



Central Purchase Office
Aligarh Muslim University
Aligarh



केन्द्रीय क्रय कार्यालय
अलीगढ़ मुस्लिम विश्वविद्यालय
अलीगढ़

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مرکزی خریداری دفتر، علی گڑھ مسلم یونیورسٹی، علی گڑھ

Ref. No.: D- 0289/CPO/2020-21/NIT/LTE

Dated: 15th September, 2020

NOTICE INVITING TENDER (NIT)

for **Supply & Fixing of Iron Wall Shelf**
Under Limited Tender Enquiry (see Rule 162 of GFRs, 2017)

Sealed quotations are invited from Registered Vendors only (as per Rule 150 of GFRs, 2017) for following items as mentioned in Table-1 on the Performa printed as per Annexure- 'A' upto as mentioned in Table-2 on usual terms and conditions as per Annexure- 'B'.

Table-1: Requirement

S. No.	Particulars	Quantity	Duration	
1	Supply and Fixing of Iron Wall Shelf	20	Maximum Delivery Time 20 days (from email of the order)	
	Height			1955 mm ± 2 mm
	Width			560 mm ± 2 mm
	Depth			762 mm ± 2 mm
	Sheet Thickness of M.S. Sheet			0.80 ± 0.05 mm (20 Gauge)
	No of Shelves			03 Shelves / 04 Compartments
	Type of Shelves			Fixed
	Number of Doors			02 Doors
	Lock			Provided
	Colour			Outside: Silver Hameer Inner: Grey
	Construction			Welded
	Guaranty / Warranty			Minimum 03 Years
	Shelf must be fixed in the wall at location i.e. Computer Lab, Finance & Account Department.			

Note: Bidder is advised to visit the location before participating in this bid for the exact size and structure of the required Iron Wall Shelf.

Table-2: Important Dates

S. N.	Event	Date and Time	Venue
1	Date of submission Tender/ Quotations	till 23 st September 2020 by 03:20 PM	Central Purchase Office Aligarh Muslim University Aligarh, UP - 202002
2	Tender / Quotations opening	23 st September 2020 at 03:30 PM	

Sd/-
(Irfan Ahmad)
Assistant Finance Officer
Central Purchase Office



Annexure- 'A'

Performa

I have read the terms and conditions carefully. I am offering the rates of following items with presence of mind, activeness and without any pressure. I shall abide all the terms and conditions given overleaf.

Sl. No.	Specification	Required Quantity	Price (₹)																								
			Base Price	Tax / GST	Total Cost (inclusive of all Charges)																						
1	<p>Supply and Fixing of Iron Wall Shelf</p> <table border="1"> <tr><td>Height</td><td>1955 mm ± 2 mm</td></tr> <tr><td>Width</td><td>560 mm ± 2 mm</td></tr> <tr><td>Depth</td><td>762 mm ± 2 mm</td></tr> <tr><td>Sheet Thickness of M.S. Sheet</td><td>0.80 ± 0.05 mm (20 Gauge)</td></tr> <tr><td>No of Shelves</td><td>03 Shelves / 04 Compartments</td></tr> <tr><td>Type of Shelves</td><td>Fixed</td></tr> <tr><td>Number of Doors</td><td>02 Doors</td></tr> <tr><td>Lock</td><td>Provided</td></tr> <tr><td>Colour</td><td>Outside: Silver Hammer Inner: Grey</td></tr> <tr><td>Construction</td><td>Welded</td></tr> <tr><td>Guaranty / Warranty</td><td>Minimum 03 Years</td></tr> </table> <p>Shelf must be fixed in the wall at location i.e. Computer Lab, Finance & Account Department.</p>	Height	1955 mm ± 2 mm	Width	560 mm ± 2 mm	Depth	762 mm ± 2 mm	Sheet Thickness of M.S. Sheet	0.80 ± 0.05 mm (20 Gauge)	No of Shelves	03 Shelves / 04 Compartments	Type of Shelves	Fixed	Number of Doors	02 Doors	Lock	Provided	Colour	Outside: Silver Hammer Inner: Grey	Construction	Welded	Guaranty / Warranty	Minimum 03 Years	20			
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Lock	Provided																										
Colour	Outside: Silver Hammer Inner: Grey																										
Construction	Welded																										
Guaranty / Warranty	Minimum 03 Years																										

Terms and conditions if any

1. Period of validity of the offered rates 50 days.
2. Required Maximum supply time 20 days.

Signature & Seal of the Bidder

Date:
Place:

Name of Bidder:
Designation:
Name of Firm:
Address:
District: State: PIN code:
GSTIN (copy enclose) :
A.M.U. Registration No. (copy enclose) *
MSME Registration No. (copy enclose) *
NSIC Registration No. (copy enclose) *
Contact No.:
Email:

*** - At least one registration is mandatory**

Note:

- All the fields are mandatory and must be clearly filled by the bidder. Overwriting / Cutting / Fluid is/are not acceptable.
- Vendor has also option to enclose printed brochures in support of quoted item. The brochures should be signed with stamp.
- The Bidder must be registered with Central Purchase Office, AMU or MSME (Micro, Small and Medium Enterprises) or NSIC (National Small Industries Corporation) or as per Rule 150 of GFRs, 2017. (valid for at least 3-Months from tender opening date).



Annexure- 'B'

Terms and Conditions

1. The bidding firm should be a reputed firm having registration certificates, viz. Goods & Service Act, 2017 (GST), PAN/ TAN Card etc. The photocopies of the documents should be attached with the quotation. The firm should submit records related to Registration, GST, PAN Experiences etc. along with the bid.
2. University reserves the right to accept, reject, cancel or extend the contract on satisfactory service.
3. The Bidder must be registered with Central Purchase Office, AMU or MSME (Micro, Small and Medium Enterprises) or NSIC (National Small Industries Corporation) or as per Rule 150 of GFRs, 2017. (valid for at least 3-Months from tender opening date).
4. Quotations which are incomplete/ incorrect/ unclear/ overwriting/ not accompanied by registration certificate/ not accompanied with other mandatory enclosures shall be rejected outright.
5. Arrangements of all the documents related to taxation and other things shall be the sole responsibility of the service provider/bidder.
6. The rate of GST including surcharge along with concession admissible to educational institution may be specified.
7. The University reserves the right to accept/ reject any or all the tender(s)/quotation(s) or to allot full or part of the supply/ services to one or more firms.
8. The University reserves the right to reject any or all the tender(s)/quotation(s) thereof and to call for any other details or information/ clarification from any of the tender(s)/quotation(s).
9. The University reserves the right to cancel the order.
10. In addition to official landline phone/ fax numbers, two mobile telephone numbers (including the mobile number of Chief Executive Officer of the bidding firm) and email ids for communication, should be specifically provided.
11. Providing any false/ wrong information (including the supply of any wrong contact information, leading to the loss of communication) will be treated as the breach of contract/ tender.
12. Payment shall be made against the bill as per the payment milestones detailed in this tender document.
13. No advance payment will be made to the supply/ service provider for any of the work assigned by AMU. The payments shall be released against the bills as per the payment milestones mentioned in this tender document.
14. In case, if supply/ services is/ are not according to the specifications, the cost shall be borne by the bidder.
15. The duration of delivery of goods/ items shall be the essence of the contract and the items must be delivered within the specific period, falling which the late delivery charge @ 0.50 % per week will be applicable.
16. If as a result of post payment audit any overpayment is detected in respect of the supply order by the awardee bidder under the tender, it shall be recovered by the Aligarh Muslim University, Aligarh from the awardee bidder.
17. The tender(s)/ quotation(s) containing uncalled for remarks are likely to result in rejection.
18. The discount/ rebate admissible, if any, may be quoted.
19. If the date of receipt/ submission/ opening of tender(s)/ quotation(s) is/ are declared to be a public holiday, the tender(s)/ quotation(s) will be received/ submitted/ opened on the next working day at the same time.
20. If there is any need for any clarification/ information/ amendment in this NIT, it should be brought to the notice of Assistant Finance Officer (Purchase) within 02 working days from the date of publication of this NIT. After that, no clarification/ amendment will be accepted/ entertained.
21. Any increase in the rate during the course of service period shall not be acceptable.
22. The bidding firm should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India/ Autonomous Bodies etc.
23. The bidding firm should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this Request for Empanelment and in the execution of agreement.
24. AMU reserves the right to remove any such supply/ service provider from the empaneled list along with the forfeiture of performance Security, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
25. AMU may empanel more than one supply/ service provider and shall be free to take supply/ services through any one or more of them.
26. Intending tenders are advised to visit again AMU/ CPPP website at least 02 days prior to the closing date of submission of tender for any corrigendum/ addendum/ amendment.
27. All disputes relating to this tender shall be referred to the sole arbitrator to be appointed by the Vice-Chancellor, AMU, whose decision will be binding on both the parties.
28. All disputes arising out of this tender shall be subject to the jurisdiction of Courts at Aligarh only.
29. The University shall not be liable for any violation of Labour/ Tax Law provisions, what so ever, arising out this supply/ services.



30. If the requisite item with requisite specifications will be available on GeM portal during the tender process then preference will be given to GeM portal by following the GFRs, 2017.
31. The above said NIT will be governed under the Rules/ Guidelines/ Orders/ Law of the Union Government/ CVC/ Hon'ble Courts as issued time to time. However, if there is any deviation, the Rules/ Guidelines of the Union Government will be treated as final.
32. If the awardee vendor(s) fail to supply within the time/ complete the order/ supplied item not as per specification, the order would be assigned to other technical bid qualified vendor(s) without assigning any reason on the rate and specification/ item of awardee vendor (L1) into the parts/ full as decided by the Competent Authority and appropriate action(s) would be taken against the awardee vendor(s).
33. Errors & omissions excepted.
34. Any conditional bid is not acceptable and seems to be rejected.
35. The representative of the selected Firm must be report within 24 Hours as and when required by AMU.
36. The selected firm has to strictly adhere to the time limit.

I/We, _____ for M/s _____ is hereby agree with above Terms & Conditions (Sl. No. 01 to 36).

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

Name of Bidder:
Designation:
Name of Firm:
Address:
.....
Contact No.:
Email: