
9.	Stainless Steel Cutlery Set of 25, Contains Master Spoons Set of 6, Table Spoon Set of 6, 6 Fork, 6 Soup Spoons, 1 Stylish Stand, Elegant Cutlery Set for Dining Table, Mirror Polished.		6 sets	
10.	Serving Spoons: Handle Material Stainless steel serving spoons: Suitable For Cooking, Serving Food even at the Temperature Range - 100 to 100. Weight: 400 g. Warranty: 12 Months.		40 pcs	
11.	Mixing Bowl with lid Borosilicate Glass Bowl Microwave & Oven Safe Set of 3 500ml, 1000ml, 1600ml.		10 sets	
12.	Serving Tray: Color: Silver, To be made from Material: Stainless Steel and should be Microwave Safe. Size: Big.		5 nos.	
13.	Steel Strainer & Drainer: Steel Kitchen Fruit/Vegetable/Rice Basket Strainer & Drainer with Handle Drain Basket Type: Strainer; Color: Silver, Shade: silver, Collapsible: No, Material: Steel, Finish: Glossy, Shape: Round		10 nos.	
14.	Juicer Mixer Grinder: 500 W Juicer Mixer Grinder (3 Jars, Any colour) equipped with three high-grade stainless steel jars. The mixer-grinder should be compatible to run on a voltage range of 220 to up to 240 V, ensuring excellent grinding results while safeguarding the motor against voltage fluctuations. The jars should have the measurement of Depth: 31.4 cm, Height: 23.5 cm, Width: 19 cm & its weight be of approximate 3.85 kg. [Brand: Maharaja, Prestige or equivalent]		3 nos.	
15.	Kitchen Knife: Sleek Serrated Edge Stainless Steel Knife. Blade Material: Stainless Steel, Handle Material: Stainless, Blade Edge: Serrated, Blade Length: 17 Centimetres, Construction Type: Forged Item Weight 0.02 Kilograms.		10 pcs.	
16.	Tea Strainer: It should be made of stainless steel, Color: Silver, dimension: 24x10x5 cm and should have 2 layers of extra strong mesh. Size: 10 cm.		3 nos.	

17.	Clothes Hanger: It should be 3-Tier Folding Clothes Rail Clothes Horses Drying Rack. The material should be stainless Steel and the product dimensions are: 68.6D x 76.2W x 172.7H Centimeters. Features : 3 Tier Clothes Drying Area, 6 Retractable Trays And 2 Side Wings. Each Ainer should have the provision to fold down to Conserve Space.		20 nos.	
18.	Iron Press: 1000 Watt Dry Iron for clothes with Weilburger Non Stick Soleplate coating 5 level safety 2 Years Replacement Warranty. Special Feature: Temperature Control, Product Dimensions: 25.8L x 10.3W Centimeters. [Brand: Philips or equivalent]		5 nos.	
19	Folding Premium Ironing Board/Table with Iron Holder, Foldable & Adjustable (122 x 47cm). Product Opening Dimension - 122 cm (L) x 46cm (B)x 77cm (H)		5 nos.	
20.	Induction cooktop: 1600 Watts Induction Cooktop with automatic power & temperature adjustment, automatic Voltage Control. It should carry one year warranty. Voltage: 230V, Wattage: 1600Watt. It should work with Induction base cookware- bottom diameter between 12cm-26cm. Control Panel should have push button. The product should be equipped with aerodynamic cooling system and automatic voltage regulator. It should be Anti- Magnetic Wall, Dimensions: 38cm(Length)x26cm(Width)x6cm(Height) [Brand: Prestige or equivalent]		5 nos.	
21.	Newspaper & Magazine stand: Metal Iron Magazine Rack, Newspaper Rack Wall-Mounted -Decoration Design Vintage Industrial (Color : White, Size : 35 X13 X65cm). Size:35*13*65cm. Color: Any Color, Material: iron Style.		2 nos.	
22.	Big Charcoal Stand Barbeque Grill: The Power Source is Charcoal. Shape: rectangle. Weight: 6kg (approx.). Heavy-Duty 88 cm with 15 Skewers. Product dimensions (L x W x H) 88 x 32 x 87.5 cm. Accessories Tong, Grill, Hand Glove, 15 Skewers & Coal. It should have 4 Legs & 2 Wooden Handle. Superior Powder coated finish. Accessories with the product are : 1 Tong, 1 Grill, 1 Hand Glove, 15 Skewers & 1/2 Kg Coal.		3 nos.	
23.	Stainless steel casserole (silver) 1500ml: Capacity-2.5L; Material: Stainless Steel, Shape: Round. The product should be Dishwasher Safe, Airtight, Oven and Broiler Safe, Freezer Safe, Flame Safe with a glassy design. [Brand: Milton or equivalent]		10 nos.	

