

**LIMITED TENDER ENQUIRY FOR SUPPLY OF PIGEON MAIL
BOXES FOR HOSTELS, CENTRAL UNIVERSITY OF TAMIL NADU,
THIRUVARUR**

Tender No.27/2016-17

Date of Issue: 14.12.2016

Date of closing: 13.01.2017



Central University of Tamil Nadu
Neelakudi Campus
Thiruvavarur-610 005

INDEX

Sl. No	Contents	Page No.
1.	Tender Message	3
2.	Tender Document	4
3.	Specification for Pigeon Mail Boxes Annexure -I	5
4.	Technical Bid Proforma - Annexure-II (Part A-Company Profile & Part B-Item Profile)	6-8
5.	Proforma on specification compliance – Annexure – III	9
6.	Commercial Bid Proforma - Annexure-IV (a)	10
7.	Quotation Breakup - Annexure-IV (b)	11
8.	Declaration- Annexure-V	12



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus, तिरुवारूर/Thiruvaur - 610 005.

☎:04366-277359 / email: purchase@cutn.ac.in

No. CUTN/PUR/HOS/MRS&NMRS/03/2014-15

14.12.2016

Sub: Limited Tender Enquiry for Supply of Pigeon Mail Boxes for CUTN Hostels - reg.
Ref: Tender Enquiry No.27/2016-17

Sir,

Central University of Tamil Nadu, an institution setup by an Act of Parliament, invites sealed Tenders for **Supply of Pigeon Mail Boxes for CUTN Hostels**:

While submitting the Tender, the following should be clearly mentioned:

1. Name of the firm.
2. Description [Catalogue with photographs].
3. The rate for the items may be quoted in INR. (Door Delivery at Neelakudi Campus, Thiruvaur).
4. CST/TIN Registration Number.
5. VAT %
6. Concessions, if any, for educational institutions.
7. The Price quoted for items must include all costs associated with packing, transportation, transit insurance, all duties and levies, delivery of mail boxes, loading and unloading on **DOOR DELIVERY** basis to the university at Thiruvaur including its installation, commissioning, integration and validation.
8. Firm delivery time and conditions of supply.
9. **Service and Warranty:** The quote should include a warranty of **ONE** year from the date of commissioning/ installation of the pigeon mail boxes.
10. Payment Terms: 100% after successful installation of the items through bank draft with a condition that a Performance Security of 10% of the value of the items covering the warranty period. The Performance Security, shall be submitted by the successful bidder and the security should remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligation of the supply including warranty obligation. The Performance Security shall be in the form of Bank Guarantee.
11. The bidder has to give an affidavit on non-judicial stamp paper of Rs.10/- that there is no vigilance/CBI case pending against the firms/supplier and the firm has not been black listed in the past by any Govt. or private organization.
12. Application Fee of **Rs.500/-** should be sent in the form of Bank Demand Draft (DD) from any scheduled bank drawn in favour of **Central University of Tamil Nadu** payable at **Thiruvaur**.
13. Validity of Tender should be for **SIX months** from the date of opening of the Tender.
14. Authorisation letter from the manufacturer that the firm is an authorized dealer for supply.
15. The undertaking enclosed has to be submitted along with the tender with relevant supporting documents.
16. Tenders are to be sent by Registered/ Speed post only.
17. Tenders sent without the required entries in the Bid Proforma will not be considered.
18. Central University of Tamil Nadu reserves right to cancel the tender without assigning reasons thereof.
19. The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as **Annexure-IV**.
20. Tender has to be sent in sealed envelope super scribing as **“Tender for Supply of Pigeon Mail Boxes for CUTN Hostels”** to “The Assistant Registrar (Purchase), Central University of Tamil Nadu, Neelakudi Campus, Thiruvaur-610 005” on or before **13.01.2017**.

Note:

1. The University shall not be responsible for any postal delay on non-receipt/non-delivery of documents.
2. CUTN reserve the right to accept or reject any or all the tenders wholly or partially, without assessing any reasons thereof.
3. **Central University of Tamil Nadu is registered with DST-DSIR for Customs and Excise Duty Exemption.**

Yours faithfully,

Assistant Registrar (Purchase)

Encl: As above.

BID DOCUMENT (TENDER NO.27/2016-17)

To

The Assistant Registrar (Purchase),
Central University of Tamil Nadu,
Neelakudi Campus,
Thiruvarur-610 101

Sir,

1. I/We hereby offer to supply the items as listed in the schedule to this tender hereto/portion thereof as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 180 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance / rejection by Central University of Tamil Nadu.

2. I/We have understood the Instruction to bidders and Conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.

3. The following have been added to form part of this tender.

(a) Copy of Central/State sales tax registration certificate.

(b) Copies of relevant major purchase orders valuing more than Rs. 5,00,000/- executed during last two years of Govt. Depts., PSUs & Central Autonomous bodies..

(c) Proof of manufacturing Unit, dealership certificate/general order suppliers.

4. Certified that ours is:

(a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

Or

(b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney.

Or

(c) A company and the person signing the document is the constituted attorney/authorized signatory.

(NOTE: Strike Out whatever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).

5. We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.

6. The materials will be delivered and installed at Central University of Tamil Nadu, Neelakudi Campus, Thiruvarur, free of cost.

7. We understand that CUTN has the right to reject the bid without assigning any reason.

8. The following certificates to be submitted along with the Bid:

(a) A declaration that the after sale service facilities as well as spare parts shall be made available at least for five years for each of the article quoted.

(b) A declaration that the specific items/article with the given specifications has not been sold/supplied to any other organization at a lesser prices than the price quoted here for each of the specific items/article quoted here.

Yours faithfully,

(Signature)

Dated this day of _____

Address:

Telephone: _____

FAX _____

E-mail _____

Company seal

Specification for Pigeon Mail Boxes:-

Sl. No.	Item Description	Location	Quantity
1.	1 Segment with 60 Boxes for Boys & Girls Hostel	<ul style="list-style-type: none">• Boys Hostel - 'A' Wing• Boys Hostel - 'B' Wing• Girls Hostel - 'A' Wing• Girls Hostel - 'B' Wing	04 Nos.
2.	1 Segment with 35 Boxes for MRS & NMRS Hostel	<ul style="list-style-type: none">• Married Research Scholar Hostel• Non Married Research Scholar Hostel	02 Nos.

- Dimension of each box is ½ ft length X ½ ft width X 1 ft deep with 1 inch opening on the front door for sliding the mail/envelopes through; Wall Mountable;
- The mail box shall be made of appropriate steel and aluminum extrusion and finished with powder coating;
- Every mail box should have provision of lock and key.

Note: Vendors are encouraged to visit the Hostel Site before bidding.

TECHNO- COMMERCIAL & TECHNICAL BID PROFORMA

PART-A

(Company Profile)

Sl. No.	Particulars	Page No.
1	Firm Name	
2	Address	
3	Contact person with phone Numbers	
4	Email ID	
5	Type of company (Manufacturer/Authorized Dealer)	
6	If not Manufacturer, proof of Authorized	
7	Year of Establishment	
8	Certificate of Registration	
9	PAN No & Copy of the certificate	
10	TIN No & copy of the certificate (VAT)	
11	CST & VAT Registration details	
12	Details of Fee Application Fee Rs.500/- DD/PO No. & Date Drawn on Bank	
13	TD signed on all pages and stamped	
14	Details of gross income of the firm as evident from the Audited Statement	
	FY 2014-15 -	
	FY 2013-14 -	
	FY 2012-13 -	
15	Service Centre in Tamil Nadu	
16	Catalogue / brochures and Photograph	
17	Experience in dealing with Central Educational Institutions/Central Govt. Departments (Indicate the names of the Department and years of dealing with those Departments and attach copies of contracts order placed on the firms).	

Sl. No.	Particulars	Page No.
18	User List	
19	Service and Warranty details	
20	Brief particulars of facilities for mail boxes and availability of spares	
21	Affidavit on non-judicial Stamp paper of Rs.10/-that there is no Vigilance/CBI case pending against the firm	
22	Additional information, if any (Attach separate sheet, if required)	

Note: This proforma shall filled in by the bidder without which the bid may not be considered for evaluation. Documentary proof has to be enclosed for all the particulars mentioned in the Technical Bid Proforma.

Signature and Seal of the bidder

PART-B

(Items profile-To be filled by the bidder)

The detailed description of the materials should be mentioned and duly signed in each page by the bidder.

Proforma

Information regarding specification compliance

Name of tenderer

Sl. No.	Sl. No. & Name of items included in tender enquiry/form	Specification/part of specification given in the tender form of the University for which tenderer has offered differently	Specification/part of specification that the tenderer has offered differently	How the different specification is suitable for the intended use by the University

COMMERCIAL BID PROFORMA

1. The Price of the following materials is to be given individually in the format mentioned below:

Sl. No.	Description	No. of Units/Sets	Cost per Unit/Set (INR)	Total Cost (Inclusive of all taxes & delivery/ Installation charges) (INR)
1.	1 segment with 60 Pigeon Mail Boxes for Boys & Girls Hostel	04 Nos.		
2.	1 segment with 35 Pigeon Mail Boxes for MRS & NMRS Hostel	02 Nos.		
Grand Total (Inclusive of all taxes) (In Words)		(In Figures)		

2. The Price quoted for materials must include all costs associated with packing, transportation, transit insurance, all duties and levies, delivery of materials, loading and unloading on **DOOR DELIVERY** basis to the university at Thiruvarur.

3. The quote should include a warranty of **ONE** year from the date of delivery of the materials.

4. Maximum educational discount as could be offered should be mentioned.

Note: It is mandatory to indicate the full name, make / brand, model number, and detail specification of the items quoted (in addition, a brochure of product information may be attached along with)

Signature and seal of the bidder

QUOTATION BREAKUP

Ser. No.	Item Description	No of Units	Cost Per Unit (INR)	VAT / CST	Transportation / Freight Charges upto University	Total (Inclusive of all Taxes)
1.	1 segment with 60 Pigeon Mail Boxes for Boys & Girls Hostel	04 Nos.				
2.	1 segment with 35 Pigeon Mail Boxes for MRS & NMRS Hostel	02 Nos.				
	Total (A)					
	Other Charges, if any(B)					
	Grand Total (A+B)					
Grand Total (Inclusive of all taxes)(In Words)						

Note: This Proforma will be the part of Commercial Bid Proforma

Signature and seal of the bidder

Declaration

We hereby undertake that there are _____ pages, serially numbered, in the submitted tender including the supporting documents.

(Please number all the pages including blank page, if any)

Signature and seal of the bidder