



Central Purchase Office
Aligarh Muslim University
Aligarh



केन्द्रीय कय कार्यालय
अलीगढ़ मुस्लिम विश्वविद्यालय
अलीगढ़

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

Email: Email: afo.cpo@amu.ac.in

مرکزی خریداری دفتر، علی گڑھ مسلم یونیورسٹی، علی گڑھ

NIT Ref. No.: D- 1325/CPO/2019-20

Dated: 06th January 2020

NOTICE INVITING TENDER (NIT)

for Supply of Furniture Items [Fur 02/2019-20]

The Aligarh Muslim University, Aligarh, invites **Offline/ Manual Sealed quotations** along with **samples**, 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 for **Supply of Furniture Items** using a **Two-bid system (Technical-cum-Sample Bid and Commercial Bid)**, 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	Pre-Bid Meeting	18.01.2020 at 11:30 AM	Central Purchase Office Opp. SBI AMU Branch Aligarh Muslim University Aligarh, UP -202002, India
2	Date of submission of Bids along with sample	22.01.2020 at 09:00 AM to 28.01.2020 at 01:00 PM (during office hours)	
3	Opening of Tender (Master envelope, Pre-Bid-Qualify-Documentation, EMD, Sample-Bid envelope and verification of documents)	29.01.2020 at 12:15 PM	
4	Selection/ Verification of Samples	After opening of Tender	
5	Commercial Bid Open	After verification of Samples	

The Master Envelope, superscribed "Tender for Supply of Furniture Items [Fur 02/2019-20]" NIT Ref. No.: 1325/ CPO/ 2019-20 Dated: 06.01.2020 containing the **Technical-cum-Sample Bid & 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



Tender Document
for
Supply of Furniture Items
[Fur 02/2019-20]

Aligarh Muslim University, Aligarh

www.amu.ac.in



1. BACKGROUND

Aligarh Muslim University is a Central University established by Sir Syed Ahmad Khan as Mohammedan Anglo-Oriental College in 1875. The Muhammadan Anglo-Oriental College became Aligarh Muslim University in 1920. The main campus of AMU is located in the city of Aligarh. (hereinafter referred to as “AMU” or “University”).

2. INTRODUCTION REGARDING REQUIREMENT

Furniture Items (Student Bed, Study Table & Cane Wooden chair) are required in the various Departments/ Halls/ Offices etc. of the Aligarh Muslim University.

3. SCOPE OF WORK

Supply of Furniture Items to facilitate the various Departments/ Halls/ Offices etc. of the Aligarh Muslim University.

The requirements are as below:

S. No.	Required Item	Required Quantity
1	Almirah: Full Size Steel Almirah Full Size -04 Shelves / 05 Compartment Size 78"x35"x19" External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 80 ± 2 KG Guaranty: 03 Year <	50
2	Almirah: Half Size Steel Almirah Half Size -03 Shelves / 04 Compartment Size 50"x30"x19" External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 60 ± 2 KG Guaranty: 03 Year <	10
3	Almirah: Glass Door Glass Door Almirah Size 78"x35"x19" Five shelves/six compartment, External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 85 ± 2 KG Guaranty: 03 Year <	20
4	Almirah: Three Door Steel Almirah with Three Door Size 78"x 48"x19" External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 125 ± 5 KG Guaranty: 03 Year <	5



S. No.	Required Item	Required Quantity
5	Bench: Three (03) Seater Steel Bench Cushion seat and back with Power Coated Three (03) seater Guaranty: 03 Year <	10
6	Chair: Cane Wooden (Study/ Office Chair) Chair Armed (for Study/Office) Under Structure seasoned sheesham wood Cane seat and back Upper part would be Finished with sprit polish Lower Part would be without polish/ coat Guaranty: 03 Year <	150
7	Chair: Deskey Wooden Chair (Wooden with Writing Pad for Classroom) Under Structure seasoned sheesham wood seat and back having 10" (250mm) One piece writing flap and book rest in bottom Seat: Maximum in 2 Strip Back: Minimum 2"x1" x 03 Strip Upper part would be Finished with sprit polish Lower Part would be without polish/ coat Guaranty: 03 Year <	150
8	Chair: Computer Chair Computer Armed Base Ply: Sloid Compressed with minimum 12 mm Seat: Cushioned with minimum 32 Density / 3" thickness Back: Cushioned with minimum 32 Density / 2" thickness OR Net Handles: PU Hydraulic Base: Iron/ Steel (Minimum 16 Gauge) with revolving 05 wheels Guarantee except wheel & Hydraulic: 3 Year < Guarantee of wheel & Hydraulic 1 year<	75
9	Chair: Low Back Executive Chair Executive with low back Base Ply: Sloid Compressed with minimum 12 mm Seat: Cushioned with minimum 32 Density / 4" thickness Back: Cushioned with minimum 32 Density / 3" thickness Handles: PU Hydraulic Base: Iron/ Steel (Minimum 16 Gauge) with revolving 05 wheels Guarantee except wheel & Hydraulic: 3 Year < Guarantee of wheel & Hydraulic 1 year<	40



S. No.	Required Item	Required Quantity
10	Chair: High Back Executive Chair Executive with high back Base Ply: Slid Compressed with minimum 12 mm Seat: Cushioned with minimum 32 Density / 4" thickness Back: Cushioned with minimum 32 Density / 3" thickness Handles: PU Hydraulic Base: Iron/ Steel (Minimum 16 Gauge) with revolving 05 wheels – 30" Chair Height =110±5 cm - 120±5 cm Seat Height =44-55 cm Seat Depth 50 cm< Seat Width 50 cm< Guarantee except wheel & Hydraulic: 3 Year < Guarantee of wheel & Hydraulic 1 year<	20
11	Chair: SS Pipe (Visitor/ Office Chair) Chair Armed Stainless Steel Frame 1" Capsule Pipe 18 Gauge with 04 Legs and shoes Cushion Seat and Back Base Ply: Slid Compressed with minimum 12 mm Seat Size: Minimum 18"x18" Back Size: Minimum 18"x15" Seat Cushion – 32 Density 2" Back Cushion – 32 Density 2" covered with Rexine Handles: PU Guaranty: 03 Year <	450
12	Chair (Wooden - Armless) (for Dining) Chair Wooden Armless (for Dining) Under Structure seasoned sheesham wood Seat: Maximum in 2 Strip Back: Minimum 2"x1" x 03 Strip Seat Size: Minimum 18"x15" Upper part would be Finished with sprit polish Lower Part would be without polish/ coat Guaranty: 03 Year <	50
13	Cabinet: Four (04) Drawer Steel Filling Cabinet External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Guaranty: 03 Year <	30
14	Steel Rack: Full Size Angle Iron Frame 1 ½" in 16 gauge (minimum) Shelves 20 gauge Six Shelves – Five Compartment Sizes 78"x36"x15" Guaranty: 03 Year <	15



S. No.	Required Item	Required Quantity
15	<p>Sofa Set with Centre Table Sofa Set: (Wooden) Under Structure 3 Pieces/ 5 seater in Teak Wood with PU/ Melamine polish finishing Seat with 12 mm Ply (ISI Mark) with 2"x1" x 03 Supports Mark should be clearly visible Foam seat in 4" thickness / 40 density Back seat in 3" thickness / 32 density</p> <p>Central table wooden Size 4'x2'x1.5' Top - Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") – First Quality with sprit polish finishing - With book shelf open from all sides made of Teak wood complete with PU/ Melamine polish finishing Guaranty: 03 Year <</p>	10
16	<p>Table: 4'x2.5' (Office) Size 4'x2 ½'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) Back/ Drawers and other plain sides coated with sealer Footrest: Wooden (Jamun) 4"x 1½" with sprit polish finishing Gola (teak) around of table top (1¼") – First Quality with sprit polish finishing Three drawers & 01 tray on heavy Channel, RHS with locking system Guaranty: 03 Year <</p>	70
17	<p>Table: 5'x3' (Executive Quality) Size 5'x3'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) Back/ Drawers/ Box and other plain sides coated with sealer Footrest: Wooden (Jamun) 4"x 1½" with sprit polish finishing Gola (teak) around of table top (1¼") – First Quality with sprit polish finishing Three drawers & 01 tray on heavy Channel, RHS with locking system Other side box with locking system Guaranty: 03 Year <</p>	15



S. No.	Required Item	Required Quantity
18	Table: 6'x3' (Dinning/Reading) - Small Size 6'x3'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime} Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") - First Quality with sprit polish finishing Stainless Steel frame [18-gauge square pipe 1½"x1½"] with two supports [18-gauge square pipe 1½"x1½"] (Top & Bottom both) with 04 Legs with buffer Guaranty: 03 Year <	30
19	Table: Computer Size 3'x2'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime} Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") - First Quality with sprit polish finishing Stainless Steel Frame [18-gauge square pipe 1"x1"] with leg base [18-gauge rectangular pipe 2"x1"] with buffer Key Board tray on heavy channel and one draws Provision of CPU, UPS, Key Board Guaranty: 03 Year <	100
20	Table: Study Wooden Size 3'x2'x2 ½' Top - Ply/ Board: 19 mm thick {Make: CENTURY Club Prime} Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") - First Quality with sprit polish finishing Wooden Structure in Teak (MP) - with PU/ Melamine polish finishing One drawer with locking system Guaranty: 03 Year <	50
21	White Board White Board Including fixing charges Size 6'x4' - with fitting/ installation at end user site Guaranty: 02 Year <	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.**
- ✓ **The order number and date of the purchase order must be labeled with white paint at the time of supply.**



The supply must be completed as per following details after getting purchase order:

- For full wooden (except ply-board/ mica) made items: 35 days
- For Steel/ Iron made items: 20 days

4. ELIGIBILITY CRITERIA

The Bidder should meet the following eligibility criteria:

- a) The bidder should have a minimum three-years' experience for supply the quoted items to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs. (Certificates must be attached)
- b) The annual turnover of the firm should not be less than Rs. 20 Lac per year during last three years. (CA certified balance sheet must be attached).

The participants who are unable to fulfill the requirement regarding minimum annual turnover of Rs 20 Lac per year during last three years will submit an undertaking that if they are unable to supply the ordered item within due course of time then the University will be free to take any action against their firm without assigning any reason including blacklisting of the firm.

- c) The bidder should have successfully delivered/ supplied jobs at least two satisfied customers (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) in the past three years.

✓ Relevant documents in the support of eligibility criteria must be attached with the Technical-cum-Sample Bid duly self-ink-signed-attested.

5. SCHEDULE FOR THE TENDERING PROCESS

The following is the schedule of events for this project.

SCHEDULE OF EVENTS			
S. N.	Event	Date and Time	Venue
1	Pre-Bid Meeting	18.01.2020 at 11:30 AM	Central Purchase Office Opp. SBI AMU Branch Aligarh Muslim University Aligarh, UP -202002, India
2	Date of submission of Bids along with sample	22.01.2020 at 09:00 AM to 28.01.2020 at 01:00 PM (during office hours)	
3	Opening of Tender (Master envelope, Pre-Bid-Qualify-Documentation, EMD, Sample-Bid envelope and verification of documents)	29.01.2020 at 12:15 PM	
4	Selection/ Verification of Samples	After opening of Tender	
5	Commercial Bid Open	After verification of Samples	



6. LATE TENDER

Applications received after the last date/ time shall not be entertained and shall be summarily rejected.

7. TENDER PROCESS

The sealed tender under 2-Bid system is invited by Aligarh Muslim University, from the reputed firms as per eligibility criteria defined in this NIT on behalf of the recommendations of the Committee for **Supply of Furniture Items**.

The Tender document can be downloaded from the website:

<http://www.amu.ac.in> or <https://eprocure.gov.in>

Note: Intending tenderers are advised to visit again <http://www.amu.ac.in> or <https://www.eprocure.gov.in> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.

• Master Envelope

The Bid (Technical Bid, Commercial Bid in separate sealed envelope and other requisite documents) complete in all respects and duly ink signed should be placed in a sealed envelope, superscribed with the title “**Tender for Supply of Furniture Items**” and should be submitted to the Address as mentioned in this NIT. The bidder name and address should also be superscribed on each envelope.

• Envelope-1 (Technical-cum-Sample Bid)

(Superscribed Technical-cum-Sample Bid for Supply of Furniture Items)

The Technical-cum-Sample Bid should contain the technical bid document, as requisite, and Annexure-I, II, III, IV, V, VII & VIII with supporting documents.

✓ Half polished Samples must also be submitted along with bid documents.

• Envelope – 2 (Commercial Bid)

(Superscribed Commercial Bid for Supply of Furniture Items)

The Commercial Bid as given in Annexure – VI.

➤ AMU will not be liable for any cost incurred by the respondents in performing the preliminary study of the existing system, its functionalities, preparing responses to this tender or negotiations associated with award of a contract or presentation.



8. CLARIFICATION OF TENDER DOCUMENT

For any clarification (prior to the submission of bids) please submit your enquiries by e-mailing the same to afo.cpo@amu.ac.in mentioning “**Request for Clarifications: NIT for Supply of Furniture Items**” as the subject of e-mail, and clearly articulate specific queries (for which clarifications are to be sought) along-with contact details on which the response to queries should be sent back, by AMU.

- ✓ Bidders are also advised to participate in the Pre-bid meeting

9. ADDRESS FOR BID SUBMISSION:

Offline/ Manual Sealed Quotations/ Bids must be submitted as per the schedule as mention in this NIT on the prescribed format to the following address only via Post/ Courier only.

Central Purchase Office
Opp. SBI AMU Branch
Aligarh Muslim University
Aligarh-202002, UP, India

Phone: +91-571-2700920 Ext: 1270/ 1271/ 1272

Email: afo.cpo@amu.ac.in

10. AMENDMENT OF TENDER DOCUMENT

At any time prior to the deadline for the submission of bids, the Aligarh Muslim University, Aligarh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by amendment. The amendment will be notified on the AMU, CPPP & e-Tender website. The deadline for submission of bids may also be extended at the discretion of Aligarh Muslim University, Aligarh.

Note: Intending tenderers are advised to visit again <http://www.amu.ac.in> or <https://www.eprocure.gov.in> at least 02 days prior to the closing date of submission of tender for any update/ corrigendum/ amendment/ addendum.



11. TECHNICAL-CUM-SAMPLE BID

- A. Firms intending to participate in the tender (called 'Bidder') should first ensure that they fulfill all the eligible criteria as prescribed in the tender.
- B. The Technical Bid consists of the following documents:
- i. Annexure-I, II, III, IV, V, VII and VIII.
 - ii. Requisite EMD, as define in Para 13/ Annexure - VII.
 - iii. The bidder should have a minimum three-years' experience for supply the quoted items to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs. (Certificates must be attached)
 - iv. The annual turnover of the firm should not be less than Rs. 20 Lac per year during last three years. (CA certified balance sheet must be attached).
The participants who are unable to fulfill the requirement regarding minimum annual turnover of Rs 20 Lac per year during last three years will submit an undertaking that if they are unable to supply the ordered item within due course of time then the University will be free to take any action against their firm without assigning any reason including blacklisting of the firm.
 - v. The bidder should have successfully delivered/ supplied jobs at least two satisfied customers (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) in the past three years.
 - vi. GST Registration Certificate (Complete)/ PAN Card etc.
 - vii. Acceptance of Terms & conditions as per Annexure- 'VIII'.
- C. The bidder shall not make or cause to be made any alteration, erasing to obliteration to the text of the Tender Document.
- D. The bidder is expected to examine all instructions, forms, terms and condition as mentioned in the tender document. The failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of his bid.
- E. Half polished Samples must be submitted along with bid documents.

12. COMMERCIAL BID

The Commercial bid must contain the following:

The Commercial bid shall be submitted in the format provided at Annexure-VI.



13. EARNEST MONEY DEPOSIT (EMD)

Bid Security/ EMD, as per Annexure-VII (refundable), against the quoted item should be deposited along with quotations, in the form of Demand Draft (DD), in favour of "Finance Officer, Aligarh Muslim University, Aligarh".

In case of unsuccessful bid the EMD after necessary deduction of draft charges will be returned.

However, Vendors registered with MSME (Micro, Small and Medium Enterprises) / NSIC (National Small Industries Corporation) and enclosing attested copy of certificate of registration (valid for at least 6-months from tender opening date) with quotations would be exempted from payment of EMD. (see Rule 170 of GFRs 2017)

14. PAYMENT

The payment would be made after the successful execution of the complete order.

15. PENALTY

The duration of delivery of goods/ items shall be the essence of the contract and the items must be delivered within the specific period, failing which the late delivery charge @ 0.50 % per week of the total amount of order as per purchase order will be applicable.

16. FAILS IN SUPPLY

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).

17. DEFAULT IN THE PAYMENT

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.

18. DISCLAIMER

This tender notice is issued for information and planning purpose and does not constitute solicitation.

Information disclosed under and in accordance with the Bidder will not constitute as an offer. The acceptance of responses to the Bidder cannot be considered as a binding contract.



19. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

- A. Aligarh Muslim University, Aligarh is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- B. Aligarh Muslim University, Aligarh may terminate the contract, if it is found that the contractor is black listed on previous occasions by the any of the Government Departments/ Organizations/ Autonomous Bodies/ PSUs.
- C. Aligarh Muslim University, Aligarh may terminate the contract in the event the successful bidder fails to furnish the order.

20. OTHERS

- A. The awardee bidder/ contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- B. The contractor shall indemnify and hold the Aligarh Muslim University, Aligarh harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
- C. In the event of any loss to the AMU, as a result of any lapse on the part of the bidder/ contractor which will be established after an enquiry conducted by the AMU, the said loss can be claimed from the bidder/ contractor up to the value of the loss. The decision of the Vice-Chancellor will be final and binding on the agency.

21. SELECTION CRITERIA

a. for Technical-cum-Sample Bid

The successfully submitted bids along with all essential/ required documents/ annexures/ samples and meeting all the eligible criteria along with Samples are eligible for Technical Bid

b. for Commercial Bid Opening:

Initially the samples shall be evaluated by the Central Purchase Committee (CPC). Commercial bid for those bidders shall be opened and considered, whose sample(s) is/are qualified/ passed by the CPC.

c. Selection Criteria for winning the tender:

The selection for the approved/ recommended Bidder shall be based on the lowest qualified quoted prices or as the Committee may decide.

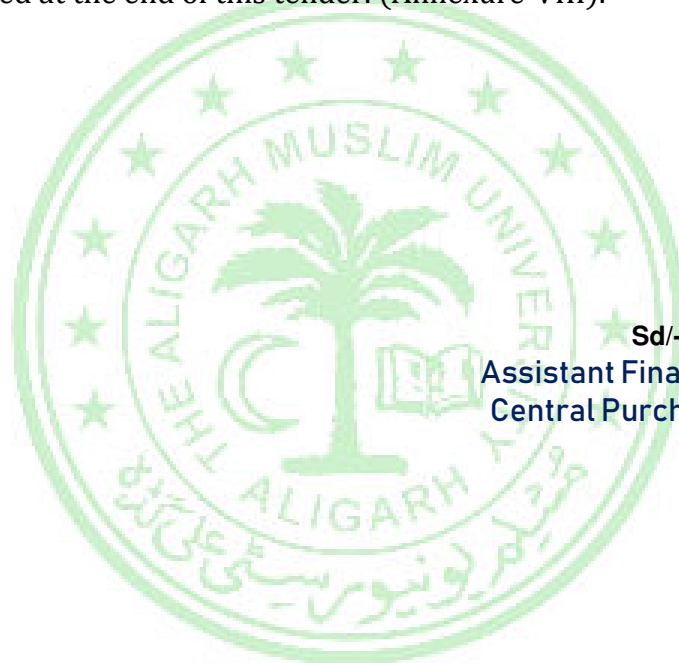


22. MEDIATION CLAUSE

In case of any dispute between the parties in relation or arising out of this Agreement, prior to invocation of Arbitration Clause, the aggrieved party, shall refer the matter to the Vice-Chancellor, AMU for pre litigation settlement. The Vice-Chancellor, AMU upon such request for mediation shall himself or through his nominee shall mediate between the parties to resolve the issue and shall express his opinion in writing after making effort for settlement after giving both parties on opportunity of being heard. In the event the mediation fails the mediator shall refer the matter to Arbitration.

23. TERMS AND CONDITIONS

As mentioned at the end of this tender. (Annexure-VIII).



Sd/-
Assistant Finance Officer
Central Purchase Office

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

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



Annexure- I

Compliance-sheet

Sl. No,	Requirement Profile of Bidder	(Yes / No)	Documentary Evidences enclosed (Yes/No)
1	The bidder should have a minimum three-years' experience for supply the quoted items to the Government Departments/ Organizations/ Autonomous Bodies/ PSUs. (Certificates must be attached)		
2	The annual turnover of the firm should not be less than Rs. 20 Lac per year during last three years. (CA certified balance sheet must be attached). The participants who are unable to fulfill the requirement regarding minimum annual turnover of Rs 20 Lac per year during last three years will submit an undertaking that if they are unable to supply the ordered item within due course of time then the University will be free to take any action against their firm without assigning any reason including blacklisting of the firm.		
3	The bidder should have successfully delivered/ supplied jobs at least two satisfied customers (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) in the past three years.		
4	The bidder agrees that all the communications received from AMU on email-ID provided by the bidder in Annexure-II of this tender document will be responded within one business day, failing which it will be presumed as an offence, thereby attracting actions as deemed fit by AMU.		
5	Warranty of the items must be as specified in the NIT.		
6	The validity of quoted price is upto 31.03.2020.		
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 bidder agrees to complete the order as per following after getting the Letter of Award (LOA). <ul style="list-style-type: none">For full wooden (except ply-board/ mica) made items: 35 daysFor Steel/ Iron made items : 20 days		

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Sl. No,	Requirement Profile of Bidder	(Yes / No)	Documentary Evidences enclosed (Yes/No)
9	Annexure-II duly filled and ink signed with seal.		
10	Annexure-III duly filled and ink signed with seal.		
11	Annexure-IV duly filled and ink signed with seal.		
12	Annexure-V duly filled and ink signed with seal.		
13	Annexure-VI duly filled and ink signed with seal. Must be submitted in separate envelop dully superscribed Commercial Bid for Supply of Furniture		
14	Annexure-VII duly filled and ink signed with seal.		
15	Annexure-VIII duly filled and ink signed with seal.		
16	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.		
17	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).		
18	The order number and date of the purchase order must be labeled with white paint at the time of supply.		

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- II

Brief Details about the Firm/ Company/ Manufacturer

1. NAME OF THE BIDDING FIRM:

.....

Website URL:

2. ADDRESS:

(a) REGISTERED OFFICE:

.....

..... PIN

STD CODE Office Phone No: FAX No:

Primary Cell Phone No: Alternate Cell Phone No:

Official Email: Alternate Email:

(b) WORK/ FACTORY (if applicable):

.....

..... PIN

STD CODE Landline Phone No: FAX No:

Primary Cell Phone No: Alternate Cell Phone No:

Official Email: Alternate Email:

3. 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) :

I/ We further undertake that all the above information and documents supplied by me/us are correct. In the event of any future changes in the above information, during the period of the **validity of these rates i.e. up to 31.03.2020**, I will immediately inform Assistant Finance Officer (Purchase) in writing and also provide updated documents (if any).

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

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



Annexure- III

Tender Acceptance Letter / Self-Declaration by the bidder for quoting the rate

FROM

M/s

.....
.....

To

Assistant Finance Officer
Central Purchase Office
A.M.U. Aligarh 202002

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned "Tender/Work" from the web site(s) as mentioned in the Tender.
2. I/We have read and understood the contents of the Tender and agree to abide by all the terms and conditions of this tender.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its entirety.
5. I/We also confirm that in the event of my/our tender being accepted, I/We hereby undertake to furnish Performance Security, as the tender requirement.
6. I/We further undertake that none of the Proprietor / Partner/ Directors of the firm was or is Proprietor or Partner or Director of any firm whom Aligarh Muslim University, Aligarh or any other government organization (Government Departments/ Organizations/ Autonomous Bodies/ PSUs) has black listed/ banned/ suspended in any business dealing.
7. I/We shall provide uninterrupted services/ supply.
8. The bidder has no outstanding dues in any form with Aligarh Muslim University, Aligarh.
9. I/We certify that all information furnished by our Firm is true and correct and in the event that the information is found to be incorrect/untrue/false or found violated, then your department/organization can reject the bid or terminate the contract, without giving any notice or reason there of or summarily, without prejudice to any other right or remedy including the forfeiture of the full said earnest money deposit absolutely.

I/We further undertake to report to the Assistant Finance Officer (Purchase) immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/ Partner/ Directors are Proprietor or Partner or Director of such a firm which is black listed/ banned/ suspended in future during the validity period of the Contract with you.

Yours faithfully,

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- IV

Declaration of the Authorized Signatory

[to be filled only if required]

I/ We,

Sl. No.	Name of the Proprietor/ All Partners/ Karta/ Directors/ Managing Directors/ Members of Managing Committee of Associations/ Board of Trustees etc	Status
01		
02		
03		
04		

hereby solemnly affirm and declare that
Mr./ Miss/ Mrs. (Name of Authorized Signatory)
Designation: (Designation) will act as an Authorized signatory
for the Firm M/s. (Firm Name)
participating in this NIT.

All his/ her action(s) in relation to this NIT will be binding on me/ us.

[Signature(s) of the Proprietor/ All Partners/ Karta/ Managing Director/ Members of
Managing Committee of Associations/ Board of Trustees etc.]

Acceptance as an Authorized Signatory

I, Mr./Miss./Mrs. (Name of Authorized Signatory)
hereby solemnly accord my acceptance to act as authorized signatory for the above
referred to firm and all my acts related to this NIT shall be binding on the firm.

Signature of the Authorized Person

Name of the Authorized Person

Designation of the Authorized Person

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

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



Annexure- V

Technical-cum-Sample Specifications

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 except Hydraulic chairs. In case of Hydraulic Chairs minimum on-site and comprehensive warranty/ guaranty is One-Year.
2. The wooden samples should be provided in half polish.
3. No mark/ sticker regarding name/ mark of quoted firm should be visible.
4. For ply/ 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

5. The Aligarh Muslim University reserves the right to increase or decrease the quantity up to 25 % at the time of placement of purchase order.



Signature & Seal of the Bidder

Date:
Place:

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



Details of Samples

S. No.	Required Item	Required Quantity	Quoted Yes or No	Sample Submit Yes or No	Number of Sample(s) submitted
1	Almirah: Full Size Steel Almirah Full Size -04 Shelves / 05 Compartment Size 78"x35"x19" External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 80 ± 2 KG Guaranty: 03 Year <	50			
2	Almirah: Half Size Steel Almirah Half Size -03 Shelves / 04 Compartment Size 50"x30"x19" External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 60 ± 2 KG Guaranty: 03 Year <	10			
3	Almirah: Glass Door Glass Door Almirah Size 78"x35"x19" Five shelves/six compartment, External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 85 ± 2 KG Guaranty: 03 Year <	20			
4	Almirah: Three Door Steel Almirah with Three Door Size 78"x 48"x19" External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 125 ± 5 KG Guaranty: 03 Year <	5			
5	Bench: Three (03) Seater Steel Bench Cushion seat and back with Power Coated Three (03) seater Guaranty: 03 Year <	10			
6	Chair: Cane Wooden (Study/ Office Chair) Chair Armed (for Study/Office) Under Structure seasoned sheesham wood Cane seat and back Upper part would be Finished with sprit polish Lower Part would be without polish/ coat Guaranty: 03 Year <	150			



S. No.	Required Item	Required Quantity	Quoted Yes or No	Sample Submit Yes or No	Number of Sample(s) submitted
7	Chair: Deskey Wooden Chair (Wooden with Writing Pad for Classroom) Under Structure seasoned sheesham wood seat and back having 10" (250mm) One piece writing flap and book rest in bottom Seat: Maximum in 2 Strip Back: Minimum 2"x1" x 03 Strip Upper part would be Finished with sprit polish Lower Part would be without polish/ coat Guaranty: 03 Year <	150			
8	Chair: Computer Chair Computer Armed Base Ply: Sloid Compressed with minimum 12 mm Seat: Cushioned with minimum 32 Density / 3" thickness Back: Cushioned with minimum 32 Density / 2" thickness OR Net Handles: PU Hydraulic Base: Iron/ Steel (Minimum 16 Gauge) with revolving 05 wheels Guarantee except wheel & Hydraulic: 3 Year < Guarantee of wheel & Hydraulic 1 year<	75			
9	Chair: Low Back Executive Chair Executive with low back Base Ply: Sloid Compressed with minimum 12 mm Seat: Cushioned with minimum 32 Density / 4" thickness Back: Cushioned with minimum 32 Density / 3" thickness Handles: PU Hydraulic Base: Iron/ Steel (Minimum 16 Gauge) with revolving 05 wheels Guarantee except wheel & Hydraulic: 3 Year < Guarantee of wheel & Hydraulic 1 year<	40			