24.	Burner Toughened Glass, LPG Cooktop Gas Stove, Manual Ignition Stove, Ergonomic Knob with 1 Year Warranty, ISI Approved, the product should have Pan India Service. It should also be accompanied by a lighter. [Brand: Prestige or equivalent]		6 nos.	
25.	Wall Clock with Battery Included, Dimensions: Length: 12, Width: 3, Height: 12, Dimensions (In Centimeters), Length: 30.48, Width: 7.62, Height: 30.48, Shape: Round, Warranty: 6 Months		2 nos.	
26.	Single size Mattress with Bedsheet: The size of the mattress should be 2050 (L) X 1000 (B) X 476/839 mm.		40 nos.	
27.	Polyester Micromink Summer AC/Mild Winter/Heavy Winter Sherpa Blanket Super Soft Flannel Solid/Plain, Blue & Grey, Size 150 x 228 Cms (Approx 4x7 ft) (Single)		40 nos.	
28.	Super Soft Microfiber Pillow for Sleeping, Basic Size 41 x 61 cm. The cover should be provided.		40 nos.	
29.	Footmat: Microfiber Striped Anti-Skid Set Of 2 Bathmats (Turquoise & Pink, 35X50 Cm, Rectangular)		20 nos.	
30.	Cheese Grater for Kitchen Stainless Steel Carrot Greater Ginger Slicer, Vegetable, Fruit Grinder - with Steel Protective Cover, Dishwasher Safe -27" cm Flat		5 nos.	
31.	Mosquito Net for Single Bed/Double Bed, 2050 (L) X 1000 (B) X 476/839 mm. Insect Protection Net		40 nos.	
32.	2 Slice Auto Pop up Toaster. A Smart Bread Toaster for Your Home (750 Watt). [Brand: Philips or equivalent]		4 nos.	
33.	Wood Cutting Board/Chopping Board. Dimension: 34L x 24W x 1.8Th Centimeters. Reversible.		6 nos.	
34.	Stainless Steel Bowl (400 ml), Size: 20 cm.		50 nos.	

35.	Eco-Storage Plastic Container Set for Kitchen & Refrigerator, Set of 6 - (capacity: 400 ML)		10 sets	
36.	5 Pcs Stainless Steel Cooking Utensils Set Kitchen Gadgets Utensil Set Includes Spatula, Ladle, Skimmer, Cooking Spoon for Daily use		6 sets	
37.	Stainless Steel Tea Pan, Induction Base: Capacity: 1.5 Litre: Material Stainless Steel, Finish Type: Steel, Product Dimensions: 322D x 152W x 133H Centimeters, Item Weight: 150 Grams.		6 nos.	

* The above used images are only for descriptive & illustrative purpose and do not intend to advertise or promote any product/brand.

Sd/-
Registrar
Dibrugarh University

UNDERTAKING BY THE BIDDER

Affidavit

(To be submitted on non-judicial stamp paper of minimum Rs 100/- duly certified by Notary)

We, M/s. (the Bidder), (the names and addresses of the registered office) hereby certify and confirm that:

1. We or any of our promoter(s) / director(s) / partner(s) are not blacklisted or otherwise disqualified pursuant to any debarment proceedings by any Central or State Government, Local Government or Public Sector Undertaking in India from participating in any bidding process, either individually or as member of a consortium as on the_____ (Date of Signing of Bidder).
2. We are not insolvent, in receivership, bankrupt, being wound up, having our affairs administered by a court or a judicial officer, having our business activities suspended or subject of legal proceedings for any of the foregoing reason;
3. We or any of our promoter(s), director(s), partner(s) and officers are not convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process.
4. There is no conflict of interest in submitting this Bid.
5. We shall abide by the clauses/ conditions of Bidding Documents issued by the competent authority and any amendment made thereafter.

We further confirm that, we are aware of the fact that, our Bid submitted in response of the Tender Ref. No.....or supply of , would be liable for rejection in case any material misrepresentation is made or discovered at any stage of Bid evaluation or thereafter during the agreement period.

Dated thisDay of, 20.....

Name of the Bidder

.....

Signature of the Authorized Person.....

FINANCIAL BID

[The Bidder shall fill in the Financial Bid in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods specified by the Purchaser in the Schedule of Requirements]

Sl. No	Description of Goods	Unit Price (INR)	taxes, duties to deliver goods at final destination	Total Price of Goods (INR)
1.				
2.				
Total Amount (INR)				

Signature and seal of bidder's authorized signatory

CHECKLIST

Sl. No.	Particulars	Whether Submitted 'Yes'/'No'/'N/A' (Not Applicable)	Remarks
1.	Name, Address & Contact of the bidder:		
2.	GST certificate (self attested)		
3.	PAN Card (self attested)		
4.	Authorization Letter, if relevant.		
5.	Experience certificate		
6.	Compliance sheet		
7.	Financial Bid		
8.	Warranty period certificate, if relevant.		
9.			

Signature & Seal of the bidder.