



Central Purchase Office
Aligarh Muslim University
Aligarh



केन्द्रीय कय कार्यालय
अलीगढ़ मुस्लिम विश्वविद्यालय
अलीगढ़

Phone: +91-571-2700920 Ext: 1270/71/72

Email: afo.cpo@amu.ac.in

مرکزی خریداری دفتر، علی گڑھ مسلم یونیورسٹی، علی گڑھ

NIT Ref. No.: D- 1677 /CPO/2019-20

Dated: 25th February 2020

NOTICE INVITING TENDER (NIT)

for **Supply of Office Table (4'x2.5'x2.5')** [Fur 03/2019-20]
Under Limited Tender Enquiry (as per Rule 162 of GFRs, 2017)

The Aligarh Muslim University, Aligarh, invites **Offline/ Manual Sealed quotations** along with **samples**, from **Registered Vendors only** (see Rule 150 of GFRs, 2017) on the prescribed format from the reputed Manufactures/ Dealers/ Suppliers etc., as per eligibility criteria defined in this NIT on behalf of the recommendations of the Committee, as per schedule mentioned below on usual terms and conditions as mentioned at the end of this tender:

SCHEDULE OF EVENTS			
S. N.	Event	Date and Time	Venue
1	Deadline for submission of Bids along with sample	06.03.2020 till .11:00 AM (during office hours)	Central Purchase Office Opp. SBI AMU Branch Aligarh Muslim University Aligarh, UP -202002, India
2	Selection/ Verification of Samples	07.03.2020 at 12:30 PM	
3	Opening of the NIT	After verification of Samples	

The sealed envelope, superscribed "Tender for Supply of Office Table (4'x2.5'x2.5') [Fur 03/2019-20]" NIT Ref. No.: 1677/ CPO/ 2019-20 Dated: 25.02.2020 containing the Technical-cum-Commercial Bid along with the complete requisite tender documents/ annexures duly signed as defined in the NIT. The Bidder's name and address should also be superscribed on each envelope. This sealed envelope should be submitted to 'Central Purchase Office, Aligarh Muslim University, Aligarh-202002, India'.

For more details, kindly visit <http://www.amu.ac.in> or <https://eprocure.gov.in/>

Sd/-
Assistant Finance Officer
Central Purchase Office



Technical-cum-Commercial Bid

Terms & Conditions regarding submission of Samples:

1. All the items should be supplied with **at least three-years of comprehensive** and on-site warranty/ guaranty.
2. The wooden samples should be provided in half polish.
3. No mark/ sticker regarding name/ mark of quoted firm should be visible.
4. 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).
5. For Wooden-Ply/ Wooden-Board and mica an ink signed certificate from manufacture is required regarding authorization.
The participants who are unable to fulfill the requirement regarding ink signed certificate from manufacturer regarding authorization will also submit a certificate from dealer or copy of bill with guarantee card
6. If the awardee vendor(s) fail to supply within the time/ complete the order/ supplied item not as per sample/ specification, the order would be assigned to other technical-cum-sample 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).
7. 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
8. The supply time after getting the Purchase Order: 15 days
9. 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.
10. The Aligarh Muslim University reserves the right to increase or decrease the quantity up to 25 % at the time of placement of purchase order.
11. The order number and date of the purchase order must be labeled with white paint at the time of supply.
12. Validity of Rates upto 31.03.2020.

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Required-Specifications

Office Table: 4'x2.5'x2.5'

Size 4'x2 ½'x2 ½'

Length (Top): 4' ± 6 mm without gola

Width (Top): 2 ½' ± 6 mm without gola

Height (with Top): 2 ½' ± 6 mm without shoes

Table Top:

minimum 19 mm Wooden-Board with pasting of 1 mm mica and minimum 12 mm Ply Border in lower side

Gola (teak) around of table top (1¼") – First Quality with sprit polish finishing and in round-shape at corner

Inner sides coated with sealer

Table Side:

03-side cover with minimum 19 mm Wooden-Board and pasted 1 mm mica on it in all 03-outer side

Gola (teak) (¾") – First Quality with sprit polish finishing at all side edges on drawer side

Back sides coated with sealer

Table Front Side:

Base: minimum 19 mm Wooden-Board with pasting of 1 mm mica in single piece in horizontal grains

Design: must be on/ above the base

Drawers: 03 Nos

All sides covered with minimum 19 mm Wooden-Board and bottom 6 mm Ply

1 mm mica pasted at handle side and rest coated with sealer

on heavy Channel, RHS with good quality locking system

Handle: SS 4"

Margin on upper edges of each drawer

Tray: 01 No

minimum 19 mm Wooden-Board with 1 mm mica pasted on top & at RHS on top of the drawers

Back sides coated with sealer

Footrest:

Wooden (Jamun) 4"x 1 ½" ± 3 mm with sprit polish finishing

Shoes:

minimum 4"x 19 mm half round gola on all corner of the table at the bottom

Guaranty: 03 Year <

All wooden material must be as

Wooden-Board 19 mm: Make CENTURY Club Prime [IS: 1659]

Ply 6 mm: Make CENTURY Club Prime [IS: 710]

Ply 12 mm: Make CENTURY Club Prime [IS: 710]

Mica = 1 mm Make Century

Gola: Teak first quality

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:

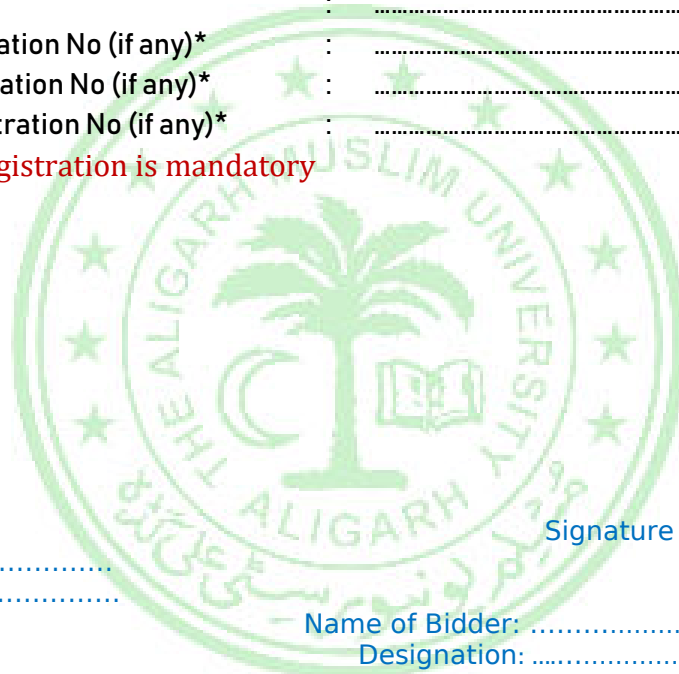


S. No.	Required Item	Required Quantity	Unit Price [Including all Taxes/Charges/ F.O.R.]	Total Amount
1	Office Table: 4'x2.5'x2.5' Size 4'x2 ½'x2 ½' As per specification mentioned in this NIT	70		

Commercial Information (Please enclose self-attested copy wherever applicable)

- a GSTIN :
- b PAN No. :
- c AMU Registration No (if any)* :
- d NSIC Registration No (if any)* :
- e MSME Registration No (if any)* :

* - At least one registration is mandatory



Date:
Place:

Signature & Seal of the Bidder

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

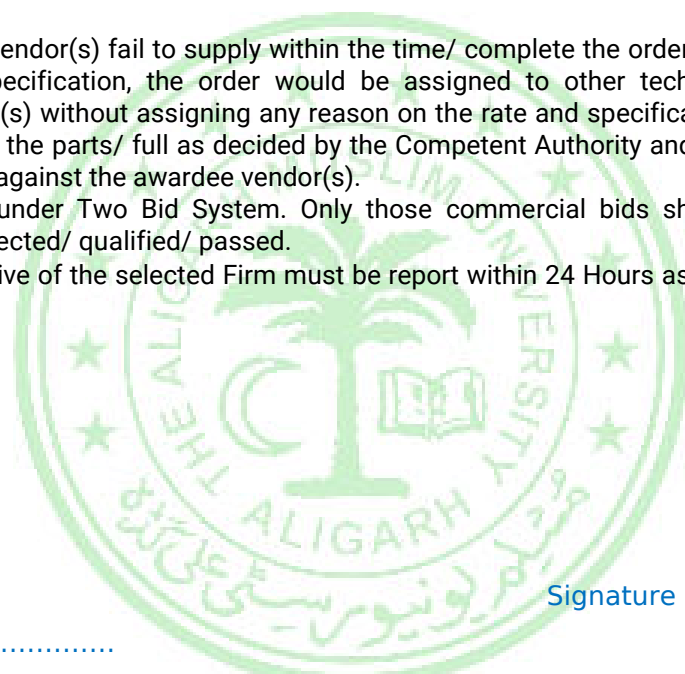


Terms and Conditions

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. Errors & omissions excepted.
31. Any conditional bid is not acceptable and seems to be rejected.
32. The supplier is responsible not only for supply of items but also for ensuring successful installation, testing and commissioning at the end-user departments.
33. 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.
34. 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.
35. The order number and date of the purchase order must be labeled with white paint at the time of supply.
36. If the awardee vendor(s) fail to supply within the time/ complete the order/ supplied item not as per sample/ specification, the order would be assigned to other technical-cum-sample 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).
37. The Tender is under Two Bid System. Only those commercial bids shall be opened whose samples are selected/ qualified/ passed.
38. The representative of the selected Firm must be report within 24 Hours as and when required by AMU.



Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email: