



PURCHASE & STORES SECTION

INVITATION FOR ONLINE TENDER (TWO BIDS SYSTEM)

(Tender No: 02/MANUU/Pur/F.71/2015-16/Part-I/Poly-Hyd. dt: ... 20.06.2019)

Sub: MANUU - Purchase & Stores Sections – Supply and installation of Laboratory Tables for for MANUU, Polytechnic Hyderabad – Online (through CPPP) Tender Enquiry – Reg.

The Maulana Azad National Urdu University (MANUU), Hyderabad (Central University established by an Act of Parliament in 1998) intends to procure Laboratory Tables for University Polytechnic, Gachibowli, Hyderabad from the prospective bidders. The intended bidders may furnish their quotations (as per the specifications mentioned below) online through Central Public Procurement Portal (CPPP) @ <https://eprocure.gov.in/eprocure>. The online bids along with **EMD for Rs.52,500/-** drawn in favour of Finance Officer, MANUU, Hyderabad (Exemption as per GoI norms will only be considered on production of documentary proof, failing which the bid will be rejected) shall be furnished as per the proforma prescribed (Annexure-2). The bid documents (both Technical bid and financial bid) along with the scanned copy of EMD proof may have to be upload online on CPP Portal on or before **20.06.2019** by **3.00 pm**. However, the original EMD document/DD shall be submitted at Purchase & Stores Section **before closing date** of the bid.

Terms and Conditions of Tender:

1. Submission of Bids:

- 1.1 The technical and financial bids should be furnished in Annexure-I and Annexure-II respectively and should be submitted online @ <https://eprocure.gov.in/eprocure> only along with the requisite documents.
- 1.2 Conditional and incomplete bids will be rejected summarily.
- 1.3 The bids must be submitted online before due date and time.
- 1.4 **Modification and Withdrawal of Bids:** The bidder may modify or withdraw his bid through online before last date for submission of the Bids.
- 1.5 No tender will be accepted after the date of opening and time as specified in the tender enquiry for any other reasons.
- 1.6 The bidders shall have to ascertain the exact percentage of GST applicable on each of the items while quoting the rate in the financial bid (Annexure-2). In case of discrepancy / difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant rules of the GST Act vis-à-vis supporting documents provided by the bidders in respect of the claim for the GST. In case of ambiguity on percentage of GST applicable, the University will award the contract on the basic price i.e. excluding GST quoted in the online price bid. The decision of the University shall be final and binding in this regard.
- 1.7 The University reserves its rights to place the Purchase Order with the firm quoting L-1 rate.



PURCHASE & STORES SECTION

- 1.8 If there is tie in the price quoted between bidders, separate sealed quotation will be obtained with short notice from such bidders.

2. Submission of EMD

- 2.1 The firms should submit EMD of Rs.52,500/- in the form of Demand Draft / Bank Guarantee / Fixed Deposit drawn in favour of Finance Officer, MANUU payable at Hyderabad in original by post or by hand. Scanned copy of EMD should be uploaded along with Technical bid document. Exemption as per govt. norms will be considered on production of documentary proof.
- 2.2 The EMD of the unsuccessful bidders will be returned within 60 days after closing date of the bid or within 30 days after finalizing the bid without interest. The EMD of the successful bidder will be returned on submission of Performance Security.

3. Opening of Bids

- 3.1 Technical bid would be opened online only and scrutinized as per the eligibility criteria prescribed.
- 3.2 Financial bids of only technically qualified bidders will be opened by the authorized officers of the University.
- 3.3 The bidder must provide the services as per the specifications mentioned in the tender. The firms may also quote for higher specifications. However, the criteria for requirement would be based on the actual specifications mentioned in this tender document.
- 3.4 Prices are to be quoted both in figures through online only. Amount quoted as '0' (zero) in the financial bid will be treated as non-responsive and next L1 figures will be considered. In case of a discrepancy, quoted amount in words/lowest amount will be taken as valid. The quotation should be valid for a minimum period of 75 days from the closing date of tender.

4. Pre-qualification (eligibility) criteria:

- 4.1 The bidder should be a registered firm / supplier with GSTIN.
- 4.2 The firm should submit an EMD of Rs.52,500/-
- 4.3 The firm should submit the OEM Certificate or authorization certificate specific to this tender.
- 4.4 The firm should submit compliance report with respect to specification and warranty etc. any deviation of quality will be summarily rejected.
- 4.5 The bidder must upload Annexure – I duly filled in.
- 4.6 A) The bidder must have achieved the minimum average annual turnover of **Rs.8,40,000/-** on supply of the similar items during the last three financial years ending 31st March, 2019.
- B) In addition to the above, the bidder must have supplied the;
- i. Similar items on three Purchase Orders worth **Rs.4,20,000/-** each (or)
- ii. Similar items on two Purchase Orders worth **Rs.5,25,000/-** each (or)

Handwritten signature and date: 2/15/19

PURCHASE & STORES SECTION

iii. Similar items on one Purchase Order worth **Rs.8,40,000/-**
During the last 5 years between 01.04.2014 to 31.03.2019

5. Job Requirement

5.1 Supply and Installation of Laboratory Tables for **MANUU, Polytechnic, Hyderabad** shall be as per specification and quantity mentioned below:

Sl.No	Description of Item with Specification	Qty Req.
1	Laboratory Tables black granite top of 18mm, semi-curved finish, length -1800 mm (+_20mm) in mm only Width: 900 mm (+_10 mm), & Height: 900 mm (+_10 mm), Frame made of 50 mm x 50 mm of 16 gauge square MS pipe along with foot rests- 2 nos. Legs-4 Nos. bushes. Fixing of 300 mm x s150 mm MS plate of 18 gauge four sides for provision for fixing electrical board.	40 No's

5.2 The quantity included in the bid can be increased or decreased at the discretion of the Competent Authority, Maulana Azad National Urdu University Hyderabad, while issuing the purchase order. The University reserves the right to issue supplementary purchase order upto 25% of the bid value within three months from the date of Award of Contract on the same price and terms & conditions.

6. Delivery & Payment:

6.1 The supply of said items has to be made within a period of **30 days** from the date of award of contract (AOC).

i) Failure to supply the material within the stipulated period shall entitle the Procuring Entity (MANUU) for imposition of penalty @ 1/2% (half percent) per day on the total value of the item covered in the purchase order, subject to a maximum of 5% (five percent) after expiry of the stipulated time period of the supply unless extension is obtained in writing from the office on valid ground before expiry of delivery period.

ii) If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained thereby would be recovered from the defaulting supplier.

6.2 The selected firms should submit 10% value of Award of Contract (AOC) as Performance Security in the form of D.D/ Fixed Deposit Receipt / Bank Guarantee in favour of MANUU payable at Hyderabad which would be released (without interest) after supply of material as per specifications and after fulfilling of all tender obligations. In case, the goods supplied are under warranty, the 10% Performance Security will be released after 60 days after completion of Warranty period without any Interest. The account details are as follows;

A/c. Name : Maulana Azad National Urdu University
A/c. Number : 187901000000024
Bank : Indian Overseas Bank
Branch : Gachibowli, Hyderabad-500 032
IFSC Code : IOBA0001879

6.3 **Payment:** 100% payment after receipt of the goods, inspection, installation (if any) at concerned office site in good condition and acceptance by the consignee, within 30 (thirty) days provided the successful bidder should have been furnished the 10%

2019

PURCHASE & STORES SECTION

Performance Guarantee.

6.4 No advance payments will be made.

7. **Miscellaneous:**

7.1 **MANU University GSTIN:** 36HYDM03116B1DT.

7.2 The items procured are exclusively for the students for academic purpose only.

8. **Termination of the contract:**

8.1 If the information provided by the firm during the process of contract is found false at later stage, the University reserves the right to cancel the Purchase Order and / or blacklist the firm.

8.2 Sub-letting of this contract is not permissible.

8.3 This Request for Proposal (RFP) is issued with no financial commitment and the Buyer (MANUU) reserves the right to change or vary any part thereof or foreclose the procurement process at any stage. The Buyer also reserves the right to disqualify any vendor, should it be necessary, at any stage.

8.4 In case of any dispute, Hyderabad will be the Jurisdiction. The Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on the both parties.



Registrar

Maulana Azad National Urdu University
Gachibowli, Hyderabad- 500032

PURCHASE & STORES SECTION

Instructions for filling up BOQ (Online Only)

Name of the Bidder/ Bidding Firm / Company :									
PRICE SCHEDULE									
(DOMESTIC TENDERS – RATES ARE TO GIVEN IN RUPEES (INR) ONLY)									
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)									
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST Amount on Item Qty x Basic Rate in INR	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words	
1	2	4	5	7	9	13	14	15	

Name of the firm

Unit Price (in Rupees) without GST

Total GST amount (in Rupees) i.e. Qty. x unit price x GST%

PURCHASE & STORES SECTION

Annexure-1 (Technical Bid)

1.	Name of the Firm	M/s.
	Postal Address	
	Contact No (s)	
	E-mail ID	
	Account Number	
	Name of the Account Holder / Firm / Agency	
	Bank Name	
	Branch Name & Details	
	IFSC Code	
2.	Details of EMD of Rs.52,500/- (Exemption for registering with MSME NSIC, N.C.C.F, Kendriya Bhandar etc as per GoI norms will only be considered on production of documentary proof, failing which the bid will be rejected). The EMD shall be submitted at Purchase & Stores Section before closing date.	D.D. No. _____ dated: _____ Bank _____ (upload documentary proof if exemption is claimed)
3.	Firm Registration Details	(upload Firm registration certificate)
4.	GST Registration Details	(upload GST registration certificate)
5.	OEM Certificate or Authorization certificate specific to this tender	(upload Documentary proof)
6.	Compliance report of the item as per Annexure-III	(upload item-wise compliance report)
7.	Average Annual Turnover of Rs.8,40,000/- during the preceding three years (Attach scanned copy of audited balance sheet and Profit & Loss Account for these years, Certificate Certified by CA) (as per tender clause 4.6 (A))	(upload Documentary proof)
8.	Value of Purchase Orders of equipments carried out during the preceding five years, (Attach scanned copy of Purchase Orders) [as per tender clause 4.6 (B)]	(upload Documentary proof)

Declaration: i) That we have not been debarred by any Government Department/Under taking.

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

Place :
Date :2019

Signature of the authorized
Dealer/signatory of the firm

PURCHASE & STORES SECTION

Annexure-2 (Financial Bid)

(To be filled Online as per the CPPP format only)

Name of the Bidder/ Bidding Firm / Company :								
PRICE SCHEDULE								
(DOMESTIC TENDERS – RATES ARE TO GIVEN IN RUPEES (INR) ONLY)								
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
NUM BER #	TEXT #	NUMB ER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST Amount on Item Qty x Basic Rate in INR Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	7	9	13	14	15
1	<i>Procurement of Laboratory Tables for Polytechnic Hyderabad</i>							
1.1	Laboratory Tables black granite top of 18mm, semi-curved finish, length -1800 mm (+_20mm) in mm only Width: 900 mm (+_10 mm), & Height: 900 mm (+_10 mm), Frame made of 50 mm x 50 mm of 16 gauge square MS pipe along with foot rests- 2 nos. Legs-4 Nos. bushes. Fixing of 300 mm x s150 mm MS plate of 18 gauge four sides for provision for fixing electrical board.	40 No's	NO			0.00	0.00	INR Zero Only



PURCHASE & STORES SECTION

Annexure – 3

Compliance Report

Sl	Items	Make and Model Quoted	Deviation if any	Deviation If yes mention details thereof
1.	Laboratory Tables black granite top of 18mm, semi-curved finish, length -1800 mm (+_20mm) in mm only Width: 900 mm (+_10 mm), & Height: 900 mm (+_10 mm), Frame made of 50 mm x 50 mm of 16 gauge square MS pipe along with foot rests- 2 nos. Legs-4 Nos. bushes. Fixing of 300 mm x s150 mm MS plate of 18 gauge four sides for provision for fixing electrical board.		Yes / No	

Note: The Bidders are requested to fill the compliance report and upload the same. No other conditions mentioned in the tender shall be accepted.