



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय
AMARKANTAK (M.P.), अमरकंटक (म.प्र.) 484 887
(A National University established by an Act of Parliament)
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Ref.No. IGNTU/ P/2015/22


Date: 20.8.2015

TENDER NOTICE

Subject : Tender for Supply of 3 Seater Visitor Steel Chair

Indira Gandhi National Tribal University, Amarkantak is inviting Quotation in sealed envelope from the manufacturing company / their authorized dealer only for supply of 3 Seater visitor Steel chair as per the following specification/ drawing & design

Please quote your competitive rates for items as mentioned below with complete specification, details, warranty etc. so as to reach to the Office of Registrar, Indira Gandhi National Tribal University, Lalpur, Amarkantak-484887 (M.P.) **on or before 10th September 2015 at 5.00 PM through Registered Post /Speed Post only .**

Sl. No.	Particulars of the Material Supplied	Approximate Quantity Required
1	 <p>Make : Godrej or Equivalent Three-seats steel chair: with Chrome Plated Arms & Legs Perforated Seat & Back : Silver Grey Powder Coated & Chrome. Size (in mm ±20) : 1860 (L); 760 (D); 790 (H)</p>	50 (Fifty) Nos.

Note : The aforesaid items must be as per the Specification provided

General Terms & Conditions (Please read the tender document carefully)

1. The Tender must be submitted in **prescribed format**. The Technical offer should include all details on specifications asked for as mentioned above. In technical proforma the details of specification, quality, manufacturing details, capabilities, previous supply commitments and other specifications should be given with the suppliers' credentials and second one should contain Price Bid only. Catalogue of the Equipments should also be enclosed with specifications.
2. The envelop should be duly sealed and should be duly super scribed with Tender for supply of 3 Seater Steel visitor Chair .
3. The Cost of the Tender form is **Rs.500/- (Five hundred only)** which is to be deposited in the shape of DD only (**non refundable**) and submitted along with the technical Bid. The DD should be made in the same manner that is of EMD Deposit.
4. The quantity mentioned above is indicative and may increase or decrease at the time of placing Supply order.
5. The bidder must submit **an EMD of Rs. 35,000/- (Rupees Thirty five thousand Only)** in form of Demand Draft from any nationalized bank in favour of "Indira Gandhi National Tribal University, payable at Central Bank of India, Amarkantak (IFSC CodeCBIN0284695) or State Bank of India, Amarkantak (IFSC code SBI0004674). Without EMD the tender will be rejected.
6. Payment will be released after successful supply, fitting and successful installation of Equipments. No advance or partial payment request will be entertained.
7. Taxes as per norms of Govt. of India and No packing/forwarding charges will be paid extra.
8. The rate should be quoted on F.O.R. University Campus, Lalpur, Amarkantak basis.
9. Unsealed quotations will be rejected summarily and quotations must reach on or before the due date.



Indira Gandhi National Tribal University

(A Central University established by an Act of Parliament)

Amarkantak – 484 887 (M.P.)

Ref. No. : IGNTU/P5/2015/22

Date : 20/08/2015

Subject : Tender for Supply of 3 Seater Visitor Steel Chair

TECHNICAL PROFORMA

Section 1: Organization Details and General Information :

1. Name of Company/ Organization/ Dealership Firm :
2. Street Address :
3. P.O. Box and Mailing Address :

Postal Code : City :

Country :

4. Tel. : 5. Fax :
6. Email : 7. Address :

8. Type of Business (Tick only)

Corporate/Limited : Partnership : Other (Specify) :

9. Nature of Business :

Manufacturer : Authorized Dealer : Trader :

Consulting Company : Other (Specify) :

If you mark “Authorized Dealer” , please provide proof or certificate(s) from your manufacturer(s) that you are authorized to offer their products. Valid Dealership Certificate must be enclosed .(without this certificate the tender will not be considered)

10. Year of Establishment

11. Other Information

(a) License No./ Regn. Details/Country where registered (Attach proof)

- (b) PAN No. (attach photocopy of PAN Card)

- (b) CST No. (attach proof of regn. no)
- VAT No.(attach proof of regn.no.)

Section 2: Financial Information (Please attach a certified copy of recent balance sheet)

12. Annual Value of Total Sales for the last 3 years : (as per Audited Balance Sheet)

Year : Rs. Year : Rs.

Year : Rs.

13. Annual Value of Export Sales for the last 3 years :

Year : Rs. Year : Rs.

Year : Rs.

14. Bank Name :

Address :

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IFSC Code :

15. Bank Account Number :

16. Please attach a listing of reference sources for equipment supplied by your firm within the last 12 months. *(Please also indicate fax numbers and contact person for your reference sources.)*

SECTION-3 : Technical Capability and other relevant Information:

17. (a) The Tender should be submitted in prescribed proforma. The Technical details should include all details on specifications asked for as mentioned in tender notice In technical Bid the details of specification, quality, manufacturing details, capabilities, previous supply commitments and other specifications should be given with the suppliers' credentials and Second one should contain Price Bid only.

(b) Vendor must be a registered corporate entity in India. In case of companies incorporated outside India, they should mention an authorized service entity who would provide post purchase services on behalf of its principal. Vendor should be a registered or Authorized dealer on behalf of such manufacturer having at least 5 years experience in similar business. (Please attach copy of the same). Dealer has to enclose authorized Dealer ship certificate of the manufacturing company. Vendor should be an ISO 9001 and ISO 14001 company. (Please enclose copy of relevant certifications).

Audited Balance sheet and Profit and Loss account (amount in Rupees) for last three years must be submitted.

(c) **SPECIFICATIONS** are basic essence of the product. It must be ensured that the offers are strictly as per our specifications. At the same time it must also be kept in mind that merely copying our specifications in their quotation shall not make firms eligible for consideration.

A quotation has to be supported with the printed technical leaflet/literature (wherever applicable and available like in case of scientific items, and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/literature model quoted/tendered specifications should invariably be highlighted in the leaflet/literature for easy reference.

18 Detail of EMD : Amount :

DD No. : Bank Details :

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19 Do the Goods being supplied by you confirm the National/International Standards?

Yes : No

20 Quote your Rate offered in the Financial BID proforma (Separately given) for each department in separate envelops.

Section 4: Experience

21 Recent supplies with the Government Organization :

Organisation	Value	Year	Equipments Supplied	Destination
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____

Section 5: Other

22 Please list any current legal disputes in which your company may be involved.

23 List any national or International Trade or Professional Organizations of which your Company is a Member.

24 Certification:

I, the undersigned, warrant that the information provided in this form is correct, and in the event of any changes in any information given the details will be provided as soon as possible.

Date : _____

Authorized Signatory with Seal

25 List of attachments

- 1.
- 2.



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Amarkantak – 484 887 (M.P.)

www.igntu.nic.in

Ref. No. : IGNTU/P/2015/22

Date: 20 /08/2015

Subject : Tender for Supply of 3 Seater Visitor Steel Chair

FINANCIAL BID

Sl. No.	Particulars of the Material Supplied	Approximate Quantity Required	Rate per Unit In Rs.	Total value of approximate quantity In Rs.
1	 <p>Specification: Make : Godrej or Equivalent Three-seats steel chair: with Chrome Plated Arms & Legs Perforated Seat & Back: Silver Grey Powder Coated & Chrome. Size (in mm ± 20) :1860 (L); 760 (D); 790 (H)</p>	50 (Fifty) Nos.		

Total Value: Rs. _____

Discount if any _____

Taxes if any _____

Net Amount _____

In words (Rupees) _____

Note: The Rates must be quoted FOR Univ. Campus, Lalpur, Amarkantak

Date :

Full Signature with Seal of the Tenderer

General Terms & Conditions of the Tender

The sealed quotation shall be superscribed with “**Tender for Supply of 3 Seater Visitor Steel Chair**”

1. Technical brochure/leaflet/catalogue etc. of the quoted items shall be submitted along with the quotation.
2. **Discount, if any:**

Special concession/discount applicable for Educational Institutions, if any, must be clearly mentioned at the time of submission of quotation.
3. THE BASIC PRICES SHOULD BE QUOTED IN F.O.R University Campus, Lalpur, Amarkantak (M.P.) only. No packing/forwarding charges will be paid extra..
 - (i) The offer should include the following:

Cost of the equipment inclusive of all taxes & statutory levies and charges for onsite installations in the campus of University
 - ii) 3 years onsite comprehensive warranty covering all parts & labours. This period will start from the date of installation and successful acceptance of all the goods by the University.
 - iii) Insurance to cover equipment up to the site of installation & successful acceptance of the equipment at University.
 - iv) Special discounts/rebates, wherever applicable, keeping in view that the supplies are being made to an educational institution, may please be indicated.
 - v) Wherever applicable, rates under duty exemption/high sea sales agreement should be quoted.
4. The article must be delivered without any extra cost at the University and will also have to be installed free of cost.
5. **Validity of Rate :** The quoted rate should be valid for a minimum period of 1 year.
6. **Delivery Period :** The article is to be delivered & installed within 45 days from the issue of Supply Order.
7. **Liquidated Damages :** Any delay in supplying the article from the stipulated date of delivery, will attract LD. Liquidated Damage at the rate of 0.5% per week and limited to maximum 10% of total value of the Work Order. The authority reserves the right to cancel the purchase order when LD accumulates to 10% or more.
8. **EMD :** The bidder shall submit the EMD as prescribed in shape of Demand Draft drawn in favour of Indira Gandhi National Tribal University payable at Central Bank of India, Univ. Campus Branch, Lalpur, Amarkantak, MP (IFSC CODE CBIN0284695) /State Bank of India, Amarkantak branch(IFSC CODE -004674) , which will be refunded to the successful bidders without any interest after six month from the successful completion and installation of the work order and EMD of unsuccessful bidder shall be refunded within 15 days from the date of opening of the tender through speed post at their corresponding address. Without EMD the Tender will be rejected.

9. **Payment** : Payment will be made after supply, and physical verification of the ordered quantity of materials at our end in good condition. No advance or partial payment request will be entertained.
10. The bidders shall quote all Govt. Taxes separately in the quotation/invoices.
11. Sealed envelopes accompanied with prescribed form should be addressed to the Registrar, Indira Gandhi National Tribal University, Amarkantak (M.P.), 484887 and should reach on or before 10.09.2015, 5.00 PM through Registered post /Speed Post only. Unsealed quotations/Quotation without EMD will be summarily rejected. University will not responsible for any Postal/Transit delay.
12. The bidders shall submit the copy of the valid PAN No. along with the quotation.
13. The quality as specified is only acceptable. The quantity of materials may be increased or decreased as per requirement.
14. The applicable Tax will be deducted at the time of payment of bills and certificate shall be issued to the successful bidder as per rule.
15. University reserves the right to accept or reject any quotation without assigning any reason thereof.

Registrar