

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE
2ND FLOOR, BISCOMAUN TOWER, WEST GANDHI MAIDAN, PATNA-800 001
Ph.No.0612-2219541, 2219539 Fax-0612-2219538

SPEED POST

F.No.IG/RC-Patna/Quotation/13/...

Dated the 21st January, 2013

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Subject: Inviting Limited Tenders for supply of furniture at IGNOU Study Centres at Bhabhua, Lalganj and Ara under Regional Centre Patna.

Sir/Madam,

IGNOU Regional Centre Patna invites limited tenders from the reputed Manufacturers or their authorized dealers for supply of office furniture items as per the schedule of requirements & specifications (Annexure-I) at IGNOU Study Centres at Bhabhua, Lalganj and Ara under the jurisdiction of Regional Centre Patna.

The tender document is also available on Regional Centre Patna Website (www.ignoupatna.ac.in) which can be downloaded.

INSTRUCTIONS TO TENDERERS AND GENERAL CONDITIONS OF THE CONTRACT

1. General Information

- 1.1 The tender should be submitted with all relevant catalogue/literature/leaflets, if any.
- 1.2 Prices are to be quoted separately in the Financial Bid. (Annexure –III)
- 1.3 All offers should be submitted before the time and date fixed for the receipt of offers as set forth in the tender documents. Offers received after the stipulated time and date will be summarily rejected. The Tenderer must ensure that the conditions laid down for submissions of offers are correctly and completely adhered to. Tenders found deficient in any respect shall be summarily rejected. Similarly, conditional offers/offers with terms and conditions inconsistent with those contained in this document shall be rejected.

2. Submission of Tender:

- 2.1 The tender complete in all respects should be addressed to the **Regional Director, IGNOU Regional Centre, 2nd Floor, BISCOMAUN Tower, West Gandhi Maidan, Patna-800001** so as to reach on or before the **last date of submission on 05.02.2013 upto 1.30 p.m.**
- 2.2 Technical and Financial bids will be submitted by the agency in separate sealed envelopes. The Technical bid will be opened **on 05.02.2013 at 3.00 p.m.** Financial bids of the suppliers who are qualified in the technical bid will be opened at a later date, which will be conveyed to the eligible agencies.

3. Submission of Offer

- 3.1 The tender in the prescribed format must be under sealed cover. This is a two-bid system. The first cover should be superscribed **“Technical Bid for “office furniture items”**. The second cover should be superscribed

“Financial Bid for “office furniture items”. Both these Envelopes, after being sealed properly, shall be put into a third envelope, which should be properly sealed before it is sent/submitted. The third sealed cover shall be addressed to the The Regional Director, IGNOU Regional Centre, 2nd floor, BISCOAUN Tower, West Gandhi Maidan, Patna-800 001 superscribing **“Tender bid for supply of “office furniture items”**. If the outer envelope is not sealed properly, the tender is liable to be rejected.

3.2 Technical Bid i.e. Envelope No. (1) shall contain all the Technical details about manufacturing/supply capability, experience, number of qualification documents etc. The **Earnest Money Deposit** shall be kept in this envelope. Those who do not qualify the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened.

3.3 In the financial bid, the prices and other information like discounts and (or) any terms having a bearing on the price shall be written both in Words and Figures. If there is discrepancy between the price/information quoted in words and figures, the price/information quoted in words shall prevail.

3.4 The **“Technical bid”** shall be opened in the first instance in the presence of tenderers or their authorized representatives. Only one authorized representative per tenderer will be permitted to be present at the time of opening of the tender.

3.5 The Excise Duty, Sales Tax, VAT etc., as applicable should be included in the price, failing which the IGNOU shall have no liability to pay these charges, and the liability shall be that of the tenderer.

3.6 Each page of the offer shall be numbered and will bear the signature of the tenderer at the bottom with stamp. All offers shall be either typewritten or written neatly in indelible ink. Any correction should be properly authenticated.

4. Background Information

4.1 The tenderer shall provide the names of the customers to whom similar items were supplied in the past two years (copies of the PO to be enclosed), along with the supporting documents while submitting the technical bid.

4.2 In case, the tenderer feels necessary to provide any additional information, they may give on a separate sheet and enclose it with Technical Bid.

5. Compliance with the technical specifications

5.1 **Deviations from the specification**, if any, shall be clearly indicated along with explanations.

5.2 IGNOU may accept such specifications that ensure same or higher quality than the prescribed one. However, the decision of the University in this regard shall be final.

6. Earnest Money Deposit:

6.1 The Earnest Money Deposit amount of **Rs. 10,000/-** (Rupees Ten Thousand only) will have to be furnished by all tenderers. The Earnest Money Deposit can be submitted by way of Demand Draft from any Public Sector/Scheduled Bank drawn in favour of IGNOU payable at Patna. Any tender not accompanied by Earnest Money shall be summarily rejected.

6.2 No Interest shall be paid by the IGNOU on the EMD for the above said period.

6.3 If the successful tenderer fails to furnish a **Performance /Security deposit (10% of contact value)**, on terms and conditions laid down by the IGNOU, then the Earnest Money shall be forfeited by IGNOU.

6.4 The EMD of all unsuccessful tenderers shall be returned after finalization of the tender.

7. Local Conditions:

7.1 It will be imperative on each tenderer to fully acquaint himself with the entire local conditions and factors, which would have an effect on the performance of the contract and cost. The IGNOU shall not entertain any request for clarifications from the tenderer regarding local conditions. No request for the enhancement in price or extension of time schedule of delivery/installation shall be entertained after IGNOU has accepted the offer.

8. Evaluation of Offer:

8.1 The Financial Bid of only the technically short listed tenderers shall be opened in the presence of their representative, if they like to be present on a specified date and time, which will be communicated to the short listed Tenderers.

8.2 The IGNOU reserves the right to select the tenderer on the basis of best possible bids received. The decision of the Purchase Committee in this regard shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for IGNOU tenders in future.

8.3 All available technical literature, catalogues and other data in support of the specification and details of the items should be furnished along with the offer.

9. Acceptance of Tender:

9.1 IGNOU may accept the tender, or reject any tender without disclosing any reason there of and may or may not accept the lowest/any tender.

10. Effect and Validity of Offer:

10.1 The offer shall be kept valid for acceptance for a minimum period of one year from the date of opening of the Financial Bid.

10.2 All the terms and conditions for the payment terms, penalty etc. shall be as those mentioned herein and no change in the terms and conditions will be acceptable. Alterations, if any, in the tender bid shall be attested properly by putting their signatures and seal by the tenderer, failing which the tender is liable to be rejected.

11. Security Deposit/Performance Security:

11.1 The successful tenderers shall, after the order is placed, deposit a sum equivalent to 10% of the value of contract as security deposit for due performance of the contract. The security deposit may be furnished in the form of a bank draft drawn in favour of IGNOU from a scheduled bank. The validity of Performance Security shall be for 60 days more than the validity of empanelment period. Failure to furnish security deposit shall be treated as breach of contract and entail cancellation of the offer of acceptance, forfeiture of EMD and procurement of goods from the next acceptable tenderer at the Cost and risk of the contractor.

11.2 If the tenderer is not able to supply the goods within the specified period to the complete satisfaction of the IGNOU, the Bank Guarantee shall be invoked.

12. Period & Terms of Delivery:

12.1 The tenderers will supply the items within a maximum period of **30 days** from the date of receipt of Purchase Order to the following IGNOU Study Centres of under Regional Centre Patna-

Study centre code	Location	Address
0579B	Bhabhua	Sahid Sanjay Singh Mahila College, Bhabhua
05160	Vaishali	A.B.Singh Mahavidyalaya, Lalganj, Vaishali
05161	Ara	H.D.Jain College, Ara

12.2 100% payment shall be made on satisfactory receipt/ Acceptance/Performance Report and after submission of all required documents. No part of the contract price shall become due or payable until the

tenderer has delivered the items to the complete satisfaction of IGNOU. Payment shall be made subject to recoveries, if any.

12.3 The contractor will be held responsible for the stores being sufficiently and properly packed for transport by rail, road, sea or air, to with stand transit hazards and ensure safe arrival at the destination. The packing and marking of packages shall be done by and at the expense of the contractor. The purchaser will not pay separately for transit insurance, all risks in transit being exclusively of the contractor.

12.4 The contractor is responsible for obtaining a clear receipt from the Transport Authorities specifying the **goods dispatched**. The consignment should be dispatched with clear Railway Receipt/Lorry Receipt/Consignment Note. If sent in any other mode, it will be at the risk of the contractor. The purchaser will take no responsibility for short deliveries or wrong supply of goods when the same are booked on "said to contain" basis. Purchaser shall pay for only such stores as are actually received by them in accordance with the contract.

