

MANUU Lucknow Campus
C-9, H- Park (Behind Neera Nursing Home) Lucknow- 226 006
Tele & Fax No. 0522µ 2330183

TENDER NOTICE

Sealed tenders are invited from ISO 9001: 2000 certified firms for supply of furniture for MANUU- Lucknow Campus, Lucknow U.P. The tender specifications can be purchased from office of ,MANUU Campus, Lucknow against Demand Draft of **Rs. 500/-** in favour of MANUU Lucknow Campus. The filled in TENDERS shall be accompanied with Demand Draft of **Rs. 10,000/-** towards the security. The tenderers without demand draft shall not be accepted. University reserves the right to reject any tender without assigning any reason. Conditional tenders shall not be accepted.

Last date for submission of tenders- 28-3-2013

3:00 p.m.

Date of opening- 28-3-2013

4:00 p.m.

In-charge

MANUU Lucknow Campus

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
Accredited 'A' Grade by NAAC

Price: Rs. 500.00

Serial No:

ISSUED TO:

Date:

TENDER DOCUMENT
FOR THE SUPPLY OF FURNITURE
MANUU CAMPUS, LUCKNOW



**LAST DATE & TIME OF SUBMISSION
OF TECHNICAL & FINANCIAL BIDS**

**ALONG WITH SAMPLE OF FURNITURE
DATE & TIME OF OPENING OF BIDS**

TERMS AND CONDITIONS

- (1) The sealed tender for the supply of furniture at MANUU Lucknow Campus U.P. is to be submitted under two bid system viz. ‘**Technical bid** and ‘**Financial bid**’ (items specification & amount quoted)’ in two separate sealed envelopes and should accordingly be super scribed. Both the sealed envelope should be kept in third envelope on which it should be super scribed ‘**TENDER DOCUMENT FOR SUPPLY OF FURNITURE FOR MANUU LUCKNOW CAMPUS, U.P.** The financial bids will be opened only after the scrutiny of technical bids. The MANUU shall open the financial bids of only those bidders who have been declared technically qualified.
- (2) The furniture items and quantity required along with specifications of the items required are given in **Annexure-1**.
- (3) Bids for each item of furniture may be considered independently. Vendors may quote for one or more or all items and should agree to accept the part supply order and as per the criteria of the lowest bid.
- (4) The technical and financial bids should be submitted to the office of Maulana Azad National Urdu University Lucknow Campus, C-9, H Park Road, (Behind Neera Nursing Home) Maha Nagar Extension Lucknow- 226 006 by **3.30 p.m. on** Tenders received after due date and time will not be considered by the University. The technical bid will be opened on the same day at 04.00 p.m. in presence of vendors or their authorised representatives. The representatives should bring the authorization letter from their vendor for attending the tender opening committee meeting.
- (5) Unit prices are to be quoted both in figures and in words. In case of a discrepancy, that quoted in words will be taken as valid.
- (6) The firm should be **ISO 9001:2000 certified**. A copy of the ISO Certificate should be attached with technical bid.
- (7) The rates should be inclusive of taxes, levies, freight, insurance, forwarding and installation. Rates are to be quoted in tender document (**Annexure-II**) only, else it will be considered **as invalid**.
- (8) Detailed specifications, catalogue / literature of all the items quoted should be supplied with the technical bids. Incomplete Bids in any respect are liable to be rejected.

- (9) The bidders must submit their company profile, make/brand of the furniture to be supplied. A list of organizations/agencies to which furniture and office equipments has been supplied may be furnished along with copies of supply order, with the technical bid.
- (10) The technical bid must mention the specifications as per the **Annexure I** and submit brochure for assessment of the design and utility of the furniture required by the university.
- (11) The company should indicate the financial turn over during the last three years. Legible photocopy of orders of different organizations booked during the last one year should be attached.
- (12) The furniture should be with onsite comprehensive warranty for minimum period of one year after satisfactory installation.
- (13) 90% payment of the cost of furniture will be made on receipt, acceptance and satisfactory installation of furniture and balance 10% payment will be released against bank guarantee of the same amount for the period of the warranty to cover the warranty obligations.
- (14) The quantities included in the tender can be increased or decreased at the discretion of the Competent Authority. Maulana Azad National Urdu University, Hyderabad.
- (15) Each tenderer should clearly specify that the tenderer agrees to abide by the conditions of this tender document on their printed letter head indicating hereon Sales Tax Registration, Fax, E- mail, Telephone Numbers, etc.
- (16) The Technical Bid should be accompanied with a Demand Draft for Rs. 10,000.00 as Earned Money Deposit (EMD payable to In-charge, Maulana Azad National Urdu University Lucknow Campus Lucknow. EMD of unsuccessful bidders will be returned. The successful bidder will be required to submit a draft / bank guarantee of a nationalised bank of 10% on purchase order with a validity of 6 months. The same shall be remit after successful execution of purchase order within 30 days.
- (17) The supply of furniture has to be made within a period of four weeks from the date of issue of Purchase Order by the University. In case firms fail to supply the furniture in the specific time, 0.5% cost of the whole supply for every week as late supply will be

deducted from the bill to the maximum of 5% after which the order will remain cancelled and Bid Security/ Earnest Money Deposited will be forfeited.

- (18) Item offered in the tender can be re-ordered at the same rate, terms & conditions within a period of twelve months / one year from the date of issue of Ist Purchase Order.
- (19) The finish, shade, colour shall be decided at the time of supply order.
- (20) All steel parts shall be given seven steps anti rust treatment.
- (21) All steel parts shall be epoxy- powder coated.
- (22) All pages of the tender document are to be signed and stamped by the tendering firm.
- (23) The university reserves all the right to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.
- (24) In case of any dispute, Lucknow Court will be the Jurisdiction.

Place: Lucknow
Date:

In-charge
MANUU Lucknow Campus,
Lucknow.

1. FURNITURE

S.No	Items	Description	Qty.
01.	Executive chair	With gas lift and chromelated base, the back should be of high back and have an ABS drover. The seat and base is to be of standard size with push back facility and hand rest along with knobs for horizontal, vertical and lateral movements.	01
02.	Executive office table	With wooden top of 18m laminated board/ply and steel body of 16 gauge size 30"HX72"LX36"W with 3 drawer nit on one side with an automatic locking system and on other side locker unit with a shelf and a foot rest. The steel part should be of powder coated and anti rusted.	01
03.	Lecture table	6' X 3' tubular frame writing table with 3 drawer unit with automatic locking system. The top should be of 18 mm particle board/ ply with 20 mm PVC edge bending tape. The gauge of the sheet and pipe is to be 16" with 1 inch square pipe with antirust and powder coated paint and anti rusted.	09
04.	Lecture chairs	With gas lift and chromelated base, the back is to of shoulder height and should have an ABS drover. The cushion covered with matt clothes size 14" X 16" with push back facility.	09
05.	Table	With wooden top of 18m laminated board/ply and steel body of 16 gauge size 30"HX48"LX36"W with 3 drawer nit on one side with an automatic locking system and on other side locker unit with a shelf and a foot rest. The steel part should be of powder coated and anti rusted.	01
06.	Chair	With gas lift and chromelated base, the back is to of shoulder height and should have an ABS drover. The cushion covered with matt clothes size 14" X 16" with push back facility.	01
07.	Computer tables	3'X2' ft equivalent to buddy model.	06
08.	Computer chairs	Revolving chair with five legged revolving fibre cover fabricated base, with twine castors with fabric upholstered cushioned seat and back with PP (D type) arms rest with adjustable height with adjustable special type back tilting facility (for comfortable long hours sitting). The size of seat shall be 17" X 17" with 3" thick cushions. The size of back rest shall be 19" X 15" with 2.5" thick cushions	06
09.	Almirah with lockers	Size 72" height X 36" Width X 19" Depth with four shelves. The body and shelves & doors to be made of 18 gauge sheets and to be used for 3 way locking device is to be provided the Godrej Company (SS Key) locks with duplicate keys.	10
10.	Visitor chairs (For In-charge & SO)	Visitor Chair with Arms (Godrej type) (S type) PU seat & back	06

Encl: Annexure II

S.N.	Items	Description	Qty.	Unit rate	Total Amount
01.	Executive chair	With gas lift and chromelated base, the back should be of high back and have an ABS drover. The seat and base is to be of standard size with push back facility and hand rest along with knobs for horizontal, vertical and lateral movements.	01		
02.	Executive office table	With wooden top of 18m laminated board/ply and steel body of 16 gauge size 30"X72"X36"W with 3 drawer nit on one side with an automatic locking system and on other side locker unit with a shelf and a foot rest. The steel part should be of powder coated and anti rusted.	01		
03.	Lecture table	6' X 3' tubular frame writing table with 3 drawer unit with automatic locking system. The top should be of 18 mm particle board/ ply with 20 mm PVC edge bending tape. The gauge of the sheet and pipe is to be 16" with 1 inch square pipe with antirust and powder coated paint	09		
04.	Lecture chairs	With gas lift and chromelated base, the back is to of shoulder height and should have an ABS drover. The cushion covered with matt clothes size 14" X 16" with push back facility.	09		
05.	Table for S.O.	With wooden top of 18m laminated board/ply and steel body of 16 gauge size 30"X48"X36"W with 3 drawer nit on one side with an automatic locking system and on other side locker unit with a shelf and a foot rest. The steel part should be of powder coated and anti rusted.	01		
06.	Chair for S.O.	With gas lift and chromelated base, the back is to of shoulder height and should have an ABS drover. The cushion covered with matt clothes size 14" X 16" with push back facility.	01		
07	Computer tables	3'X2' ft equivalent to buddy model.	06		
08.	Computer chairs	Revolving chair with five legged revolving fibre cover fabricated base, with twine castors with fabric upholstered cushioned seat and back with PP (D type) arms rest with adjustable height with adjustable special type back tilting facility (for comfortable long hours sitting). The size of seat shall be 17" X 17" with 3" thick cushions. The size of back rest shall be 19" X 15" with 2.5" thick cushions	06		
09.	Almirah with lockers	Size 72" height X 36" Width X 19" Depth with four shelves. The body and shelves & doors to be made of 18 gauge sheets and to be used for 3 way locking device is to be provided the Godrej Company (SS Key) locks with duplicate keys.	10		
10.	Visitor chairs (For In-charge & SO)	Visitor Chair with Arms (Godrej type) PU seat & back	06		

**Signature of Authorized
Representative of the firm with stamp**