S. No.	Required Item	Required Quantity	Quoted Yes or No	Sample Submit Yes or No	Number of Sample(s) submitted
10	Chair: High Back Executive Chair Executive with high back Base Ply: Slolid Compressed with minimum 12 mm Seat: Cushioned with minimum 32 Density / 4" thickness Back: Cushioned with minimum 32 Density / 3" thickness Handles: PU Hydraulic Base: Iron/ Steel (Minimum 16 Gauge) with revolving 05 wheels – 30" Chair Height =110±5 cm - 120±5 cm Seat Height =44-55 cm Seat Depth 50 cm< Seat Width 50 cm< Guarantee except wheel & Hydraulic: 3 Year < Guarantee of wheel & Hydraulic 1 year<	20			
11	Chair: SS Pipe (Visitor/ Office Chair) Chair Armed Stainless Steel Frame 1" Capsule Pipe 18 Gauge with 04 Legs and shoes Cushion Seat and Back Base Ply: Slolid Compressed with minimum 12 mm Seat Size: Minimum 18"x18" Back Size: Minimum 18"x15" Seat Cushion – 32 Density 2" Back Cushion – 32 Density 2" covered with Rexine Handles: PU Guaranty: 03 Year <	450			
12	Chair (Wooden - Armless) (for Dining) Chair Wooden Armless (for Dining) Under Structure seasoned sheesham wood Seat: Maximum in 2 Strip Back: Minimum 2"x1" x 03 Strip Seat Size: Minimum 18"x15" Upper part would be Finished with sprit polish Lower Part would be without polish/ coat Guaranty: 03 Year <	50			



S. No.	Required Item	Required Quantity	Quoted Yes or No	Sample Submit Yes or No	Number of Sample(s) submitted
13	Cabinet: Four (04) Drawer Steel Filling Cabinet External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Guaranty: 03 Year <	30			
14	Steel Rack: Full Size Angle Iron Frame 1 ½" in 16 gauge (minimum) Shelves 20 gauge Six Shelves – Five Compartment Sizes 78"x36"x15" Guaranty: 03 Year <	15			
15	Sofa Set with Centre Table Sofa Set: (Wooden) Under Structure 3 Pieces/ 5 seater in Teak Wood with PU/ Melamine polish finishing Seat with 12 mm Ply (ISI Mark) with 2"x1" x 03 Supports Mark should be clearly visible Foam seat in 4" thickness / 40 density Back seat in 3" thickness / 32 density Central table wooden Size 4'x2'x1.5' Top - Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") – First Quality with sprit polish finishing - With book shelf open from all sides made of Teak wood complete with PU/ Melamine polish finishing Guaranty: 03 Year <	10			
16	Table: 4'x2.5' (Office) Size 4'x2 ½'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) Back/ Drawers and other plain sides coated with sealer Footrest: Wooden (Jamun) 4"x 1½" with sprit polish finishing Gola (teak) around of table top (1¼") – First Quality with sprit polish finishing Three drawers & 01 tray on heavy Channel, RHS with locking system Guaranty: 03 Year <	70			



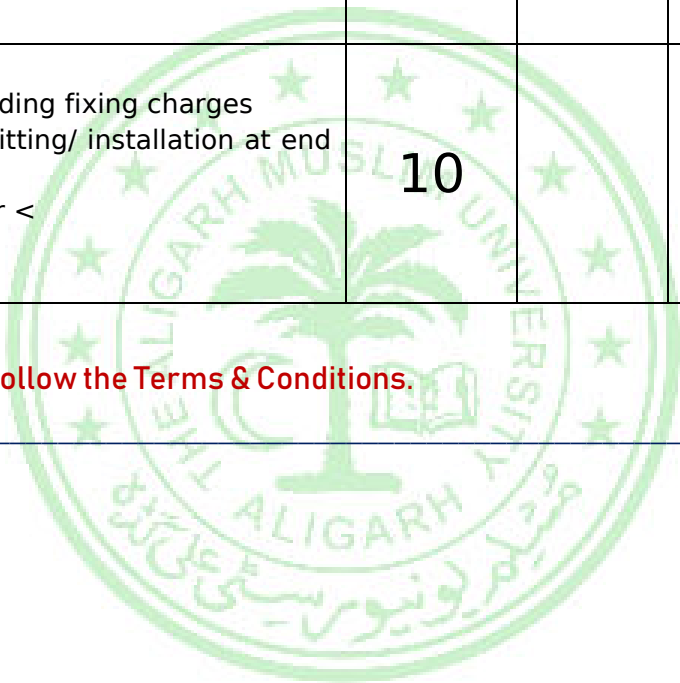
S. No.	Required Item	Required Quantity	Quoted Yes or No	Sample Submit Yes or No	Number of Sample(s) submitted
17	Table: 5'x3' (Executive Quality) Size 5'x3'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) Back/ Drawers/ Box and other plain sides coated with sealer Footrest: Wooden (Jamun) 4"x 1½" with sprit polish finishing Gola (teak) around of table top (1¼") - First Quality with sprit polish finishing Three drawers & 01 tray on heavy Channel, RHS with locking system Other side box with locking system Guaranty: 03 Year <	15			
18	Table: 6'x3' (Dinning/Reading) - Small Size 6'x3'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") - First Quality with sprit polish finishing Stainless Steel frame [18-gauge square pipe 1½"x1½"] with two supports [18-gauge square pipe 1½"x1½"] (Top & Bottom both) with 04 Legs with buffer Guaranty: 03 Year <	30			
19	Table: Computer Size 3'x2'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") - First Quality with sprit polish finishing Stainless Steel Frame [18-gauge square pipe 1"x1"] with leg base [18-gauge rectangular pipe 2"x1"] with buffer Key Board tray on heavy channel and one draws Provision of CPU, UPS, Key Board Guaranty: 03 Year <	100			



S. No.	Required Item	Required Quantity	Quoted Yes or No	Sample Submit Yes or No	Number of Sample(s) submitted
20	Table: Study Wooden Size 3'x2'x2 ½' Top - Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") - First Quality with sprit polish finishing Wooden Structure in Teak (MP) - with PU/ Melamine polish finishing One drawer with locking system Guaranty: 03 Year <	50			
21	White Board White Board Including fixing charges Size 6'x4' - with fitting/ installation at end user site Guaranty: 02 Year <	10			

Note: Kindly see / follow the Terms & Conditions.

Remark (if any): _____



Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- VI

Commercial Bid

Note:

1. Commercial Bid (Annexure- VI) must be submitted in separate sealed envelope for each quoted item. The envelope cover for each case must be superscribed with "Commercial Bid for Furniture Items Sl. No. _____" and all these envelopes should be placed in another sealed envelope (Master Commercial Bid Envelope).
2. The Aligarh Muslim University reserves the right to increase or decrease the quantity up to 25 % at the time of placement of purchase order.
3. All the items must be supplied with white painted order number and date of the Purchase Order.

