



DAV UNIVERSITY

Jalandhar-Pathankot Highway (NH 44), Sarmastpur - 144 012, Jalandhar, Punjab, INDIA

Tel: +91-181-2708845; Email: registrar@davuniversity.org

Website: www.davuniversity.org

(Tender Document for Supply and Fixing of Chairs in Auditorium)

Bids are hereby invited in respect of the item mentioned below in two envelop system. The quotations should be sent directly on the above address in the sealed cover so as to reach this office on or before **10th February 2020, 05:00pm.**

The right of acceptance or rejection of any bid without assigning any reason is reserved. Necessary literature of the quoted items may please be attached. Please quote for F.O.R. at Site, DAV University, Sarmastpur, Jalandhar/Destination.

The quotations should be accompanied by Application Fees in shape of Bank Draft in name of Registrar, DAV University, Jalandhar and terms & conditions duly signed by bidder.

Note: - The complete tender document may be downloaded from the University website i.e. www.davuniversity.org

	Event	Date & Time
I	Cost of Tender Documents/Application Fee. (Non-Refundable)	Cost of Tender Document: Rs. 600/- to be deposited as DD/Bankers' Cheque along with Technical Bid

I	Date of publication	27/01/2020
II	Downloading of tender document	Start date:- 27/01/2020 End date:-10/02/2020 05:00PM
III	Physical submission of Tender and other necessary pre-qualification documents.	Start date: -- 27/01/2020 End date: -- 10/02/2020 05:00PM
IV	Opening of Technical Bid and meeting for scrutiny of technical bid and declaring eligible bidders.	Date: -- 11/02/2020
V	Opening of Financial Bid of only eligible technically qualified bidder determined by Committee.	To be informed after checking eligibility/Technical Specifications
VI	Place of opening of bids	Admin Block, D.A.V. University, Jalandhar-Pathankot National Highway (NH-44) Sarmastpur, Jalandhar -144 012, Punjab, India
VII	Address for communication	Registrar, D.A.V. University, Jalandhar-Pathankot National Highway (NH-44) Sarmastpur, Jalandhar -144 012, Punjab, India

Registrar,
D.A.V. University,
Jalandhar-Pathankot National Highway (NH-44)
Sarmastpur, Jalandhar -144 012, Punjab, India

CHECKLIST FOR TENDER DOCUMENT

S. No	Checklist	Tick (Yes/No)
1.	Whether Cost of Tender Document as mentioned above in the shape of Demand draft/ Banker Cheque in favor of Registrar, DAV University, payable at Jalandhar has been attached? If yes, DD/B.C No. _____ dated _____ and _____ name of the Bank	Yes/No
2.	Have you made three separate envelopes named Technical Bid, Financial Bid & /Application Fee	Yes/No
3.	Have you put the envelopes mentioned in S. No 2 (above), in a single envelope and named “Tender for Supply and Fixing of Chairs in Auditorium”	Yes/No
4.	Have you sealed all the above mentioned envelopes Properly	Yes/No
5.	Have you signed the terms and conditions mentioned in Section-V and enclosed with technical bid.	Yes/No
6.	Have you mentioned your address on the envelope mentioned	Yes/No
7.	Have you written the following address on the envelope mentioned in S.No 3 (above) <div style="text-align: center;"> Registrar, DAV University, Sarmastpur, Jalandhar - Pathankot National Highway (NH 44) Jalandhar - 144 012 (Punjab) </div>	Yes/No
8.	Do you agree to provide delivery/installation period less than 45 Days view of condition No. 4 of Section-V?	Yes/No
9.	Do you agree to provide the items F.O.R. at Site, DAV University, Sarmastpur, Jalandhar?	Yes/No
10.	Do you agree to provide 04 months validity of tender as per condition No. 26 of Section-V?	Yes/No
11.	Have you submitted the rates only in Financial bid?	Yes/No
12.	Have you submitted the authorized dealer/distributer certificate	Yes/No
13.	Have you submitted the Photographs of the types of chairs/sofas required	Yes/No

