

**TENDER DOCUMENT / FORM**

**PRINCIPAL, CHD.COLLEGE OF ENGG. & TECH. (DEGREE WING)  
SECTOR 26, CHANDIGARH .**

**INSTRUCTIONS /GUIDELINES TO THE TENDERER / BIDDER**

The tenderers are required to go through the instructions carefully before uploading the tender document.

1. Manufacturers / Authorized suppliers / dealers / distributors are eligible to apply for manufacture and supply of Furniture.
2. This tender document/ form should be uploaded duly signed by Authorized Signatory with stamp / seal of the firm.
3. A copy of Tender Notice is enclosed las Annexure-III.
4. Tender duly sealed in envelope and clearly superscribed as “TENDER FOR PURCHASE OF FURNITURE, CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY (DEGREE WING) CHANDIGARH “ due **on 29.8.2014 at 3.00 P.M.** should be submitted intact in separate sealed envelopes duly superscribed and bear the stamp of the firm on the face of envelope as under:-
  - i) **Bid Guarantee** containing earnest money deposit instrument alongwith Annexure I (IN ENVELOPE NO.1) superscribing as bid guarantee along with covering letter.
  - ii) **Pre-qualifying –cum-Technical Bid** alongwith Check-list, Affidavit and Tender document (SEPARATELY IN ENVELOPE NO.2) superscribing Pre-Qualifying-cum-Technical Bid along with covering letter.
  - iii) **Financial Bid (SEPARATELY IN ENVELOPE No.3)** superscribing financial bid along with covering letter.

**All the above envelopes should be kept in a sealed outer envelope.**

**5. Documents comprising the Bids.**

**The Bids prepared by the Tenderers shall comprise of following components.**

- i) **Bid guarantee consisting of the following:-**
    - Earnest Money Deposit Instrument.
  - ii) **Pre-Qualifying-cum-Technical Bid:- SCHEDULE OF TECHNICAL SPECIFICATION OF FURNITURE AND REQUIREMENT (As per Part-1).**
    - . **Check-List.**
    - . **Affidavit.**
    - . **Signed copy of tender document.**
  - iii) **Financial Bid consisting of the following:**
    - . Bid prices duly filled, signed and complete **as per Part 2.**
6. Unsealed tender(s) will not be entertained.
  7. Offer should be preferably typed or written in neat/legible hand.

8. Tenderer(s) will be responsible to ensure that the tender is received on or before the due date and time in the office of the Principal, Chandigarh College of Engineering and Technology (Degree Wing), Sector-26, Chandigarh.
9. Each page of tender document should be signed by the tenderer(s) within stamp of the firm duly affixed on each page.
10. The tenderer, preferably, should fill the rates and amount both in figure as well as in words in the price schedule as per prescribed kproforma itself and submit the bid to avoid any kind of mistake.
11. The tenderer, preferably, should furnish the schedule of Technical specifications of furniture and requirement itself and submit the bid to avoid any kind of mistake. However, the specifications superior /better than those specified in Tender Document shall be considered.
12. The categories of items and quantity indicated in SCHEDULE OF TECHNICAL SPECIFICATIONS OF FURNITURE AND REQUIREMENT are tentative. Principal, CCET(Degree Wing), Chandigarh reserves the right to increase or decrease the quantity or delete some or all of the items without assigning any reason.
13. The tenderer should indicate specifically the sales tax, duties and levies chargeable against each item.
14. The tenderer should clearly indicate the availability of service and maintenance facilities at Chandigarh for the items quoted.
15. The Tenderer must indicate the list of eminent institutions/organizations particularly in and around Chandigarh, where the similar furniture has been supplied during the year.
16. The offer when accepted will constitute binding on the successful tenderer to supply the furniture items within the period stipulated in the Purchase Order.

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## TERMS AND CONDITIONS OF THE TENDER

### CCET stands for Chandigarh College of Engg. & Technology (Degree Wing), Chandigarh.

1. The last date and time for receipt of tenders is **29.08.2014 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% of prices to be quoted subject to minimum of **Rs.10,800/-** only in the shape of Demand Draft/FDR/Deposit at Call favouring the Principal, Chandigarh College of Engineering & Technology,(Degree Wing), Sector 26, Chandigarh, valid for three months payable at Chandigarh on any Scheduled Bank. In case, the tenderer with 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 outrightly.
7. This tender form is not transferable.
8. The tender i.e. Technical Bid shall be opened **at 3.30 P.M. on 4.9.2014**. Financial bids of only those tenderer will be opened **on 8.9.2014 at 11.00 A.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 (Degree Wing), 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 finalization 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 (Degree Wing) 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, and installation to the satisfaction of the Purchase Committee.

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 (Degree Wing) 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.,(Degree Wing), Sector-26, Chandigarh including packing, forwarding, postage and freight etc.
19. The Principle reserves all rights to reject the furnitrure 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.,(Degree Wing), Chandigarh.
21. The defective furniture from the Store of Chd. College of Engg. & Tech., (Degree Wing), Chandigarh will be lifted at the entire cost & risk of the firm/tenderer. Chd. College of Engg. & Tech.(Degree Wing), Sector 26, 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.(Degree Wing), 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 and complying with other obligations as mentioned in the tender documents.
23. The CCET(Degree Wing) 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.(Degree Wing), Chandigarh.
27. **Period for which the offer will remain open.**

The tendering firms should keep their offers valid for acceptance upto 31.3.2015. 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(Degree Wing), Chandigarh 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 approval of sample by this Institution. The delivery period can be extended at the sole discretion of the Principal, CCET(Degree Wing), Chandigarh 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 EQUIPMENT/ MATERIAL.**

The material /equipments will be inspected only at CCET premises. However, the inspection of material /equipments 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 (Degree Wing), Chandigarh.**

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.

33. **Force Majeure:-** Any failure or omission or commission to carry out provision of this tender by tenderer shall not give rise to any claim by one party against the other if such failure or omission or commission arise from an Act of God; which shall include all Acts of natural calamities such as fire, flood, earthquake, hurricane, or any pestilence or from civil strikes, compliance with any status and / or regulation of the Government, lock outs and strikes, riots, curfew, embargoes or from any political or other reason beyond the parties control including war (whether declared or not), civil war or stage of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two week from the date of occurrence of such any event which could be attributed to force majeure conditions.

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**PART- 1**

**SCHEDULE OF TECHNICAL SPECIFICATION AND REQUIREMENT.**

<b>Sr. No.</b>	<b>Items</b>	<b>Specifications.</b>	<b>Qty.</b>
<b>1.</b>	Computer Tables.	Made of M.S.Pipe foame size 2"x 1" Pipe and 1'x 1'Pipe of 18 SWG with powder Coated Size Tope 16"x 36" Keyboard Tray 24"x31 ". Height 31". Tope made of M.D.F. Board with Teak wood lipping on side edge.	<b>130</b>
<b>2.</b>	Experimental Tables.	Lab. (Experimental) Table with Cabinet. Size 6'x4'x3'frame made of 1 ½"x 1 ½"/ 1 ½ "x3" Pipe of 16 guage duly powder coated (Best quality) top made of 18 mm commercial board ISI mark with 1 mm sunmica all corner (size 1 ¾") covered with teak would lipping sprit polished with cabinet of 20/22 guage C.R.C. sheet of size 36"x68"x25½" with one compartment. Brass lock with handle (Godrej tyhpe locking system) both side with partition. Size/dimention are approximate.	<b>08</b>

**PART – 2**

**PRICE SCHEDULE**

Sr. No.	Description of Furniture Item with Technical Detail/Specificaions.	Qty.	Rate/Price (To be quoted by Bidder).					
			Basic Price (Per Unit)	Excise Duty %age & Amt.	Sales Tax %age & Amt	VAT %age & Amt	Any Other Tax/Duties %age & Amt	Gross Price (Per Unit)
1.	Computer Tables	130						
2.	Experimental Tables	08						

**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 & 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 and conditions of Tender Document and do undertake to abide by all of them.

Authorized Signatory with seal of the Firm.

Date\_\_\_\_\_

Time\_\_\_\_\_



**(SPECIMEN OF AFFIDAVIT)**

**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 therein.

DEPONENT

Dated:

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

**(This letter along with Earnest Money Deposit and Annexure-1 be submitted in the envelope No.1 and should be clearly super scribed as EARNEST MONEY DEPOSIT).**

From

M/s\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To

The Principal,  
Chd. College of Engg. & Tech. (Degree Wing),  
Sector -26, Chandigarh.

No.\_\_\_\_\_

Dated:\_\_\_\_\_

Subject:- **Tender for the Purchase of Furniture- CCET(Degree Wing),Chandigarh.**

Sir,

Please find enclosed herewith Earnest Money Deposit (EMD) of  
Rs.\_\_\_\_\_ in the shape of a Demand Draft bearing No.\_\_\_\_\_ dated  
\_\_\_\_\_ issued by \_\_\_\_\_(Name of the Bank ) on  
\_\_\_\_\_ drawn in favour of the Principal, Chandigarh College of Engineering &  
Technology (Degree Wing), Sector 26, Chandigarh valid for a period of three months along with  
Annexure-I.

Thanking you,

Yours faithfully,

(SIGNATURE)

Seal of the firm

**Enclosed  
EMD and Annexure-I**

**With full address**

**(This letter along with Pre-Qualifying-cum-Technical bid, Check List and Affidavit (Annexure-II) be submitted in the envelope No.2 and should be clearly super scribed as PRE-QUALIFYING-CUM-TECHNICAL BID).**

From

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To

The Principal,  
Chd. College of Engg. & Tech. (Degree Wing),  
Sector -26, Chandigarh.

No. \_\_\_\_\_

Dated: \_\_\_\_\_

Subject:- **Tender for the Purchase of Furniture- CCET(Degree Wing),Chandigarh.**

Sir,

With refer to your Tender Notice dated \_\_\_\_\_ for **the Purchase of Furniture for Chandigarh College of Engineering & Technology (Degree Wing), Sector 26, Chandigarh**, I/We enclose herewith my/ our Pre-Qualifying-cum-Technical Bid duly filled, stamped and authenticated on each page along wilth Check Lilst and Affidavit (Annexure-II).

I/We further do undertake to abide by the terms and conditions of the tender set forth by you.

Thanking you,

Yours faithfully,

(SIGNATURE)

Seal of the firm

**Enclosed  
Pre-Qualifying-cum-Technical Bid.  
Affidavit  
Tender Documents**

**With full address**

**Any other documents.**

**(This letter along with Financial Bid be submitted in the envelope No.3 and should be clearly super scribed as FINANCIAL BID).**

From

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To

The Principal,  
Chd. College of Engg. & Tech. (Degree Wing),  
Sector -26, Chandigarh.

No. \_\_\_\_\_

Dated: \_\_\_\_\_

Subject:- **Tender for the Purchase of Furniture- CCET(Degree Wing),Chandigarh.**

Sir,

With refer to your Tender Notice dated \_\_\_\_\_ for **the Purchase of Furniture for Chandigarh College of Engineering & Technology (Degree Wing), Sector 26, Chandigarh**, I/We enclose herewith my/ our Financial Bid duly filled, stamped and authenticated on each page.

I/We further do undertake to abide by the terms and conditions of the tender set forth by you.

Thanking you,

Yours faithfully,

(SIGNATURE)

Seal of the firm

**Enclosed  
Financial Bid.**

**With full address**

**CHECK LIST DULY FILLED IN TO BE ATTACHED WITH PRE-QUALIFYING-CUM-TECHNICAL BID FOR THE PURCHASE OF FURNITURE.**

1. Whether EMD in the shape of Demand Draft 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 the sample for the quoted furniture item as per requirement stipulated in the Tender Document are Supplied for display. Yes/No
  
6. Whether you are an authorized agent/ dealer / distributor of the firm / company / manufacturer. Yes/No
  
7. Whether the quoted furniture items are covered under Guarantee clause ? If so, the period for guarantee be Mentioned. Yes/No

Signature of authorized signatory  
With seal of the firm.

**CHANDIGARH COLLEGE OF ENGINEERING AND TECHNOLOGY (DEGREE WING) SECTOR 26,  
CHANDIGARH.**

**TENDER FOR PURCHASE OF FURNITURE**

**IMPORTANT NOTE AND DATES**

1. All the instructions contained in the Tender Form are important and required to be complied with.
2. Please ensure that Technical Bid, Financial Bid and Bid Guarantee (EMD) are submitted in three separate envelopes and these should be put in an outer envelope, super-scribing, "TENDER FOR PURCHASE OF FURNITURE FOR CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY (DEGREE WING), SECTOR 26, CHANDIGARH." **DUE ON 29.08.2014 UPTO 3.00 p.m.**
3. The Earnest Money Deposit, along with **Annexure-I**, should be submitted in the shape of Demand Draft valid for three months favouring Principal, Chandigarh College of Engg. & Tech., (Degree Wing), Sector 26, Chandigarh payable at Chandigarh. Earnest

**DATE AND TIME OF OPENING**

Pre-Qualifying-cum-Technical Bid : **4.9.2014 at 3.30 P.M.**

Financial Bid : **8.9.2014 at 11.00 A.M.**

PLACE OF OPENING OF TENDER : CHD.COLLEGE OF ENGG. &  
TECH.,(DEGREE WING),SECTOR  
26, CHANDIGARH.

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**CHANDIGARH COLLEGE OF ENGINEERING & TECHNOLOGY (DEGREEWING), SECTOR 26,  
CHANDIGARH.**

**TENDER DOCUMENT**

**(PAGES 1- )**

LAST DATE AND TIME FOR RECEIPT OF TENDER : **29.08.2014 UPTO 3.00 PM**

DATE AND TIME OF OPENING :

Pre-Qualifying-cum-Technical Bid : **4.09.2014 at 3.30 PM**

Financial Bid : **8.09.2014 at 11.00 A.M.**

PLACE OF OPENING OF TENDER : CHD.COLLEGE OF ENGG. &  
TECH.,(DEGREE WING),SECTOR  
26, CHANDIGARH.

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