

مولانا آزاد نیشنل اردو یونیورسٹی
मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad – 500 032

No: MANUU/Purchase/F.122/2016-17/T. No.07

Date: 14.12.2016

Cost of tender form: **Rs. 3,000/-** through DD favouring MANUU payable at Hyderabad

**TENDER DOCUMENT FOR SUPPLY OF PLYWOOD CABINS AT
GIRLS HOSTEL OF THE UNIVERSITY**



Last date & time of submission of technical and financial bids : **5th January 2017
at 3:00 p.m.**

Date and time of opening of technical bids : **5th January 2017
at 3:00 p.m.**

Chapter-I : Instructions to the bidders

1. **Preface:** Maulana Azad National Urdu University (MANUU) is a Central University with headquarter at Hyderabad and off campuses, colleges and Regional Centres located all over India. The University intends to procure best quality plywood cabinets with installation from the reputed firms only as decided by the University.
2. **Call for tender:** MANUU invites sealed tenders from original manufacturer / Govt. organizations / authorized dealers for supply of plywood cabinets at the university girls hostel. The validity of tender cum rate contract should be for a period of twelve months.
3. **Submission of tender:** The sealed tenders are invited for supply of plywood cabinets at Girls Hostel of the University under **two bid system** viz. **Technical bid** (*Annexure-II duly signed and stamped, consisting all technical details along with commercial terms and conditions, relevant documents and DD of Rs.3,000/- (non refundable) towards tender cost and Rs. 45000/- towards EMD*) and **Financial bid** (*indicating item wise price for each item mentioned in Annexure-III*), in two separate sealed envelopes and should be super scribed as technical bid and financial bid invariably. Both the sealed envelopes should be kept in a third big envelope on which it should be super scribed **'Tender for Plywood Cabinets for University Girls Hostel'**.
4. **Quoting of items:** Unit prices are to be quoted both in figures and in words. In case of discrepancy, price quoted in words or figures whichever is less will be taken as valid.
5. **Opening of bids:** The Technical bids will be opened and scrutinized; the firm, who meets the technical requirements as per documents furnished, shall only be considered for opening of financial bid. The financial bid will be opened for those firms who qualify technically and whose sample has been agreed up to the satisfaction level of the University. The decision of the University will be final in this regard.
6. **Selection of firm:** The lowest quoted firm will be selected normally subject to satisfaction of the quality of the product. The decision of the committee will be final in this regard.
7. **Alteration in the bid:** Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
8. **Availability of tender form:** The tender document can be had from Purchase Section on payment of DD of Rs. **3,000/-** (non refundable) or it can be downloaded from the University's web site (www.manuu.ac.in). If downloaded, the cost of tender amounting to Rs. 3,000/- (non refundable) is to be submitted by way of a demand draft drawn in favour of "Maulana Azad National Urdu University" payable at Hyderabad along with technical bid. The downloaded tender form without demand draft will not be accepted.
9. **Cost:** The rates quoted should be inclusive of all taxes, levies, freight, insurance, transportation, installation etc. Rates are to be quoted in the financial bid as per tender document (Annexure-III), otherwise it shall not be considered.
10. **Office location:** The firm should have its office within GHMC limit of Hyderabad / Secunderabad to provide after sale service if required.
11. **Validity period of quotation:** Firms intends to tendering should note that their offers should remain open for acceptance up to 111 days; if the 111th day falls on holiday then last date will be the next working day from the date of opening of tender (Bid validity period).
12. **Acceptance of tender:** The University does not pledge itself to accept the lowest or any tender and reserves to itself, the right accepting the whole or any part of the tender or rejecting completely.

Chapter–II: Terms and Conditions

1. **Rejection of tender:** The conditional tenders, incomplete or unsigned bids, without required EMD and cost of tender shall not be accepted. Any query / intimation will not be entertained on such bids.
2. **Specification:** The desired specifications and allied technical details are placed at Annexure-I. These are basic specifications; **the firm may quote the same or higher specifications as per enclosed annexures only.**
3. **Technical bid:** The technical bid shall be duly filled and signed as per the Annexure-II. Incomplete Bid / in adequate information etc., in any respect are liable to be rejected.
4. **Date and place of submission of tenders:** The separate sealed covers containing the technical bid and financial bid should be submitted to the **Asst. Registrar, Purchase & Stores Section, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500032** by **3:00 p.m.** on **05.01.2017**. Tenders received after due date and time will not be considered. The technical bid will be opened on the same day at **3:00 p.m.** in presence of vendors or their authorized representative. The representative should bring the authorization letter from their vendor for attending the tender opening committee meeting.
5. **Bid security / EMD:** The filled in tender form without requisite bid security (EMD) and cost of tender will not be considered and both are to be drawn separately favouring “Maulana Azad National Urdu University” payable at Hyderabad. The Security bid of unsuccessful bidders will be returned without interest. Bid security(EMD) of the successful bidder will be converted into Security Deposit of 10% cost on payment of differential amount or released on submission of Bank Guarantee / Demand Draft / FDR for 10% cost. The cost of tender form and security bid (EMD) amount is as follows:

Sl. No.	Description	
1.	Cost of tender document (Non refundable): (if download, Rs. 3,000/- through DD only)	Rs. 3000/-
2.	EMD / Bid Security	Rs. 45,000/-

6. **Company profile:** The bidders may submit their company profile along with the list of organizations / firms to which furniture have been supplied along with copies of supply order, with the technical bid.
7. **Bidders shall have to meet the following pre-qualification criteria**
 - a) Should have achieved the Average Annual Turnover of Rs. 3,00,000/- during the last three financial years.

In addition to this, the firm should have achieved any one of the following criteria
 - b) (i) Should have supplied three purchase orders of the similar products worth Rs. 3,60,000/- during the last 7 years
or
(ii) Should have supplied two purchase orders of the similar products worth Rs. 4,50,000/- during the last 7 years
or
(iii) Should have supplied one purchase order of the similar products worth Rs. 7,20,000/-
8. **Repeat order:** This is a tender cum rate contract for a period of one year and the item offered in the tender can be re-ordered at the same rate, terms & conditions within a period of twelve (12) months.

9. **Delivery and Installation:** the firm shall deliver and install the items at the University Sections / Departments **within 30 days** from the date of issue of Purchase Order.
10. **Warranty:** Plywood cabinets should be of one year manufacturer's warranty against any manufacturer defect. The firm should replace the faulty items free of cost during the warranty period.
11. **Payment terms:** No advance payment will be considered, The payment will be released in Indian rupees in the following order:
 - (i) **90% payment of purchase order:** After 100% supply and installation of plywood cabinets subject to certification by the University.
 - (ii) **10% payment of purchase order / security deposit:** After availing the warranty period on receipt of Bank Guarantee of any nationalized bank of equal amount for a period of warranty.
12. **Quantity:** The quantity mentioned in the tender can be increased or decreased at the discretion of the University and the decision of the University shall be final in all respect.
13. **Registration:** The firm should be registered with the government agency for sales tax and service tax, incorporation and the certificate of registration issued by appropriate government authority for required equipments may be enclosed.
14. **Right of the University:** The University reserves the right to reject or accept any tender without assigning any reason or cancel before issuing of Purchase Order. In case of cancellation of the tender the EMD will be returned without interest.
15. **Acceptance of terms and conditions:** All pages of the tender document are to be signed and stamped by the tendering firm as agreed by the terms and conditions of the tender and to be attached along with the technical bid.
16. **Penalty clause:** The supply and installation of equipments has to be completed within stipulated time period indicated in Purchase Orders, in case of delay the University reserves the right to impose penalty, as follows:
 - (i) **Liquidated Damages:** If the firm fails to supply the material of desired quality and quantity or part of it or unable to perform the service within specified periods for reasonable cause, the University shall, without prejudice to its other remedies under the contract / order may deduct from the contract price, as liquidated damages, a sum equivalent to 2% per week of the value of undelivered service of the goods or unperformed services limited to a maximum of 10% value of the purchase order / left over cost. Once the maximum is reached, the University may consider termination of the contract / order without any notice and further action may be initiated. Late supply to the maximum of 10% will be deducted from the bill after which the order will remain cancelled and Security / deposit will be forfeited.
 - (ii) **Termination for default:** The University may, without prejudice to any other remedy for breach of contract / order, by written notice of default sent to the firm, terminate the contract / order in whole or part at the risk and cost of the defaulting firm.
 - (a) If the firm fails to execute the supply of all the material specified in the order with in the period(s) of desired quality and quantity specified in the order, or within any extension therefore granted by the University, or
 - (b) If the supplier fails to perform any other obligation(s) under the contract / order.
 - (c) If any defects are observed/noticed, the University will have the right to reduce the payment to be made to the firm and take any other suitable action against the firm, and the University decision will be final in this regard.

17. **Settlement of Dispute:** In case of any dispute, Hyderabad will be the Jurisdiction and the Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on the parties as per following terms:
- (i) The Purchaser and the Supplier shall make every effort to resolve by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
 - (ii) If the parties have failed to resolve their dispute of difference by such consultation, then either the Purchaser or the Supplier may give notice to the party of its intention to settle the issue by arbitration, as herein provided, as to the matter in dispute, no arbitration in respect of the matter be commenced unless such notice is given in accordance with this clause for the final settlement of the matter. Arbitration may be commenced prior to or after delivery of the Goods under the Contract.
 - (iii) All questions, disputes and differences arising shall be referred by the Vice Chancellor, MANUU to the sole arbitrator for arbitration under the provision of the Arbitrations and Conciliation Act, 1996.
18. **Obligation during Arbitrations:** Notwithstanding any reference to arbitration (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and (b) the Purchaser shall pay any amount due to the Supplier.

Place: Hyderabad
Date: 14th December 2016
Encl: (i) Annexure-I
(ii) Annexure-II
(iii) Annexure-III

Registrar
Maulana Azad National Urdu University
Hyderabad



Annexure – I**Chapter – III:**

Sl. No.	Plywood cabinets / cabinets	Quantity
1.	<p>Plywood Cabins / cabinets: Finished Size: 2.06 mt (hight) x 0.80 mt (width) x 0.62 mt (depth) Side walls & 2 horizontal shelves: 18 mm commercial ISI Ply board Back side: 6 mm commercial ISI Ply board Door: 18 mm ISI Ply board with 1 mm lamination Include: 4 nos of brass hinges Powder coated aluminum tower bolts 02 nos. Powder coated MS Decorative Hasp & Staple 01 no. & Handle 1 no. Brackets & Curtain Road: Stainless Steel Wooden primer inside and outside, paint on both side walls external. Plastic bushes: 04 Nos.</p> <p><u>Note:</u> The actual size of the cabinets may vary 2-3cms as per the actual site requirement / condition at each room of the Hostel. The firm shall supply accordingly without any extra cost.</p>	80 Nos.

Place: Hyderabad
 Date: 14th December 2016

Registrar
 Maulana Azad National Urdu University
 Hyderabad

Annexure-II**Chapter-IV: Technical bid:**

1.	Name of the firm	M/s.
2.	Details of Tender Cost	Rs. 3,000/- D.D. No. _____ dated: _____ Bank _____
3.	Details of EMD	Rs. 45,000/- D.D. No. _____ dated: _____ Bank _____
4.	Contact Details	Postal Address Tel No. Land Line Mobile: E-mail:
5.	Details of Registration with income tax and sales tax authorities <i>Enclose Copy / proof</i>	
6.	PAN Details <i>Enclose Copy / proof</i>	
7.	Documentary proof for Pre Qualification Criteria as mentioned in the Tender (Sl. 7, Chapter II) a) Proof for Annual Turnover b) Proof for experience criteria	a) b)
8.	Any other relevant information	
-	Optional:	

Declaration: It is hereby declared that the firm have carefully read and understood the tender and **agreed with all the clauses**, terms and conditions of the tender, Hyderabad jurisdiction etc and agreed that the decision of the University shall be final in all respect.

*Authorized signature of
the firm along with seal*

Place

Date:

Annexure – III

Chapter–V: Financial bid: To be utilized by the bidder to quote their prices item wise.

Sl.	Furniture	Qty.	Unit cost	Total (Including taxes & all charges etc)
1.	<p>Plywood Cabins / cabinets: Finished Size: 2.06 mt (height) x 0.80 mt (width) x 0.62 mt (depth) Side walls & 2 horizontal shelves: 18 mm commercial ISI Ply board Back side: 6 mm commercial ISI Ply board Door: 18 mm ISI Ply board with 1 mm lamination Include: 4 nos of brass hinges Powder coated aluminum tower bolts 02 nos. Powder coated MS Decorative Hasp & Staple 01 no. & Handle 1 no. Brackets & Curtain Road: Stainless Steel Wooden primer inside and outside, paint on both side walls external. Plastic bushes: 04 Nos.</p> <p><u>Note:</u> The actual size of the cabinets may vary 2-3cms as per the actual site requirement / condition at each room of the Hostel. The firm shall supply accordingly without any extra cost.</p>	80 Nos.		

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Place:
Date:

*Authorized signature of
the firm along with seal*

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(A Central University established by an Act of Parliament in 1998)

Gachibowli, **Hyderabad** – 500 032, www.manuu.ac.in

Tel: 040 – 23001697 & 23006612-15/ Extn. 106/191/119

Open Tender (2 bids system)

No. MANUU/Purchase/F.122/2016-17/T.N.07

Sealed tenders are invited from Original Manufacturers / Govt. Organizations / authorized dealers for supply plywood cabinets (80 Nos.) at Girls Hostel of the University. The detailed tender form can be had from Purchase Section on furnishing for D.D. of **Rs. 3,000/-** (non-refundable) or University website. If downloaded, tender cost of Rs.3000/- shall be furnished through separate DD along with tender. The Filled-in tender shall be accompanied with the prescribed EMD for Rs. 45,000/- (refundable) in favouring MANUU payable at Hyderabad.

Last date for receipt of tender - 05.01.2017 by 3:00 p.m.

Date of opening of bid - 05.01.2017 at 3:00 p.m.

As per GFR 3 week's time will be allowed for the open tender from the date of notification in the news papers to closing date of the tender and the dates will be arranged accordingly.

S.O.

Assistant Registrar
(Purchase & Stores)

Registrar