



**CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY,
(DEGREE WING), CHANDIGARH
e-TENDER NOTICE**

PURCHASE OF FURNITURE

Chandigarh College of Engineering & Technology, Sector-26, Chandigarh invites tenders through e-tendering for purchase of furniture.

Name of Work / Contract	Earnest Money (In Lacs)	Start Date and Time uploading of e-tender	End Date and Time of uploading of e-tender	Date and Time of opening of Online Bid (Technical Bid)
Furniture	₹ 0.30	24-05-2013 at 3.00 p.m.	17-06-2013 at 3.00 p.m.	18-06-2013 at 3.00 p.m.

Conditions:-Detailed Terms and Conditions are available in e-tender document.

1. The competent authority reserves all rights to reject any or all the tenders without assigning any reason.
2. The bid document can be downloaded from the college website i.e. www.ccet.ac.in as well as website of Chandigarh Administration <http://www.etenders.chd.nic.in>. However for general information, guidance and reference, the tenderer can approach to office of Principal, Chd. College of Engg. & Tech., Sector-26, Chandigarh (Phone No. 0172-2750943) and for Technical Support may contact office of Director IT, U.T., Chandigarh.

Principal

TENDER DOCUMENT

TENDER FOR PURCHASE OF FURNITURE

**CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY, SECTOR-26,
CHANDIGARH**

INSTRUCTIONS/GUIDELINES FOR TENDERER(S)

1. An affidavit as per proforma given at Annexure –II with **TECHNICAL BID** duly attested by an Executive Magistrate or a Notary Public.
2. This tender form along with Annexures I, II & III with the **TECHNICAL BID**. The tender must bear stamp and signature of the firm / individual.
3. The sealed envelope of EMD should bear the Advertisement No. and should be clearly superscribed as “EMD for purchase of furniture” due on **17-06-2013 at 3.00 p.m.** should be submitted in the office of Principal, Chandigarh College of Engineering & Technology, Sector-26, Chandigarh on or before **17-06-2013 upto 3.00 p.m.**
4. Unsealed EMD Envelope will not be entertained.
5. Affidavit regarding non-black listing may also be submitted in original along with EMD
6. Each tender must be accompanied with Earnest Money Deposit of Rs.0.30 lacs duly pledged in favour of the Principal, Chandigarh College of Engineering & Technology, payable at Chandigarh, in the shape of Demand Draft or FDR or Deposit at Call or Term Deposit Receipt valid for three months drawn on any Scheduled Bank.
7. **Tender(s) received without earnest money and affidavit regarding non black listing shall be rejected straightway.**
8. Earnest Money deposited with the College, in connection with any other tender will not be considered against this tender.
9. ***Tender will be regarded as constituting an offer open to acceptance at the discretion of the Principal for a period of six months from the date fixed for the receipt of the tender.***
10. The Principal reserves all rights to accept or reject any tender without assigning any reason.
11. The tenderer(s) will be responsible to ensure that the tender is uploaded on or before the due date and time on the website.
12. Each page of tender document (alongwith its Annexures I, II and III) should be signed by the tenderer(s) with stamp of the firm duly affixed on each page and then be uploaded on the website.
13. This tender is not transferable.
14. The last date and time for uploading of tenders is upto **3.00 P.M. on 17-06-2013.**
15. The tender i.e Technical Bid shall be opened at **3.00 p.m. on 18-06-2013.** Price bids of the technically qualified firms only shall be opened on a subsequent date to be intimated later on.
16. Conditional price bid offer shall be rejected.
17. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/authority to whom he will submit the tender or the tender accepting official/authority before the finalization of tenders will render the tenderer liable for exclusion from consideration.

TERMS AND CONDITIONS OF THE TENDER

1. The last date and time for receipt of tenders is **17-06-2013** at **3.00 p.m.** Tender(s) received after the due date and time shall not be considered.
2. Each tender must be accompanied with Earnest Money Deposit @ 2% or prices to be quoted subject to minimum of 30,000/- only in the shape of Demand Draft /FDR / Deposit at Call favouring the Principal, Chandigarh College of Engineering & Technology, Sector-26, Chandigarh, valid for three months payable at Chandigarh on any Scheduled Bank. In case, the tenderer withdraw his tender after submission, his Earnest Money Deposit will be forfeited.
3. Tender(s) received without Earnest Money Deposit or not in the form specified in the Tender Document will not be entertained and shall be rejected straightway.
4. Earnest Money deposited with the Chd. College of Engg. & Tech., (Degree Wing), Chandigarh in connection with any other tender will not be considered against this tender.
5. The Public Sector Undertaking of the Central / State Govt. are exempted from furnishing Earnest Money Deposit.
6. The tenders not accompanied by Earnest Money or incomplete in any respect will be rejected outright.
7. This tender form is not transferable.
8. The tender i.e. Technical Bid shall be opened at **3.00 p.m. on 18-06-2013**. Financial bids of only those tenderer will be opened on **20-06-2013 at 11.00 p.m.** whose Technical Bids are found to be acceptable as per tender specifications as enumerated in the schedule of Technical specification / requirement.
9. In the event of date of receipt or opening of tender being declared a holiday in the Chandigarh College of Engineering & Technology, Sector-26, Chandigarh, tenders will be accepted or opened on next working day at the same time.
10. Conditional offer shall be rejected.
11. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the officials/authority to whom he will submit the tender or the tender accepting official/authority before the finalisation of tenders will render the tenderer liable for exclusion from consideration.
12. The requirements of the Institute in terms of category of furniture, detailed specifications and quantity are given in **SCHEDULE OF TECHNICAL SPECIFICATION OF FURNITURE AND REQUIREMENT**. Principal, CCET reserves the right to change the quantity for any/all items without assigning any reason.
13. No advance payment or payment against proforma invoice will be made. Payment will be made after receipt of furniture, its inspection, installation to the satisfaction of the Purchase Committees.
14. All damaged or unapproved furniture items shall be returned at the risk and cost of the Tenderer and the incidental expenditure thereupon shall be borne by the concerned party.

15. The quoted prices must be inclusive of Excise Duty and sales tax /VAT etc., (if applicable). Meaning thereby, the tenderer has to include excise duty, VAT and any other duty / surcharge in the price.
16. The Principal, CCET reserves all rights to accept or reject any tender without assigning any reason.
17. **Demonstration of Equipment / Furniture:-**

The demonstration of the equipment shall be arranged by the firm in the college to check the specification by the Technical expert before the supply order is given to the lowest quoted tender. **The supply of furniture items shall be subject to the prior approval of sample of the lowest firm only strictly according to specifications available on the college website.**
18. Rates should be quoted F.O.R. Chd. College of Engg. & Tech., Sector-26, (Degree Wing) Chandigarh including packaging, forwarding, postage and freight etc.
19. The Principal reserves all rights to reject the furniture if the same are not found in accordance with the required description / specifications.
20. In case of violation of any term and condition as mentioned, Earnest Money Deposit of the tenderer shall be forfeited in full or part at the entire discretion of the Principal, Chd. College of Engg. & Tech., Chandigarh.
21. The defective furniture from the Store of Chd. College of Engg. & Tech., Chandigarh will be lifted at the entire cost & risk of the firm. Chd. College of Engg. & Tech., Chandigarh will not bear any expenses on this account and the furniture lying in the CCET premises will be at tenderers risk and cost.
22. The furniture should have one year guarantee from the date of its receipt. Five percent (5%) of the total cost of supply order in the shape of bank guarantee / FDR duly pledged in favour of Principal, Chd. College of Engg. & Tech., Chandigarh will have to be provided by the successful firm / tenderer covering the guarantee period + 60 days. The bank guarantee / FDR will be returned after the completion of guarantee period.
23. In case successful firm / tenderer fails to furnish the security deposit within the prescribed 10 days, the Earnest Money Deposit will be forfeited and the tender will be awarded to the next lowest tenderer.
24. The CCET would return the Earnest Money Deposit to the successful tendering firm on the submission of the Bank Guarantee / FDR.
25. Rates quoted in Indian Currency **only shall be accepted**. Financial bids showing the rates in other currency shall not be considered and deemed to be rejected automatically.
26. Tender will be regarded as constituting an offer open to acceptance in whole or in part at the discretion of the Principal, Chd. College of Engg. & Tech., Chandigarh.
27. **PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:-**

The tendering firms should keep their offers valid for acceptance upto **31-12-2013**. If the firms are unable to keep their offers open for the above said period, they should specifically state the period for which their offers would remain open but such a provision may result in the rejection of their offers, provided, however, that in the event that the day upto which the

offer is to remain open is declared holiday for the CCET the offer shall remain open for the following day

28. Any conditional tender or any deviation from the terms and conditions of the tender document shall render the tender liable to rejection

29. **DELIVERY PERIOD:-** The Delivery period of the furniture shall be 8-10 weeks from the date of supply order. The delivery period can be extended at the sole discretion of the Principal, CCET in special circumstances on written request from the firm with / without penalty otherwise supply order will be cancelled and security deposit will be forfeited. Penalty @ 1% per week of the cost / price of furniture for actual period of delay after the due date of supply of furniture will be charged. Four days or more will be regarded as one week for the calculation of penalty.

30. Any fault or deficiency in the furniture should be rectified by the supplier within two weeks after intimation.

31. **INSPECTION OF MATERIAL/EQUIPMENT/ITEMS**

The material/equipments/items will be inspected only at CCET premises. However, the inspection of material/equipments/items at factory site or any other place, if any, shall be carried out at the risk and cost of the Tenderer / Bidder. The CCET(Degree Wing) will not bear any expenses on this account. The supply of the material from the successful bidder shall be strictly subject to approval of sample by the CCET.

32. **JURISDICTION**

The courts of Chandigarh alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no Court outside and other than Chandigarh Court shall have jurisdiction in the matter.

**CHECK LIST DULY FILLED IN TO BE ATTACHED WITH TECHNICAL BID FOR THE PURCHASE
OF FURNITURE**

- | | | |
|----|---|----------|
| 1. | Whether EMD in the shape of Demand Draft or FDR or Deposit at Call or Term Deposit Receipt valid for three months, for the asked for amount attached? | Yes / No |
| 2. | Whether tender document duly signed by authorized signatory attached? | Yes/No |
| 3. | Whether affidavit duly attested by Notary / Executive Magistrate regarding non-black listing of firm Attached? | Yes/No |
| 4. | Whether a list of institutions / organizations where your firm has supplied the furniture of the description is attached? | Yes/No |
| 5. | Whether you are an authorized agent / dealer / distributor Of the firm / company / manufacturer? | Yes/No |

Signature of authorized signatory
with seal of the firm

ANNEXURE –I

COMPANY / FIRMS CREDENTIAL

1. Name of the firm (with complete address) _____

Tel. No. _____ Fax No. _____

2. Name of the Organization (whether Private / Public Sector Undertaking / Pvt. Ltd. Co. / Sole Proprietor / Partnership / Co-operative Society etc.?) _____

3. Income Tax PAN No. Copy of latest Income Tax Return may be attached. _____

4. Brand names, if any. _____

5. Annual turn over _____

6. Whether furniture of the same Description have been supplied to any other Govt. Deptt. / Institution / Organization. If yes, mention the Name of Deptt. along with a copy of Purchase Order. _____

7. Details of Earnest Money _____

- a) Demand Draft No. Date and Amount _____

8. Whether the firm is registered with DGS&D, if so give registration No. & Date and also indicate the States to which The firm is registered. Also indicate the Validity of your rate contract with Pb., / Hr. / HP / Central Govt. etc. _____

9. Whether the firm has ever been Black listed by Central / State Govt. for non Performance of their duties. (Attach an affidavit Duly executed & attested by the Executive Magistrate on the prescribed form) _____

It is certified that I have gone through all the terms & conditions of Tender Document and do undertake to abide by all of them.

Authorized Signatory with seal of the Firm

Date: _____

Time: _____

ANNEXURE-II

I/We (Name) _____

Authorized Agent / Dealer / Distributor / Sole Proprietor / Manufacturer (strike out word which is not applicable) of the Firm / Company

(Name) _____ do hereby declare and solemnly affirm to the fact that the individual firm / company is not black-listed by the Union or State Government or any autonomous body.

DEPONENT

Address _____

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

DEPONENT

Dated:

(Note: To be furnished on non judicial stamp paper duly attested by Executive Magistrate or Notary Public).

ANNEXURE –III

Schedule of Technical Specifications and Requirement

Sr. No.	Description of Furniture Item with Technical Detail/Specifications	Quantity
1	<p>STEEL ALMIRAH OFFICE Office Steel Almirah all made of 20/22 gauge CRC Sheet of size 78"x36"x19" complete with five compartments. Brass Lock with handle (Godrej type locking system). Powder coated (Best quality). Size / Dimension are approximate. (As per Sample provided in college campus)</p>	10
2	<p>LAB STOOL Lab Stools of size 15" x 12" X 24" Top Frame made of 1" Sq. pipe of 16 gauge duly powder coated Top M.D.F. ISI Mark 18 mm. Board with steel screw fitted. All corner covered with teak wood lipping with spirit polished. Size / Dimension are approximate. (As per Sample provided in college campus)</p>	60
3	<p>DUEL DESKS-CUM-BENCH Desk and Bench for students. Desk size 36" X 15" X 31" with one shelf and bench size 36" X 10" X 18". Frame made of 1" X 1" / 2" X 1" square pipe / pipe. 16 gauge duly powder coated. Desk and Bench 18 mm M.D.F. with 1" X 3 mm angle (L type) steel screw fitted. Front and side of shelf covered with 20 gauge C.R.C. sheet suitable inclination to be given to the Back Rest and Foot Rest. Size / Dimension are approximate. (As per Sample provided in college campus)</p>	390
4	<p>LAB (EXPERIMENTAL) TABLE WITH CABINET (PHYSICS) X 4' X 3' frame made of 1 ½" X 1 ½" / 1 ½" X 3" pipe of 16 gauge duly powder coated (Best quality) top made of 18 mm commercial board ISI mark with 1mm sunmica all corner (size 1 ¾") covered with teak wood lipping sprit polished with cabinets of 20/22 gauge C.R.C. sheet of size 36" X 68"X 25 ½" with one compartment. Brass lock with handle (Godrej type locking system) both side with partition. Size / dimensions are approximate. (As per Sample provided in college campus)</p>	04
5	<p>EXECUTIVE TABLE Table of Size 5' X 3' X 30" size. Base made of steel sheet of 20 gauge and fitted 1" X 1" / 2" X 1", 16 gauge square pipe / pipe on one side, three drawers on ball bearing channels (Telescopy Channel). Locking system and on other side, cup board with door on front side, covered with 20 gauge C.R.C. sheet, powder coated top M.D.F. ISI Mark. 18 mm Board corner covered (size 1 ½") with teak wooden lipping and spirit polished. Size / Dimension are approximate.(As per Sample provided in college campus)</p>	10
6	<p>FLAP CHAIRS of 1" ms round 16" gauge pipe. Standard size. Cushion seat and back fitted with cloth. Writing Pad (folder) made of 18 mm M.D.F. pre-laminated board or frame powder coated (As per Sample provided in college campus)</p>	140
7	<p>LECTURE STAND Lecture Stand of size 4' X 18" X 21" of pre-laminated M.D.F. 18 mm board fitted in 1" square pipe frame having one shelf for books. (As per Sample provided in college campus)</p>	07
8	<p>OFFICE / VISITOR CHAIR Office Chair made of tubular frame, cantilever type made from 1"dia X 14 BG MA tube. The arms are made in twin tube form of dia 5/8"X 16BG MSERW tube and black powder coated. The seat and back are made from 10 mm thick hot pressed water resistant commercial plywood having moulded polyurethane foam 40mm thick having preferably</p>	30

	<p>density of 32 KG / M³ upholstered with fabric. The tubular frame and armrest are best quality powder coated.</p> <p>Overall Size : 82cm (H) X 59.5cm (D) X 53.5cm (W)</p> <p>Seat Size : 42cm (W) X 42cm (D)</p> <p>Back Size : 42 cm (W) X 27cm (D)</p> <p>(As per Sample provided in college campus)</p>	
9	<p>OFFICE TABLE</p> <p>Office Table 4' X 2 1/2' X 2 1/2' size base made of steel sheet of 20 gauge and fitted 1" X 1" / 2" X 1". 16 gauge square pipe / pipe one sided with three drawers on ball bearing channels locking system. Powder coated. Top M.D.F. ISI Mark. 18mm Board corner covered (size 1 1/2") with teak wooden lipping and spirit polished.</p> <p>Size / Dimension are approximate.</p> <p>(As per Sample provided in college campus)</p>	10
10	<p>SPECIFICATIONS EXECUTIVE CHAIR WITH HIGH BACK</p> <p>A superior executive chair with a High Back equipped with center tilt mechanism. The seat and back shall be made from moulded foam of average thickness of 50-60 mms and preferably density of 32 KG / M³. The PU foam cushions of the seat and back of the chair are to be designed to provide lumbar support for the lower back. The seat and back are made of moulded plywood 12mms thick. The armrests made of polyurethane having metal inserts for rigidity. The chair should have a gas lift mechanism for seat height adjustment and swiveling mechanism with tilt tension adjustment mechanism for comfortable reclining and upright locking facility for concentrated working with full back support and tilt lock mechanism. It should have five-twin wheel castors fitted into the base made of nylon to facilitate uniform distribution of weight and allow ease of movement.</p> <p>All steel parts to be best quality powder coated and a complete scratch resistant surface and superb finish as per design. Color of Seat and Back will be as per choice at the time of placing the order.</p> <p>Seat Size : 490W X 450 D, Width across handle : 560 mm Back height above seat : 650 mm</p> <p>(As per Sample provided in college campus)</p>	10

INSTRUCTIONS TO BIDDERS REGARDING E-TENDERING PROCESS

- a. Tenders without Digital Signatures will not be accepted by the electronic tendering system. No tender will be accepted in physical form and in case it has been submitted in physical it shall be rejected.
- b. Before submission of on line bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the bid.
- c. Principal, Chd. College of Engg. & Tech. (Degree Wing), Chandigarh will not be responsible for any delay in online submission of bids due to any reason whatsoever.
- d. Bidders should get ready with the scanned copies of EMD as specified in the tender documents. The original instruments in respect of EMD in the shape of FDR or Deposit at Call or Term Deposit Receipt or Demand Draft in favour of the Principal, Chd. College of Engg. & Tech. (Degree Wing), Sector-26, Chandigarh should reach on or before **17-06-2013 by 3.00 p.m.**
- e. The details of EMD specified in the tender document should be same as submitted online (scanned copies). Otherwise tender will be rejected summarily.

