

**LIMITED TENDER ENQUIRY FOR SUPPLY & INSTALLATION  
OF FURNITURE FOR VC'S BUNGALOW, CENTRAL  
UNIVERSITY OF TAMIL NADU, THIRUVARUR**

**Tender No.33/2015-16**

**Date of Issue: 18.03.2016**

**Date of closing: 18.04.2016**



**Central University of Tamil Nadu**  
Neelakudi Campus  
Kangalancherry-Post  
Thiruvavur-610 101

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# 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, कंगलान्चेरी/Kangalancherry,

तिरुवारूर/Thiruvavur - 610 101. ☎:04366-277359 / email: purchase@cutn.ac.in

No. CUTN/Pur/Adm/Vcb/01/2015-16/

18.03.2016

**Sub: Limited Tender Enquiry for Supply & Installation of Furniture for VC's Bungalow -reg.**  
**Ref: Tender Enquiry No.33/2015-16**

Sir,

Central University of Tamil Nadu, an institution setup by an Act of Parliament, invites sealed Tender for **Supply & Installation of Furniture for VC's Bungalow** as per the **Annexure** enclosed:

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

1. Description of the Materials [Catalogue with photographs].
2. The rate for the materials may be quoted in INR. (Door Delivery at Neelakkudi Campus, Thiruvavur).
3. CST/TIN Registration Number.
4. VAT %.
5. Concessions, if any, for educational institutions.
6. The Price quoted for materials must include all costs associated with packing, transportation, transit insurance, all duties and levies, delivery of items, loading and unloading on **DOOR DELIVERY** basis to the university at Thiruvavur.
7. Firm delivery time and conditions of supply.
8. **Service and Warranty:** The quote should include a warranty of **ONE** year from the date delivery.
9. **Payment Terms:** 100% after successful delivery and installation of the furniture. through bank draft with a condition that a Performance Security of 10% of the value of the equipment covering the warranty period, which will extend upto 60 days beyond the warranty period, shall be submitted by the successful bidder. The Performance Security shall be in the form of Bank Guarantee.
10. Validity of Tender should be for **SIX** months from the date of opening of the Tender.
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. Authorization letter from the manufacturer that the firm is an authorized dealer for supply.
13. The undertaking has to be submitted along with the tender with relevant supporting documents. (If the Quote is not made by manufacturer).
14. Tenders are to be sent by Registered/ Speed post only. Tenders through Email/Fax will not be considered.
15. Tenders sent without the required entries in the Bid Proforma will not be considered.
16. Application Fee of **Rs.500/-** should be sent in the form of Bank Demand Draft (DD) from any scheduled bank drawn in favour of Registrar, Central University of Tamil Nadu payable at Thiruvavur.
17. Central University of Tamil Nadu reserves right to cancel the tender without assigning reasons thereof.
18. 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-III.
19. Tender has to be sent in sealed envelope superscribed as "**Tender for Supply & Installation of Furniture for VC's Bungalow -Tender No.33/2015-16**" and addressed to "The Assistant Registrar (Purchase), Central University of Tamil Nadu, Neelakudi Campus, Kangalancherry-Post, Thiruvavur-610101" on or before **18/04/2016**.

**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.

Yours faithfully,

**Assistant Registrar (Purchase)**

Encl: As above.

**BID DOCUMENT (TENDER NO.33/2015-16)**

To  
The Assistant Registrar (Purchase),  
Central University of Tamil Nadu,  
Neelakudi Campus,  
Kangalancherry-Post,  
Thiruvavur-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, Thiruvavur, 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 equipment/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 equipment/article quoted here.

Yours faithfully,

(Signature)

Dated this day of \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

**Company seal**

**TECHNICAL SPECIFICATIONS**

**Item No.1 Visitor Chair – 6 Nos.**

Equivalent to Godrej Karina Visitor Chair or equivalent with same design, quality and finish; Colour: Black; Primary Material: Fabric; Dimension: 35H, 26W and 23D. Design of the chair is shown below:



**Item No.2 Visitor Chair – 4 Nos.**

Equivalent to Godrej Earl Visitor Chair (Model No.7212) or equivalent with same design, quality and finish; Colour: Red/Blue. Design of the chair is shown below:



### **Item No.3 Sofa Set (Seater 3+1+1) - 2 Nos**

Equivalent to Godrej VIDA or Godrej MILAN PLUS or equivalent with same design, quality and finish.

Material: Made of Synthetic leather:

#### **Specification:**

Model	Width	Depth	Height	Seat Height
1 Seater	1040 mm	940mm	900mm	450mm
3 Seater	1950mm	940mm	900mm	450mm

The Design of the sofa is shown below:



### **Item No.4 Dining Table - 1 No**

8 Seater Dining Table Equivalent to Godrej CRESCENT PLUS DINING SET or equivalent with same design, quality and finish.

#### **Specification:**

Dining Table: 970mm Width; 2100mm Depth and 750mm Height.

Dining Chairs 460mm Width, 525mm Depth and 921mm Height.

The Design of the dining table is shown below:



**Item No.5 Cot, bed, mattress – 3 Nos**

Equivalent to Godrej Marshal Bed or equivalent with same design, quality and finish.

**Specification:**

Made of relevant wood. King Sized with necessary pillow, mattress, etc.

Dimension: Height 960mm, Width 1920mm and Length 2150mm.

The Design of the Cot is shown below:



**Item No.6 Teapoy – 8 Nos**

Equivalent to Godrej Alice Model or equivalent with same design, quality and finish.

**Specification:**

Made of Glass (top) and Wood (bottom). Height : 400mm, Width : 1000mm and Depth : 650mm.

The Design of the Teapoy is shown below:



**Item No.7 File cabinet - 1 No**

Equivalent to Godrej 4 drawers VFC or equivalent with same design, quality and finish.

**Specification:**

Vertical File Cabinet Width: 470mm, Depth: 620mm and Height: 1320mm  
The Design of the File Cabinet is shown below:

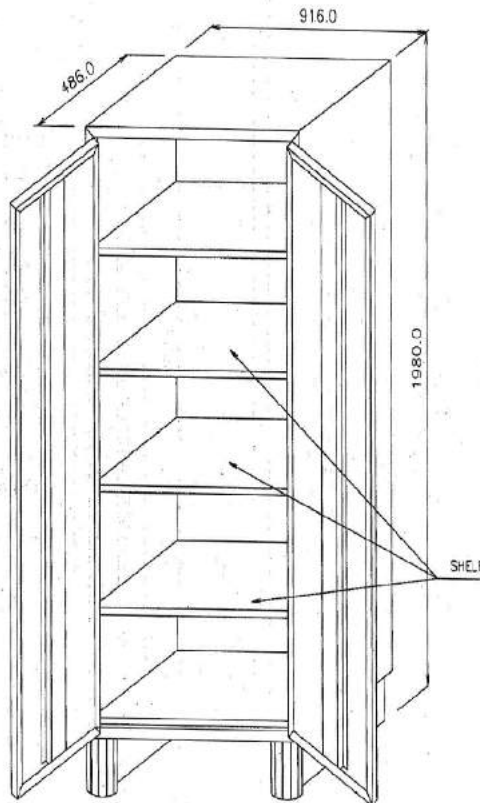




### **Item No.8 Steel Almira – 1 No**

Equivalent to Godrej or equivalent with same design, quality and finish.

### **Specification:**



Sr.No.	Feature or parameter	Specifications
1.	Model	Plain with 4S
2.	Product Size	916mm(W) x 486mm(D) x 1980mm(H)
3.	Construction & Material	<ul style="list-style-type: none"><li>Welded construction.</li><li>0.7mm thk CRCA* for shelf</li><li>0.8mm thk CRCA* for back</li><li>0.8mm thk High yield strength CRCA** for doors</li><li>0.9mm thk CRCA* for all other components.</li></ul> <p>*CRCA 'D' grade as per IS:513 **CRCA 'D' grade high yield strength as per IS:513</p>
4.	Locking & handle	<ul style="list-style-type: none"><li>Mazak handle</li><li>Three way locking mechanism with shooting bolt</li></ul>
5.	Shelving	<ul style="list-style-type: none"><li>Height wise adjustable shelf mounting</li><li>Uniformly Distributed Load Capacity per each full shelf is 40 Kg maximum</li><li>4Nos. of adjustable full Shelf</li></ul>
6.	Leveler	<ul style="list-style-type: none"><li>M10 screw type leveler with hex plastic base</li></ul>
7.	Finish	<ul style="list-style-type: none"><li>Epoxy Powder coated to the thickness of 50 microns (+-10).</li></ul>

**TECHNICAL BID PROFORMA****PART-A****(Company Profile)**

1.	Name and address of the Supplier with Phone No. and E-Mail ID, if any	:	
2.	Registration Number and date of registration of company/cooperative/ agency, if any	:	
3.	Year of Establishment	:	
4.	Type of Organization (whether proprietorship, partnership, Private Ltd. Company or Co-operative body etc. In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)		
5.	PAN Number (photocopy to be enclosed)		
6.	Service tax, Sales tax/VAT Regn. No. (Number & photocopy of certificates to be given)		
7.	Details of Application Fee Rs.500/- DD/PO No. & date Drawn on Bank		
8.	Length of Experience in the field	:	
9.	Experience in dealing with Central Educational Institutions/ 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).		
10.	Give details of gross income of the firm as evident from the IT Returns for the years 2012-13, 2013-14 & 2014-15		2012-13 : 2013-14 : 2014-15 :
11.	Additional information, if any (Attach separate sheet, if required)	:	

**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.

**COMMERCIAL BID PROFORMA**

1. The Price of the materials as per Annexure-I is to be given in the format mentioned below:

<b>Sl. No</b>	<b>Description</b>	<b>Qty. required</b>	<b>Cost per Unit/Set (INR)</b>
1.	Visitors Chair	6	
2.	Visitors Chair	4	
3.	Sofa Set (3+1+1)	02	
4.	Dining Table (8 Seater)	01	
5.	Cots, Bed & Matress	03 Set	
6.	Teapoy	08	
7.	File Cabinet	01	
8.	Steel Almirah	01	
<b>Grand Total (Inclusive of all taxes) (In Words)</b>		<b>(In Figures)</b>	

(Specification enclosed as **Annexure-I**)

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 Thiruvapur.
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

Sl. No	Name & Description of Item	Qty.	Unit Rate	VAT%/CST	Other charges if any	Freight Charges upto University	TOTAL
1.	Visitors Chairs	6					
2.	Visitors Chairs	4					
3.	Sofa Set (3+1+1)	02					
4.	Dining Table (8 Seater)	01					
5.	Cots, Bed & Mattress	03 Set					
6.	Teapoy	08					
7.	File Cabinet	01					
8.	Steel Almirah	01					
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**