Bidder must submit their Commercial bid in the following format only:

S. No.	Required Item	Quoted Yes or No	Unit Price [Including all Taxes/ Charges/ F.O.R.]	Required Quantity	Total Amount
1	Almirah: Full Size Steel Almirah Full Size -04 Shelves / 05 Compartment Size 78"x35"x19" External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 80 ± 2 KG Guaranty: 03 Year <			50	
2	Almirah: Half Size Steel Almirah Half Size -03 Shelves / 04 Compartment Size 50"x30"x19" External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 60 ± 2 KG Guaranty: 03 Year <			10	
3	Almirah: Glass Door Glass Door Almirah Size 78"x35"x19" Five shelves/six compartment, External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 85 ± 2 KG Guaranty: 03 Year <			20	



S. No.	Required Item	Quoted Yes or No	Unit Price [Including all Taxes/ Charges/ F.O.R.]	Required Quantity	Total Amount
4	Almirah: Three Door Steel Almirah with Three Door Size 78"x 48"x19" External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Weight 125 ± 5 KG Guaranty: 03 Year <			5	
5	Bench: Three (03) Seater Steel Bench Cushion seat and back with Power Coated Three (03) seater Guaranty: 03 Year <			10	
6	Chair: Cane Wooden (Study/ Office Chair) Chair Armed (for Study/Office) Under Structure seasoned sheesham wood Cane seat and back Upper part would be Finished with sprit polish Lower Part would be without polish/ coat Guaranty: 03 Year <			150	
7	Chair: Deskey Wooden Chair (Wooden with Writing Pad for Classroom) Under Structure seasoned sheesham wood seat and back having 10" (250mm) One piece writing flap and book rest in bottom Seat: Maximum in 2 Strip Back: Minimum 2"x1" x 03 Strip Upper part would be Finished with sprit polish Lower Part would be without polish/ coat Guaranty: 03 Year <			150	



S. No.	Required Item	Quoted Yes or No	Unit Price [Including all Taxes/ Charges/ F.O.R.]	Required Quantity	Total Amount
8	Chair: Computer Chair Computer Armed Base Ply: Slid Compressed with minimum 12 mm Seat: Cushioned with minimum 32 Density / 3" thickness Back: Cushioned with minimum 32 Density / 2" thickness OR Net Handles: PU Hydraulic Base: Iron/ Steel (Minimum 16 Gauge) with revolving 05 wheels Guarantee except wheel & Hydraulic: 3 Year < Guarantee of wheel & Hydraulic 1 year<			75	
9	Chair: Low Back Executive Chair Executive with low back Base Ply: Slid Compressed with minimum 12 mm Seat: Cushioned with minimum 32 Density / 4" thickness Back: Cushioned with minimum 32 Density / 3" thickness Handles: PU Hydraulic Base: Iron/ Steel (Minimum 16 Gauge) with revolving 05 wheels Guarantee except wheel & Hydraulic: 3 Year < Guarantee of wheel & Hydraulic 1 year<			40	
10	Chair: High Back Executive Chair Executive with high back Base Ply: Slid Compressed with minimum 12 mm Seat: Cushioned with minimum 32 Density / 4" thickness Back: Cushioned with minimum 32 Density / 3" thickness Handles: PU Hydraulic Base: Iron/ Steel (Minimum 16 Gauge) with revolving 05 wheels - 30" Chair Height =110±5 cm - 120±5 cm Seat Height =44-55 cm Seat Depth 50 cm< Seat Width 50 cm< Guarantee except wheel & Hydraulic: 3 Year < Guarantee of wheel & Hydraulic 1 year<			20	



S. No.	Required Item	Quoted Yes or No	Unit Price [Including all Taxes/Charges/F.O.R.]	Required Quantity	Total Amount
11	Chair: SS Pipe (Visitor/Office Chair) Chair Armed Stainless Steel Frame 1" Capsule Pipe 18 Gauge with 04 Legs and shoes Cushion Seat and Back Base Ply: Slold Compressed with minimum 12 mm Seat Size: Minimum 18"x18" Back Size: Minimum 18"x15" Seat Cushion – 32 Density 2" Back Cushion – 32 Density 2" covered with Rexine Handles: PU Guaranty: 03 Year <			450	
12	Chair (Wooden - Armless) (for Dining) Chair Wooden Armless (for Dining) Under Structure seasoned sheesham wood Seat: Maximum in 2 Strip Back: Minimum 2"x1" x 03 Strip Seat Size: Minimum 18"x15" Upper part would be Finished with sprit polish Lower Part would be without polish/ coat Guaranty: 03 Year <			50	
13	Cabinet: Four (04) Drawer Steel Filling Cabinet External Body Gauge 20 (minimum) Internal Body Gauge 22 (minimum) Guaranty: 03 Year <			30	
14	Steel Rack: Full Size Angle Iron Frame 1 ½" in 16 gauge (minimum) Shelves 20 gauge Six Shelves – Five Compartment Sizes 78"x36"x15" Guaranty: 03 Year <			15	



S. No.	Required Item	Quoted Yes or No	Unit Price [Including all Taxes/ Charges/ F.O.R.]	Required Quantity	Total Amount
15	<p>Sofa Set with Centre Table</p> <p>Sofa Set: (Wooden) Under Structure 3 Pieces/ 5 seater in Teak Wood with PU/ Melamine polish finishing Seat with 12 mm Ply (ISI Mark) with 2"x1" x 03 Supports Mark should be clearly visible Foam seat in 4" thickness / 40 density Back seat in 3" thickness / 32 density</p> <p>Central table wooden Size 4'x2'x1.5' Top - Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") - First Quality with sprit polish finishing - With book shelf open from all sides made of Teak wood complete with PU/ Melamine polish finishing Guaranty: 03 Year <</p>			10	
16	<p>Table: 4'x2.5' (Office)</p> <p>Size 4'x2 ½'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) Back/ Drawers and other plain sides coated with sealer Footrest: Wooden (Jamun) 4"x 1½" with sprit polish finishing Gola (teak) around of table top (1¼") - First Quality with sprit polish finishing Three drawers & 01 tray on heavy Channel, RHS with locking system Guaranty: 03 Year <</p>			70	



S. No.	Required Item	Quoted Yes or No	Unit Price [Including all Taxes/ Charges/ F.O.R.]	Required Quantity	Total Amount
17	Table: 5'x3' (Executive Quality) Size 5'x3'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) Back/ Drawers/ Box and other plain sides coated with sealer Footrest: Wooden (Jamun) 4"x 1½" with sprit polish finishing Gola (teak) around of table top (1¼") – First Quality with sprit polish finishing Three drawers & 01 tray on heavy Channel, RHS with locking system Other side box with locking system Guaranty: 03 Year <			15	
18	Table: 6'x3' (Dinning/Reading) - Small Size 6'x3'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") – First Quality with sprit polish finishing Stainless Steel frame [18-gauge square pipe 1½"x1½"] with two supports [18-gauge square pipe 1½"x1½"] (Top & Bottom both) with 04 Legs with buffer Guaranty: 03 Year <			30	
19	Table: Computer Size 3'x2'x2 ½' Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") – First Quality with sprit polish finishing Stainless Steel Frame [18-gauge square pipe 1"x1"] with leg base [18-gauge rectangular pipe 2"x1"] with buffer Key Board tray on heavy channel and one draws Provision of CPU, UPS, Key Board Guaranty: 03 Year <			100	



S. No.	Required Item	Quoted Yes or No	Unit Price [Including all Taxes/ Charges/ F.O.R.]	Required Quantity	Total Amount
20	Table: Study Wooden Size 3'x2'x2 ½' Top - Ply/ Board: 19 mm thick {Make: CENTURY Club Prime) Mica Fitted (Make: CENTURY 1 mm) & back coated with sealer Gola (teak) around of table top (1¼") – First Quality with sprit polish finishing Wooden Structure in Teak (MP) - with PU/ Melamine polish finishing One drawer with locking system Guaranty: 03 Year <			50	
21	White Board White Board Including fixing charges Size 6'x4' - with fitting/ installation at end user site Guaranty: 02 Year <			10	

Note: Kindly see / follow the Terms & Conditions.

Remark (if any): _____

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- VII

EMD Summery
(as per Rule 170 of GFRs, 2017)

S. No.	Required Item	EMD Required	Quoted Yes OR No	DD No.	DD Date	DD Amount	Issuer Bank Name
1	Almirah: Full Size	₹ 11,000/-					
2	Almirah: Half Size	₹ 2,000/-					
3	Almirah: Glass Door	₹ 5,000/-					
4	Almirah: Three Door	₹ 1,500/-					
5	Bench: Three (03) Seater	₹ 2,000/-					
6	Chair: Cane Wooden (Study/ Office Chair)	₹ 5,500/-					
7	Chair: Deskey Wooden Chair	₹ 5,500/-					
8	Chair: Computer	₹ 5,000/-					
9	Chair: Low Back Executive	₹ 5,000/-					
10	Chair: High Back Executive	₹ 2,500/-					
11	Chair: SS Pipe (Visitor/ Office Chair)	₹ 25,000/-					
12	Chair (Wooden - Armless) (for Dining)	₹ 3,000/-					
13	Cabinet: Four (04) Drawer	₹ 10,000/-					
14	Steel Rack: Full Size	₹ 1,500/-					
15	Sofa Set with Centre Table	₹ 6,000/-					
16	Table: 4'x2.5' (Office)	₹ 25,000/-					
17	Table: 5'x3' (Executive Quality)	₹ 7,500/-					
18	Table: 6'x3' (Dinning/Reading) - Small	₹ 6,500/-					
19	Table: Computer	₹ 11,000/-					



S. No.	Required Item	EMD Required	Quoted Yes OR No	DD No.	DD Date	DD Amount	Issuer Bank Name
20	Table: Study Wooden	₹ 6,000/-					
21	White Board	₹ 1,000/-					
Total =		₹ 1,47,500/-					

Demand Draft/ Banker Cheque No. : _____

Issue Date : _____ - January - 2020

Issuer Bank Name : _____

Branch : _____

Amount : ₹ _____/-

Note:

- The EMD is refundable.
 - For non-qualified: Immediately after issuance of Letter of Award (LOA) to the successful bidder.
 - For qualified: After 03-Months of successfully completing the work order.
- The Demand Draft/ Banker Cheque must be in favour of "Finance Officer, Aligarh Muslim University" payable at Aligarh.
- Non-Submission of original EMD document shall lead to rejection of the tender.
- Bidder(s) registered with MSME (Micro, Small and Medium Enterprises)/ NSIC (National Small Industries Corporation) are exempted from payment of EMD.
A Copy of valid Certificate (self-attested) of registration (valid for at least 06-months from tender opening date) must be uploaded with technical cover.
AMU Registration No (if any) :
NSIC Registration No (if any) :
MSME Registration No (if any) :
- No interest shall be paid on EMD.
- EMD shall be forfeited, in any of the following case(s):
 - The bidder withdraws its proposal after the proposal due date.
 - The successful bidder fails to accept LOA within the stipulated period.
- Kindly see / follow the Terms & Conditions.

Remark (if any): _____

Signature & Seal of the Bidder

Date:

Place:

Name of Bidder:

Designation:

Name of Firm:

Address:

Contact No.:

Email:



Annexure- VIII

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. Bid Security (EMD) as per Annexure-VII (refundable) against quoted item should be deposited along with quotations, in the form of Demand Draft/ Bankers Cheque, in favour of "Finance Officer, Aligarh Muslim University, Aligarh".
In case of unsuccessful bid the EMD after necessary deduction of draft charges will be returned. However, Vendors registered with MSME (Micro, Small and Medium Enterprises) / NSIC (National Small Industries Corporation) and enclosing attested copy of the certificate of registration (valid for at least 6-months from tender opening date) with quotations would be exempted from payment of EMD. (see Rule 170 of GFRs 2017)
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).

Yours faithfully,

Signature & Seal of the Bidder

Date:
Place:

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