SECTION-I

1. Invitation for Bids

1. 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 tenderers risk and may result in the rejection of the bid.
2. Sealed offer should be submitted to Registrar, DAV University, Sarmastpur, Jalandhar, not later than the date and time laid down, at the address given in the schedule for invitation to Tender under Clause 8 (A) of Section I.
3. All bids must be accompanied by Application Fees in the form of Bank Draft / Bankers Cheque drawn from a scheduled bank in favour of the Registrar, DAV University, Jalandhar, payable at Jalandhar.
4. This tender document is not transferable. The categories of items and quantity indicated in the Tender Document are tentative, DAVU reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the Departments/ University without assigning any reasons.
5. The tenderer should indicate specifically the Basic Price, Taxes/GST, other duties (if any), and levies chargeable. No additional information will be entertained after due date.
6. The tenders will be opened on the date and time indicated in the presence of tenderers, if any, present on the occasion. If the date of opening/receiving is declared to be a holiday/s the tenders will be opened/received on the next working day at the same time.
7. Payment of bill will be made on receipt/installation/demo of material as per purchase order through crossed account payee Cheque/RTGS/NEFT.

8. Schedule for Invitation to Tender

- A) Address at which tender is to be submitted by hand/post:

**Registrar
DAV University,
Sarmastpur,
Jalandhar - Pathankot National Highway (NH 44)
Jalandhar - 144 012 (Punjab)**

- A) Last Date and time for receipt of Tender: **10th February 2020 at 05:00 PM**

- B) Date, time and place of opening of technical bid of the tender document:-

Date: 11th February 2020

Place: Admin Block

DAV University, Sarmastpur, Jalandhar

The date of opening of the financial bid will be informed only to the technically successful bidders later on.

- C) Date till which the tender is valid: 04 months from the opening of tender.
- D) DAV University shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

SECTION-II

Procedure for submission of Bids

It is proposed to have Two Bid System for this tender.

- (i) Technical Bid in one cover
 - (ii) Financial Bid in one cover
1. **Technical Bid** would be evaluated as per tender's terms and conditions. Technical bid should be covered in a separate sealed cover superscribing the words "Technical Bid as per Section-V" for each item.
 2. **Financial Bid** should be submitted as per prescribed format laid down in Section-IV. The financial bid should be covered in a separate sealed cover superscribing the wordings "Financial Bid as per Section-IV" indicating item wise prices.
 3. The cost of tender, is to be paid in the form of the Demand Draft, the draft should be in a separate sealed envelope and enclosed with the technical bid.
 4. All the documents viz. **Technical Bid** cover, **Financial Bid** cover and **Application Fee** cover prepared as above are to be kept in a single cover super scribed with "**Tender for Supply and Fixing of Chairs in Auditorium**".
 5. The cover thus prepared should also indicate clearly the name and address of the tenderer to enable the Bid to be returned unopened in case it is declared "late".

2. Cost of Bidding

The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the University and the University will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

3. Clarification of Tender Document

A prospective tenderer requiring any clarification of the Tender Document may notify the University through email at the University's e-mail address: registrar@davuniversity.org. The University will respond to the request for clarification of the Tender Document, received not later than 07 working days prior to the last date for the receipt of bids prescribed by the University.

4. Amendment of Tender Document

- 4.1 At any time prior to the last date for receipt of bids, the University may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the Tender Document by an amendment.
- 4.2 The amendment will be notified on the website of the university www.davuniversity.org.
- 4.3 In order to afford prospective Tenderers reasonable time in which to take the amendment into account in preparing their bids, the University may, at its discretion, extend the last date for the receipt of the Bids.

5. Language of Bids

The bids prepared by the Tenderer and all correspondence and documents relating to the bids exchanged by the Tenderer and the University, shall be written in English language, provided that any printed literature furnished by the Tenderer may be written in another language so long as accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

6. Documents comprising the Bids

6.1 The Bids prepared by the Tenderers shall comprise of following components:

- I. Bid to be furnished as per the format for technical specifications (Section IV).
- II. **Technical literature for each product, covering full technical specifications.**
- III. Submitted the authorized dealer/distributor certificate with technical bid.
- IV. Bid prices should be quoted item wise excluding taxes duly signed and complete as per the format (Section III).
- V. Maximum educational discount as could be offered should be mentioned.

SECTION III

Financial Bid

Rates should be submitted in the following format:

S. No.	Name of Work	Basic Price in lump sum Including Installation	GST / Taxes etc.	Freight / Shipment cost	Total Cost in lump sum FOR DAVU (Inclusive of all Taxes) and shipment cost if any.
1	Supply and Installation of Chairs in Auditorium				

- Rates should be quoted for complete project with bifurcation of each item.
- Rate should be F.O.R. at Site, DAV University, Sarmastpur, Jalandhar. (No labour will be provided by the University for Loading/Unloading)
- The percentage (%) of GST should be clearly mentioned in the quotation.

Signature of Bidder

SECTION-IV

Specification for the Supply and Fixing of Chairs in Auditorium

S. No.	Item \ Specification	Approx. Quantity
1	One Row of Two-Seater Sofas	12x2=24
2	Three Rows of Single Seater Push Back Chairs (30 Chairs in each row)	30x3=90
3	Twenty two rows of Single Seater Fixed Cushion Chairs (30 chairs in each row)	30x22=660
4	164 Fixed Chairs in Balcony	164

Note:

1. The AutoCAD Drawing of Auditorium is Attached
2. The types of the chairs mentioned in Sr. 1-3 should be ascertained by the bidder as per the AutoCAD Drawing & actual site visit.
3. The minimum width of the sofa seat & chair is 21 inches and distance between the two rows is 42 inches.
4. The bidder should give in writing the actual number of sofas/chairs (Push back & fixed) which can be adjusted in the Auditorium as per the AutoCAD Drawing & site visit.

Warranty: - The supplier must warrant that the goods supplied under the contract are new, unused and the item being supplied has incorporated all recent improvements in design, materials as per specifications in this tender document. All Vendors (Manufacturers / Agents) must submit offers with at least **24 months warranty after installation** at Site (DAV University, Jalandhar) **and/or as mentioned in the technical specifications.**

SECTION-V

TERMS AND CONDITIONS

1. An Application Fees should be submitted along with the quotation separately in form of DD in favour of Registrar DAV University, Jalandhar. Tender without Application Fees shall be considered unresponsive and rejected.
2. 10% of the total amount of the order will be hold for six months of the successful bidder. This amount will be forfeited in the event the supplier does not honor the warranty and other terms and conditions of the tender.
3. It may please be specified if the packing, insurance and Taxes etc. will be inclusive or extra of the prices quoted.
4. Please quote delivery/Installation period also. It should be less than 45 Days from the date of order.
5. Catalogue should be sent along with the bid and supply.
6. Materials should confirm to safety specifications as mentioned in “Section IV” for various items.
7. Only best quality should be quoted. The quotation for advance payment will not be accepted.
8. All legal disputes will be subject to Jalandhar Jurisdiction and will be interpreted under Indian Laws.
9. The Registrar DAV University reserves to himself the right to reject any or all quotations without assigning any reasons / without any prior notice to concern.
10. **No advance payment will be made. 50% Payment (Before GST/Taxes) will be released against the supply of complete material at the site, 40% against the complete installation and balance 10% payment with GST will be released after 6 months from the date of handing over. (Subject to submission of Bills with GST no & deduction of TDS as & when applicable)**
11. The payment schedule will be as: Bills complete in all respect, verified and recommended by the department for payment, received in Accounts Branch then payment will be made within 21 days.
12. The penalty will be imposed as deemed fit by the University, after the expiry of delivery period, mentioned in the purchase order/work order.
13. **All the rates should be F.O.R., at site DAV University, Sarmastpur, Jalandhar, or as per the requirement of Department/Central Store.**
14. The University being a premier Education and Research Institute, **discounts** as applicable to Research Institute/Educational Institutes may be provided in the quotation.
15. The bidders shall not be allowed to change, alter or modify the bids after expiry of the deadlines for the receipts of bids.
16. The firm is entirely responsible for any damage or losses occurred to the material in the transit. The firm will lodge all complaints regarding the damage occurred in the transit and shall bear all expenses.
17. In a tender, either Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same tender for the same item/ product.
18. If an agent bids on behalf of the Principal/OEM, the same agent shall not bid on behalf of another Principal/OEM in the same tender for the same item/ product.
19. Bidder is not permitted to alter/modify their bids after the expiry of the deadline for receipt of the bid.
20. Bids received after the due date will not be considered.

21. If price is quoted in foreign currency, the rupee equivalent price must also be indicated.
22. In case, any free gift scheme / cash scheme is launched by the company same will be offered by the vender to DAVU free of cost.
23. Generally the bid offer will be received /opened on the day as specified in the schedule. If the scheduled date is declared as a holiday, then the tender shall be received / opened on the next working day at the same time.
24. Warranty period Should be at least two years and/or as mentioned in the specifications.
25. **Detailed technical literature of the item quoted must be attached to support the technical compliance.**
26. **Tender validity should be 04 months from the opening of tender.**

All the terms and Conditions of this tender document are acceptable to me /us.

Signature of Bidder

Name of Bidder:

Mobile No: