

TENDER DOCUMENT

**SUPPLY & FIXING OF HOSTEL & CLASSROOM FURNITURE**

**AT RAYALASEEMA UNIVERSITY, KURNOOL,  
ANDHRA PRADESH**



**RAYALASEEMA UNIVERSITY,**

Pasupala, Nandyal Road, Kurnool Dist, Andhra Pradesh

**Tender No. RU/FINANCE/18-19/03 Dtd. 11<sup>th</sup> Mar 2019**

### Notice Inviting Tender

Rayalaseema University, Kurnool invites Tender from registered manufacturers for the following work in two cover system. Technical Bid and Financial bid separately in two covers. Those who fulfil the requirements of technical bid only will be considered for the financial bid

Services	Supply & Fixing of Hostel & Classroom Furniture at Rayalaseema University, Kurnool Andhra Pradesh
Adv No	RU/FINANCE/18-19/03 dt. 11 <sup>th</sup> Mar 2019
Office Address	The Registrar, Rayaseema University, Kurnool, A.P – 518007
Amount of EMD	Bid should be accompanied with a sum of Rs.5,00,000/- towards EMD in the form of DD drawn in favour of Registrar, Rayalaseema University, Kurnool and payable at Kurnool
Date of Tender	13 <sup>th</sup> March 2019
Closing Date & Time for Tender Submission at RU, Kurnool	20 <sup>th</sup> March 2019
Date & time of Opening Tender at RU, Kurnool	Intimation will be through E-Mail / Phone
Bid Validity	The tender submitted should remain valid for 90 Days from the date of opening of bid.

Note: This Tender Document is not transferable.

**Sd/-**

**REGISTRAR**

**RAYALASEEMA UNIVERSITY, KURNOOL**  
Pasupala, Nandyal Road, Kurnool, Andhra Pradesh

**Tender No. RUK/FINANCE/18-19/03**

**11<sup>th</sup> Mar 2019**

1 The tender document containing detail of scope of work, terms and conditions of the contract, etc., can be downloaded from website [www.ruk.ac.in](http://www.ruk.ac.in) from 13<sup>th</sup> March 2019.

**I. ELIGIBILITY CRITERIA**

Bidders should meet the following eligibility criteria to qualify for the tender:

**General Terms and Conditions**

1. The tender should be valid for 90 days from the due date and this work needs to be carried out in a time bound manner and the entire work including providing, placing in position in all lead and lifts in the buildings situated in the address mentioned above of this Institute.
2. The vendor shall take care of all safety and precautionary measures during erection of the work.
3. No damage shall be made to any fittings, surfaces, paintings of the building. Damages made if any made shall be restored by the vendor at his own cost.
4. No unsolicited correspondence shall be entertained after the submission of the offer.
5. Quoting merely the lowest price does not confer any right to any bidder for award of work order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional/special features, compatibility, volume of the orders executed etc.
6. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
7. The quotations duly sealed and super scribed on the envelope with the reference number and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
8. The rate quoted should be inclusive of all material, labour, transportation and installation of the terms at the designated place.
9. Special concession in rates if any applicable for Educational Institution shall also be offered and indicated clearly.
10. Penalty for delayed services / LD
  - I. As time is crux of the contract, the period of work mentioned in the work order should be strictly adhered to.
  - II. If the vendor fails to perform the work as per the specifications mentioned in the order within the due date and time the vendor is liable to pay liquidated damages of 10% of order value and the work will be executed through some other Agency at the risk and cost of the vendor.
11. The Registrar, Rayalaseema University reserves the right to accept the offer in full or in parts thereof or reject the offer summarily or partly without assigning any reasons. The payment shall be made as first and final bill on completion of the work satisfactorily

12. The payment shall be made as first and final bill on completion of the entire supply of furniture satisfactorily

**S/d**

**REGISTRAR**

## **TERMS & CONDITIONS OF THE TENDER**

**A .Compliance of Statutory Provisions, Laws, Rules, Orders, Notifications, etc. issued by Government from time to time.**

- (i) The Company / Firm shall at his own cost comply with all the statutory provisions, laws, rules, orders, notifications, etc. whether issued by Central or State or Local Government as applicable to him and to this contract from time to time while discharging his responsibilities under this contract and indemnify the Department against any loss which accrues to the department directly or indirectly on account of commission/ omission of his responsibilities under this contract.
- (ii) In case any workman suffers any injury or meets with any accident while performing duty, the liability under Workmen's Compensation Act or any other Law shall be borne fully by the Company / Firm and Registrar, Rayalaseema University Kurnool shall not be liable for any claim for damages or compensation.
- (iii) For successful implementation of the terms and conditions of this agreement, the staff employed by the Company / Firm shall be subject to inspection by the authorized officers of Rayalaseema University Kurnool at the discretion of Rayalaseema University Kurnool and the Company / Firm shall be under obligation to assist in such exercise, whenever desired.
- (iv) The Company / Firm shall ensure that Rayalaseema University Kurnool's property is not damaged due to his staff's carelessness or through use of any material/methods etc. and in case of any damage or loss, Company/ Firm shall be liable to make good the loss. The decision of Registrar, Rayalaseema University Kurnool as to the quantum and value of damage/loss and the extent of recovery to be made from him shall be final and binding on the Company / Firm.
- (v) The requirements given in the 'Schedule of supply of furniture' placed at **Annexure- 5** are only indicative and not exhaustive. Company / Firm shall be required to complete the project. The decision of Registrar, Rayalaseema University Kurnool authorities in this regard shall be final and binding on the Company / Firm.
- (vi) The material to be used by the Company / Firm should be conforming to reputed brands or ISI marks. Samples of all materials / fixtures as specified in 'Schedule of Work' shall be got approved before their use by the Company / Firm. Catalogues / Brochures are also to be brought by the Company / Firm along with samples wherever required

## **B. INSPECTION AND QUALITY ASSURANCE**

1. Engineering Division, Rayalaseema University Kurnool or any other representative/official deputed by the Registrar, Rayalaseema University Kurnool shall have the right to inspect or to test the materials to establish their conformity to the ordered specifications. The Company / Firm shall provide all reasonable facilities and assistance to such representative without any charges to the Rayalaseema University, Kurnool in this regard. Further, Registrar, Rayalaseema University Kurnool may direct the Company/ Firm to get any/all materials/samples tested from specified organization(s) for conforming to the tendered specifications at the cost of the Company/ Firm. In case, any inspected or tested material fails to conform to the ordered specifications, or workman ship is found to be unsatisfactory, Registrar, Rayalaseema University Kurnool may reject them and Company / Firm shall either replace the rejected material or make alternative arrangements necessary to meet the stipulated specifications and rectify the defects pointed out in the workman ship, at no additional cost to Rayalaseema University, Kurnool, within the time period of supply.

2. Watch and ward of the material used by the Company / Firm before/during and after installation shall be the responsibility of the Company / Firm till the job is duly completed and handed over to the Rayalaseema University.

## **C. Earnest Money Deposit (EMD) :**

- a) Earnest Money along with the tender document should be submitted in the form of Demand Draft drawn in favour of Registrar, Rayalaseema University, Kurnool” and Payable at Kurnool. The tenderer without EMD shall be rejected.
- b) The tenderer who deposits EMD less than the prescribed amount shall be rejected.
- c) The EMD of unsuccessful tenderers will be refunded within 15 days of award of contract to successful bidder.
- d) The Earnest Money of the tenderer shall be forfeited to Rayalaseema University, Kurnool OR without prejudice to any other rights or remedies, under the following circumstances.
  - I. If a tenderer withdraws his tender during the tender validity period as specified in the tender document.
  - II. If, after acceptance of the tender, the tenderer fails to take up the job.
  - III. If, the successful tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
  - IV. If, after acceptance of this tender, the successful tenderer fails to furnish the balance of Security Deposit. If, after acceptance of his tender, the successful tenderer fails to commence the work within the specified time period.

**D. Eligibility Criteria:** In order to be considered for the Company / Firm of the supply of material as detailed under in this Tender Document the tendered must have:

- (i) average annual financial turnover during the last 3 years, ending 31st March, 2018 of a **Rs.02 Crore** (Two Crores) should furnish Annual report duly attested by Chartered Accountant.

(ii) Should be registered under GST registration (Photocopy of certificate issued by appropriate authority in favour of the tenderer to be attached).

(iii) should have valid PAN Number issued by Income Tax Department (Photocopy of PAN Card issued by appropriate authority in favour of the tenderer to be attached). They should also attach copies of I T returns for the past three years.

(iv) should attach a self declaring certificate that the Company /Agency/Firm has not been debarred from working in any Govt. institution/undertaking anywhere in the country

(v) Bids should be complete in all respects and conform to all the conditions laid down in the tender documents failing which their bids shall be liable to be rejected without further information to the bidder and without assigning any reason. No correspondence shall be entertained in this regard.

(vi) The Department reserves the right to reject any or all the bids without assigning any reasons thereof. No tenderer shall have any cause of action or claim against Registrar, Rayalaseema University, Kurnool for rejection of his bid.

(vii) The tender document is not transferable.

(viii) Conditional Tenders/Non-compliance of any of the conditions set in tender document shall render the bid liable for rejection.

(ix) The bidders in their own interest should study the 'Bid document' carefully, and abide by the various instructions and guidelines provided under various paras of the tender document.

(x) Rayalaseema university, Kurnool reserves the right to seek any clarification from the bidders or waive any minor deviation in the provisions governing the supply of material at its sole discretion.

## **F. THE BID DOCUMENT:**

The required bidding procedures and governing terms & conditions are described in the bidding document.

## **G. PREPARATION OF BIDS:**

- a. Tender document complete in all respect needs to be submitted by the bidder in sealed cover.
- b. Bid shall contain EMD and complete details of general nature viz. details and documents conforming to Eligibility Criteria, Experience of bidder, Schedule of Work duly filled with unit price and amount separately for each item etc. as asked for in the tender document. Each page / document of the Bid should be signed and stamped by the tenderer or his authorized representative. Rates should be quoted

including of excise duty, freight & forwarding, octroi, installation and commissioning & testing and also including VAT/ Service Tax / GST/ and other taxes, as applicable. No tax will be paid by the university separately. The Transportation cost should be mentioned separately.

- c. The above envelope should be sealed and superscripted with Tender Notice No., description of work/ material, due date of opening, and name, address and contact number of the bidder on the cover. This envelope should be addressed to Registrar, Rayalaseema University, Kurnool.
- d. The complete bid excluding the prices may be written by the bidder in indelible ink or typed.
- e. The price bid in the tender form should only be typed quoting all relevant financial quotes, in words as well as figures, duly signed by tenderer with Seal of Agency/Firm. Hand written financial quotes in the tender form are liable to be rejected. In case of difference between words and figures the amount mentioned in the words will be taken to be correct. In case computing error is found in amount column by multiplying quantity and unit price, price indicated as unit price shall be treated as quoted price and amount column shall be re calculated and considered for price ranking. All cuttings/ over writings should be countersigned and number of cuttings/ over writings should be indicated on each page. In case of no cutting/ overwriting on the page, NIL cutting/overwriting shall be indicated. No page should be left Blank. If this is unavoidable then blank pages should be cut across and written "Blank" on it.
- f. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- g. A check-list as per **Annexure-2** needs to be submitted by all the bidders.
- h. All documents forming a part of the Tender document should be serially numbered and signed by the authorized signatory on each page of the document. Failure to do so will be treated as non-fulfilment of the tender conditions and the bid shall be liable to be rejected.
- i. Bids should be submitted in the prescribed bid Proforma 'Supply of Furniture Specifications' as per Annexure 5. The prescribed Proforma at Annexure 6 duly filled in and signed should be returned intact.
- j. The bidder shall sign the bid with the exact name of the firm to whom the contract is to be issued, in case the contract is awarded to him. It shall be identical with the firm for which the essential certificates and eligibility conditions are enclosed along with this bid document
- k. The bid papers, duly filled in and complete in all respects shall be submitted together with requisite information and Annexure/Appendices. It shall be complete and free from ambiguity, change or interlineations



- l. The bidder should indicate at the time of quoting against this tender their full postal addresses and telephone numbers
- m. Registrar, Rayalaseema University, Kurnool reserves the right to cancel/terminate any bid/ all bids without any reason hereof.

**BID PRICE:**

Item Rates quoted on the ‘Supply of Furniture Specifications’ at **Annexure 5** by the bidder shall be valid and constant during the period of tender and will not be subject to any variation on any account whatsoever.

**PERIOD OF VALIDITY OF BIDS :**

Bids shall be valid for acceptance for the period as indicated in ‘General Information’ (hereinafter referred to as validity period) and shall not be withdrawn on or after the opening of bids till the expiry of the validity period or any extension agreed to thereof. In exceptional circumstances, prior to expiry of the original bid validity period, the Competent Authority of the Institute may request the Bidders for specific extension in the period of validity. The requests and the responses shall be made in writing. The Bidders will undertake not to vary/modify their bids during the validity period or any extension agreed to thereof.

**DEADLINE FOR SUBMISSION OF BIDS:** The Bids must be submitted to Registrar, Rayalaseema University, Kurnool not later than **1700 Hrs (IST) on 20<sup>th</sup> March 2019.**

**LATE/WRONGLY DELIVERED BIDS:**

Bidders are advised in their own interest to ensure that their bids reach the specified office well before the closing date and time of the tender at the specified location. Any bid received after the stipulated deadline for submission of tenders or delivered at/to some other place/authority shall be liable to be rejected and decision of Registrar, Rayalaseema University, Kurnool shall be final and binding on all the bidders.

**OPENING OF BIDS:**

The bidder or his authorized representative may be present at the time of opening of bid on the specified date, but a letter in the form annexed at **Annexure 4** hereto must be forwarded to this office along with bid and a copy of this letter must be produced in the office by the person attending the opening of bid. Unless this letter is presented by him/her, he/she may not be allowed to attend the opening of bid. In case of unscheduled holiday on the closing/opening date of bid in Rayalaseema University, Kurnool, the next working day will be treated as scheduled prescribed day for closing/opening of bid, the time notified remaining the same.

**UNSOLICITED POST TENDER MODIFICATIONS:**

Unsolicited post-tender modification(s) shall lead to rejection of the offer and the EMD amount shall be liable to be forfeited.

**NON CONFIRMATION TO STIPULATIONS OR SPECIFICATIONS:**

Every bidder must note that his/her Bid shall be liable to be rejected in case the tender stipulations are not complied with strictly or the specifications offered by the bidder do not conform to the required specifications indicated therein. The lowest Bid will be determined from among those Bids, which are in full conformity with the required specifications/ conditions.

**CANCELLATION OF TENDER PROCESS :**

Registrar, Rayalaseema University, Kurnool reserves the right to reject, accept or prefer any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for its actions and decisions. And also reserves to himself the right to accept any bid in part or split the supply of material between two or more bidders.

**JURISDICTION OF COURTS:**

All disputes are subject to the jurisdiction of Kurnool District Court Only.

**DISCLAIMER:**

The quantities mentioned in the tenders are illustrative only and not exact in nature. They may increase or decrease during actual supply of material. The university shall not be liable for any financial loss, sustained by the Company / Firm, in case the quantity of material executed by the university is at variance with the illustrated quantities as mentioned in the tenders.

**SUBMISSION PROFORMA**

Tender Notification No. ....

The Registrar,  
Rayalaseema University,  
Kurnool-518007,  
Andhra Pradesh.

Dear Sir,

- I/We hereby offer to tender for supplying of Hostel & Class Room Furniture as defined in this tender notification.

Annexures at the quoted price given in the ‘Supply and Fixing of Furniture for Hostels & Classrooms’

Proforma as per **Annexure-5** and agree to hold this offer open till \_\_\_\_\_.

2 I/We have understood and complied with all Terms and Conditions stipulated in the Tender Document necessary for submission of this bid. It is further stated that I/We have fully understood the ‘Supply of Furniture’ and Terms and Conditions in the Tender Document governing this contract and shall abide by them in to, if awarded the Tender.

- a. The following pages have been added to and form part of this tender (if needed to be filled and added).

Yours faithfully,

Signature & Seal of Bidder Address  
Dated:

**Note: This form duly typed on the letter head of the bidder and duly signed should be returned forming of this Bid document.**

**Annexure-2**

**CHECK LIST**

The bidders are advised in their own interest to ensure that the following points/aspects in particular have been complied with failing which the offer is liable to rejected.

- a. Please tick whichever is applicable and cross whichever is/are not applicable.
- b. Please sign each sheet
- c. The check-list duly filled must be returned along with the offer

<b>Sl No</b>	<b>Description</b>	<b>Bidders Response Yes/No/ N.A.</b>
1.	Non – Refundable Tender Fees Rs.2,500/- DD in favour of <b>Registrar, Rayalaseema University payable at Kurnool</b>	
2.	Refundable Earnest Money deposit (Fees Rs.5,00,000/- DD in favour of <b>Registrar, Rayalaseema University payable at Kurnool</b> )	
3.	Copy of Annual Report / IT Returns (balance sheet and profit & loss account) of last 3 years duly attested by Chartered Accountant.	
4.	Photocopy of GST Registration certificate issued by appropriate authority in favour of the tenderer.	
5.	Photocopy of PAN Card issued by appropriate Authority.	
6.	A self declaring certificate that the Agency/Firm has not been debarred from working in any Govt. Institution / undertaking anywhere in the country.	
7.	Financial Bid	
8.	Preparation of bid (All the pages of tender document should be signed with stamp)	
9.	Bid Submission Proforma	
10.	Check List	

**Signature & Seal of Bidder**

**BIDDER 'S PAST WORK EXPERIENCE PROFORMA**

**NOTE- Work Orders & Completion/On Going Works Certificates  
From Clients to be enclosed along with this Proforma.**

SI No	Name & Address of The Client	Work Order number, date and amount	Description of Works successfully completed/ongoing works	Remarks

**Signature & Seal of the Bidder**

**AUTHORIZATION LETTER FOR ATTENDING TENDER OPENING**  
**(on company letter head)**

Date:

To,  
Registrar  
Rayalaseema University,  
Kurnool, A.P, 518007.

Subject: Tender No. \_\_\_\_\_ Due on \_\_\_\_\_.

Sir,

Mr/Ms ..... has been authorized to be present at the time of opening of above tender on my/our behalf.

His/her attested signatures are as under:

.....

Yours faithfully, Signature & Seal of the Bidder

**SUPPLY AND FIXING OF HOSTEL & CLASS ROOM FURNITURE  
RUNNING TABLE AT RAYALASEEMA UNIVERSITY, KURNOOL,  
ANDHRA PRADESH**

Item	Item Details	Quantity	Unit	Rate	Amount
01	<p><b>Steel Cot : ( 250 Nos)</b>  <u>Specification</u> : With size of 6 ¼' x 2 ½' x 18''            Bed made of 18 gauge CR sheet with 2 stiffeners of size 74 ½'' x 4 ½'' spot welded at 3'' intervals. Head board and Footboard made of 1 ¼'' dia 16 gauge Mild Steel pipe, connecting pipes for headboard and footboard are 1'' dia 16 gauge. 3Nos 5/8'' dia CR 18 gauge pipes are welded vertically, 4 corner plates of size 4'' x 4'' x 2 mm are welded to fix the bed to headboard and footboard. Bed and legs are painted with one coat of primer and two coats of Enamel Paint. Nuts and Bolts used should be 3/8'' BSW standards. Four rubber bushes inserted with metal washers to be fixed to the legs. The total weight of the cot must be 35 kgs approximately.</p>	01			
02	<p><b>Room Table for Hostel Students: ( 250 Nos)</b>  <u>Specification</u>: With size of 2 ½' x 1 ½' x 2 ½'' MADE OF 1'' square 16 gauge MS pipe frame. The iron frame must be painted with one coat of prime and two coats of Enamel paint. The top of the table must be made of 18 mm thick plywood both sides decolum pasted with teakwood beading. Right side of the table must be provided with one teakwood drawer with padlock arrangement. Four rubber bushes inserted with metal washers to be fixed to the legs.</p>	01			

03	<p><b>Dual Desk : (150 Nos)</b>  <u>Specification:</u> Sized 3 ½ long ( two seater) made of 1” 16 guage MS squarer pipe frame to be painted with coat primer and two coats of enamel paint. The desk shall be provided with French polish finished Teakwood Seat of 3 ½ long x 11’ width x ¾” thick and the desk shall be provided with French polish finished Teakwood Top of 3 ½ long x 13” width x ¾” Thick and Back rest with 3 ½’ long x6” width and ¾” thick. The Desk shall be provided with 20 guage MSCR sheet shelf under the Top. Eight rubber bushes inserted with metal washers to be fixed to the legs</p>	01			
04	<p><b>Staff Table: (20 Nos)</b>  <u>Specification:</u> Size 4’ x 2’ x 2 ½’ made of 1” 16 guage MS sqare pipe frame, right side one steel box with one drawer and cupboard. The box shall be made made of 22 guage MS CR sheet. The frame and box shall be made of 18 mm thick plywood both sides decolum pasted with teakwood beading. Four rubber bushes inserted with metal washers to be fixed to the legs</p>	01			
05	<p><b>“S” type Chair: (20 Nos)</b>  <u>Specification:</u> made of 1” dia 14 guage MS pipe frame with two coats of enamel paint finish. Seat back Frames and Arms made with French polish fished teakwood. Seat and Back knitted with plastic cane.</p>	01			
06	<p><b>Writing Board: (10 Nos)</b>  <u>Specification:</u> Size 8’ x 4’ made of French polish finished teakwood frame, plywood inserted with 5 mm ground glass painted green with chalk and duster tray made of teakwood. The board must be fixed to the classroom wall after supply by your workmen</p>	01			



07	<b>Steel Almirah : (15 Nos)</b> <u>Specification:</u> Size 6 ½' x 3 x 19". 22 gauge MS CR sheet shall be used for body and shelves. The Almirah shall consist of four shelves making five compartments. 20 gauge MS CR sheet shall be used for doors. Gray Powder Coated finish, The Almirah shall be provided with a standard make lock with two numbers of flat keys. Total weight of the almirah must be 64 Kgs.	01			
08	<b>Computer / Library Chair: (50 Nos)</b> <u>Specification:</u> Made of 1" dia 14 gauge pipe frame with powder coated finish, moulded rubber cushion seat, back, covered with fabric, PVC arms, seat of size 19" x 18", back size 18" x 18" with rubber bushes.	01			
09	<b>Library Table: ( 40 Nos)</b> <u>Specification:</u> size 8' long x4' width x 2 ½ height made of 1 ¼" 16 gauge squares MS pipe frame, paint finish, top made of 18 mm thick plywood both sides decolum pasted with teakwood beading all round. The table frame should have two foot rests and centre support at the bottom of its top with legs.	01			
10	<b>Glass Door Almirah: (10 Nos)</b> <u>Specification :</u> Size of 6 ½' length x 3' width and 19" depth made of 20 gauge MS CR sheet for doors, 22 gauge MS CR sheet for body and shelves. The almirah shall have four plain shelves making five compartments with suitable lock and handle with gray powder coated finish.	01			
11	<b>Executive Chair: ( 01 Nos)</b> <u>Specification:</u> Revolving type with stainless steel base, hydraulic type covered with black rexine high back with arms, cushion seat and back.	01			
	The rates shall be inclusive of all applicable taxes.				

Total Amount Rs. ....

**Signature of Tenderer**