13 ACCEPTANCE OF STORES

13.1 a) The store shall be tendered by the contractor for inspection as such places as may be specified by the purchaser at the contractor's own risk, expenses and cost.

b) It is expressly agreed that the acceptance of stores contracted for his subject to final approval by the purchaser whose decision shall be final.

c) If, in the opinion of the purchaser, all or any of the stores that do not meet the performance or quality or requirements specified in the purchase order, same will be not accepted.

d) If the whole or any part of the stores supplied is rejected in accordance with (c) above, the purchaser shall be at liberty, with or without notice to the contractor to purchase in open market at the expenses of the contractor, store meeting the necessary performance and quality contracted for in place of those rejected.

14 REJECTED STORES

14.1 Rejected stores will remain at the contractor's risk and responsibility. If instruction for their disposal are not received from the contractor within a period of fourteen days from the date of receipt of the advise of rejection, the purchaser or his representatives has, at his discretion the right to scrap or sell or consign the rejected store to contractor's addresses at the contractor's entire risk and expenses freight being payable by the contractor at actual.

15. Penalty for Delay in supply:

15.1 If the goods are not supplied within the stipulated time and date the contractor shall be liable for payment of liquidated damages at the rate of 0.5% (Half percent) of the value of the delayed goods per week or part thereof subject to maximum of 10 percent of the Contract value of delayed Supplies or as may be deemed fit by Competent Authority. Thereafter the IGNOU holds the option for Empanelment of firms for supply of "Office Furniture Items" from other Tenderers and invoking the Bank guarantee of the Tenderer to recover the difference in Cost.

15.2 The decision of the authority placing the order in this regard will be final. In case the tenderer does not feel satisfied with the decision, he will be at liberty to approach the Competent Authority of IGNOU. Decision of the Competent Authority in this regard will be binding and no appeal will lie against his decision.

16. Dispute Resolution & Jurisdiction:

If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with or arising out of this Contract or out of the breach, termination or invalidity of the Contract hereof, the parties shall resolve it by resorting to in the following manner:-

(a) Parties shall attempt for a period of 30 days after receipt of notice by the other Party of the existence of a Dispute to settle such Dispute in the first instance by mutual discussions between the Parties.

(b) If the dispute cannot be settled by mutual discussions within 30 days as provided herein, only regular courts at Patna will have the Jurisdiction to adjudicate upon the matter.

17 Guarantee & Replacement:

17.1 Tenderer shall submit with his tender an undertaking to accept the following guarantees:

(a) The contractor shall guarantee that the stores supplied shall comply fully with the specifications laid down for material workmanship and performance.

(b) After the acceptance of the stores, if any defects discovered therein or any defects therein found to have developed under proper use arising from faulty stores, design or workmanship, contractor shall remedy such defects at his own cost.

(c) If in the opinion of the purchaser, it becomes necessary to replace or renew any defective stores, such replacement or renewal shall be made by the contractor to the purchaser free of costs.

(d) Should the contractor fail to rectify the defect, the purchaser shall have the right to reject or repair or replace at the cost of the contractor the whole or any portion of the defective stores.

(e) The decision of the purchaser notwithstanding any prior approval or acceptance of inspection thereof on behalf of the purchaser, as to whether or not the stores supplied by the contractor are defective or any defect has developed within the said period of 12 months or as to whether the nature of the defective requires renewal or replacement, shall be final, conclusive and binding on the contractor.

(f) Except as otherwise provided in the invitation to the tender, the contractor/seller hereby declares that the goods stores, articles sold supplied to the purchaser under this purchase order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/mentioned in the purchase order.

18. PAYMENT

18.1 The University will pass Supplier's bill for payment only after the stores have been received satisfactorily. Normally payment will be made for the accepted stores within 30 working days from the day of receipt of the materials though it shall not be binding on IGNOU in unforeseen circumstances.

(Dr.Q.Haider)
Regional Director

Schedule of requirement & specifications

S. No.	Name of Item	Specifications	Requirement of each centre			Total
			Bhabhua	Lalganj	Ara	
1.	Tabular Chair with continuous arms (CHR-7)	Tabular chair seat & back with arms made of chemically treated seasoned wood and finished with black melamine finish, back size 45cmW × 39cmH. Seat size 45cmW × 42cmD. The understructure assembly cantilever type frame made of dia 2.5cm × 14BG thick MS ERW Tube & powder coated.	1	1	1	3
2.	Table Junior Exe (T-9)	Made of MS ERW round tube dia 25.4 × 1.2mm thick with 25mm thick Pre Laminated top size 54" × 27" with both side drawer unit one side three drawers & another side two drawers made of 5 mm thick CRCA sheet mild steel. All steel components have powder coated paint fitted with both side drawer lock.	1	1	1	3
3.	Chairs for visitors/ counsellors Tabular with arms (CHR-7)	Tabular chair seat & back with arms made of chemically treated seasoned wood and finished with black melamine finish, back size 45cmW × 39cmH. Seat size 45cmW × 42cmD. The understructure assembly cantilever type frame made of dia 2.5cm × 14BG thick MS ERW Tube & powder coated.	3	3	3	9
5.	Almirah (Big Size) Storewell (0000)	The dimension outer is 1981H×916W×486D Multi bend construction and inter locking design and full length over lapping doors and sides. Three-way bolting mechanism. Spot welding & CO2 welding. Anticorrosion treated components, oven baked powder coating process. Material thickness 0.9 mm. Top, Bottom, LH & RH sides and back material thickness = 0.9 mm, Removable RH & LH main door with stiffeners material thickness = 0.9 mm, 4 adjustable shelves of thickness = 08.0 mm.	2	2	2	6
6.	Almirah (Small Size) (0110)	Made of mild steel CR Sheet of Grade D as per IS-513 1994 of size 1270H×765W×440D mm Multi bend construction and nter locking design and full length over lapping doors and sides. Three-way bolting mechanism. Spot welding & CO2 welding. Anticorrosion treated components, oven baked powder coating process. Material thickness 0.9 mm. Top, Bottom, LH & RH sides and back material thickness = 0.9 mm, Removable RH & LH main door with stiffeners material thickness = 0.9 mm, 3 adjustable shelves of thickness = 0.8 mm.	1	1	1	3
8.	Table for office staff economy (T-8)	Made of MS ERW rond tube dia 25.4 × 1.2 mm thick with 25 mm thick Pre Laminated top size 4' × 2' with one side three drawer unit made of 5 mm thick CRCA sheet mild steel. All steel components have powder coated paint fitted with lock.	2	2	2	6
9.	Other Chairs (CH-4)	Cantilever type frame made of dia 2.54 cm × 14 BG thick MS ERW tube and powder coated without arm. Seat/Back made of chemically treated and seasoned wood, caned and finished with melamine polish.	5	5	5	15
10.	Side Rack with 3 shelves 3'×3' × 1½'	Made of slotted angle Prime quality CRC sheet conforming to IS 513D/10748/5986. The pitches of the slots at 19.05 mm, Panels/Shelves : 6 Bend bending process of 905(L) × 448(D) of load capacity 80 Kgs. UDL Max per shelf. All fasteners of electro perk arised as per IS : 3655 - 1985 Painting: All Steel components of powder coated as per IS: 101/1964.	3	3	3	9
11.	Racks 6/7'×3'×1½' with 6', shelves	Made of slotted angle Prime quality CRC sheet conforming to IS 513D/10748/5986. The pitches of the slots at 19.05mm, Panels/Shelves: 6 Bend bendign process of 905(L) × 448(D) of load capacity 80 Kgs. UDL Max per shelf. All fasteners of electro perk arised as per IS: 3655 - 1985 Painting: All Steel components of powder coated as per IS: 101/1964.	3	3	3	9

TECHNICAL BID

DETAILS OF SUPPLIER

1. Name of the Firm:
2. Address:
3. Workshop/Site Description:
4. Whether the firms ownership is Sole Proprietorship or partnership:
5. Agreement if the firm is Joint Venture/Consortium, as the case may be (to be attached) :
6. Annual turnover :
7. Clientele:
8. PAN/TAN No. (to be attached):
9. Landline/Mobile No.:
10. Authorized Signatory (Name and Designation):
with contract number
11. Copy of ITCC/STC etc (To be attached):

FINANCIAL BID

S. No.	Name of Item	Specifications	Total requirement	Rate per unit				Total Cost
				Basic	Tax	Duties	Total	
1.	Tabular Chair with continuous arms (CHR-7)	Back size 45cmW × 39cmH. Seat size 45cmW × 42cmD	3					
2.	Table Junior Exe (T-9)	Top size 54" × 27" with both side drawer	3					
3.	Chairs for visitors/ counsellors Tabular with arms (CHR-7)	Back size 45cmW × 39cmH. Seat size 45cmW × 42cmD.	9					
5.	Almirah (Big Size) Storewell (0000)	1981H×916W×486D	6					
6.	Almirah (Small Size) (0110)	size 1270H×765W×440D	3					
8.	Table for office staff economy (T-8)	top size 4' × 2' with one side three drawer unit	6					
9.	Other Chairs (CH-4)	Without arm	15					
10.	Rack with 3 shelves	size 3'×3' × 1½'	9					
11.	Racks with 6/7 shelves	size 6/7'×3'×1½'	9					
12.	Add transportation charge, if any							
13.	Grand Total							

Name and Signature of bidder