

**NOTICE INVITING TENDER ENQUIRY FOR SUPPLY AND
INSTALLATION OF BOOK RACK FOR CENTRAL LIBRARY FOR
CENTRAL UNIVERSITY OF TAMIL NADU, THIRUVARUR**

Tender No:2022-23/23

**Date of Issue: 06.12.2022
Date of closing: 26.12.2022**



**Central University of Tamil Nadu
Neelakudi Campus
Thiruvavur-610 005**



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/Thiruvārūr - 610 005

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

TENDER No.2022-23/23

Date: 06.12.2022

NOTICE INVITING TENDER ENQUIRY SUPPLY AND INSTALLATION OF BOOK RACK FOR CENTRAL LIBRARY FOR CENTRAL UNIVERSITY OF TAMIL NADU, THIRUVARUR

Central University of Tamil Nadu, an institution setup by an Act of Parliament, invites sealed Tender for **Supply and Installation of Book Rack for Central Library for Central University of Tamil Nadu, Thiruvārūr** as per the specifications given in **ANNEXURE-I**. The tender documents may be downloaded from www.cutn.ac.in.

The Technical Bid (**ANNEXURE-II**) and the Commercial Bid (**ANNEXURE-III**) shall be sealed by the bidder in separate covers duly superscribed as **Supply and Installation of Book Rack for Central Library for Central University of Tamil Nadu, Thiruvārūr - Technical Bid** and **Supply and Installation of Book Rack for Central Library for Central University of Tamil Nadu, Thiruvārūr - Commercial Bid** respectively and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed as **Tender for Supply and Installation of Book Rack for Central Library for Central University of Tamil Nadu, Thiruvārūr – Tender Notice No.2022-23/23**. The bidding may be made for a specific item or for all the items in **ANNEXURE-I**. **The technical details of the furniture's along with the filled-in format (ANNEXURE-II) should be kept inside the Technical Bid Envelope and sealed.** The tender must reach **The Registrar, Central University of Tamil Nadu, Neelakudi Campus, Thiruvārūr 610 005** by post or by hand on or before **26.12.2022, 15:00 hours**.

The Technical Bid will be opened on 26.12.2022 at 16.00 Hrs.

Tenders received after due date/time will not be considered under any circumstances. Canvassing in any form will result in the disqualification of the bidder. Tenders sent by fax/email will not be considered. To avoid any complications with regard to Late Receipt/Non Receipt of Tenders, it may please be noted that responsibility rests with the bidder to ensure that the tenders reach the above mentioned address on or before the due date.

Who can bid?

1. The tenderer should be either an original manufacturer or the authorized dealer having been established in the field for minimum period of **THREE** years as on 01.01.2022. (Enclose supporting documents)
2. The tenderer should have an annual turnover of at least **Rs.10 Lakhs** per year during the last **THREE** financial years viz. 2018-19, 2019-20 and 2020-21 (each year). (Enclose supporting documents)
3. The bidder should have supplied similar furniture's to at least three reputed central government educational/research institutions. Supporting documents such as purchase orders, work completion certificates should be attached with the bid
4. The firm should have registered with GST.(Enclose supporting documents)

5. The bidder should have an authorized service centre in Chennai / Trichy / Tanjore / Kumbakonam or any other nearby city/town. (Enclose supporting documents)

Instructions to Bidders including Terms and Conditions

1. Scope of Bid

Central University of Tamil Nadu (CUTN), Thiruvarur, hereinafter called “Purchaser”, invites bid for supply, installation and commissioning of **Book Rack for Central Library**, including critical spares and warranty for three /five years after validation and subsequent maintenance for five years after the expiry of warranty for CUTN campus in Thiruvarur.

2. Cost of Bidding

- 2.1. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Purchaser shall in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding.

3. Tender Document

- 3.1. The Tender Document is not transferable.
- 3.2. The bidder shall make a copy of the tender document before submitting the same to the concerned office. No requests will be entertained for making a copy after the submission of the document.
- 3.3 Copy of Tender Document marked “Original” with each page signed and stamped to acknowledge acceptance of the same and serially numbered.

4. Amendment of Tender Document

- 4.1. At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).
- 4.2. Amendments will be intimated in University Website and shall be binding on them. Further, it will be assumed that the Bidder has taken into account such amendments while submitting the bid.

5. Language of Bid

- 5.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and the Purchaser shall be in English and the Contract shall be construed and interpreted in accordance with that language.
- 5.2. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence, and communications, shall bear the costs and risks of such translation.

6. Documents Comprising the Bid

- a. All the Documents as mentioned under the Heading Who can Bid?
- b. Earnest Money Deposit (EMD);
- c. Documents establishing conformity of the Furniture’s to the Tender Document;
- d. An undertaking to provide comprehensive onsite maintenance during the

warranty and AMC periods for the furniture's should be given by the bidder

7. Format and Signing of Bid

- 7.1. The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons authorized. All pages of the bid shall be numbered and except for unamendable printed literature, shall be initialled by the person or persons signing the bid.

8. Bid Prices

- 8.1. Prices must be quoted separately for each furniture's/item identified.
- 8.2. Price quoted for furniture's must include all costs associated with packing, transportation, insurance, all duties and levies, delivery of furniture's, loading and unloading on DOOR DELIVERY basis to the university at Neelakudi Campus, Thiruvarur 610 005 including its installation, commissioning, integration and validation.
- 8.3. In case of furniture's originating in other countries, prices shall be quoted both on FOB (port of shipment) and CIF (Port of Destination) and CIP (Carriage and Insurance Paid). The comparable prices will be arrived at based on CIP basis. In the case furniture's originating in other countries, the bidder shall provide the following at the time of supply, within 24 hours of dispatch:
- a) Supplier's Invoice giving full details of the goods including quantity, value, etc.;
 - b) Packing list;
 - c) Certificate of country of origin;
 - d) Manufacturer's guarantee and Inspection certificate;
 - e) Inspection certificate issued by the Purchaser's Inspector;
 - f) Insurance Certificate;
 - g) Name of the Vessel/Carrier;
 - h) Bill of Lading/Airway Bill;
 - i) Port of Loading;
 - j) Date of Shipment;
 - k) Port of Discharge & expected date of arrival of goods and
 - l) Any other document(s) as and if required in terms of the contract.
- 8.4. Price of Annual Maintenance Contract (AMC) for **FIVE** years after the warranty period shall be quoted separately for each furniture's in the format provided in **ANNEXURE-III**. Purchaser reserves the right to negotiate on AMC.
- 8.5. Prices quoted by the Bidder shall be firm during the validity of the bid.

9. Bid Currency

- 9.1. Prices of indigenous furniture's/items shall be quoted in Indian Rupees.
- 9.2. Prices of furniture's/items originating in other countries shall be quoted in the currency of country of origin and the portion of allied work and services, which are to be undertaken in India, are to be quoted in the Indian Currency. The comparison of financial bids would be done after converting the currency value in INR based on RBI rates applicable on the date of opening of the tender.

10. Conformity of the Tender Document

- 10.1. The Bidder shall furnish, as part of its bid, documents establishing the conformity of the Furniture's that the Bidder proposes to supply under the Contract to the requirements of the Purchaser, as given in the Tender Document.

10.2. The documentary evidence of conformity of the Furniture's to the Tender Document may be in the form of written descriptions supported by literature/diagrams/certifications, including:

- (a) A detailed description of the essential technical, functional and performance characteristics of the Furniture's that the Bidder is proposing to supply;
- (b) Technical details of the major subsystems/components of the Furniture's;

11. Earnest Money Deposit (EMD)

11.1. The Bidder shall furnish, as part of its bid, an **EMD @ 2%** on estimated value by **Demand draft drawn in favour of Central University of Tamil Nadu payable at Thiruvavur**. The amount of EMD is mentioned details is as follows:

EMD Instruments Details

Item No.	Description	Approximate Qty.	Approximate cost per each	Estimated Value in ₹	EMD Amount value in ₹
1	Double Side Wood & Steel Book Rack Main Unit	08 Nos.	20430.00	1,63,440.00	3268.80
2	Double Side Wood & Steel Book Rack Addon Unit	24 Nos.	17405.00	4,17,720.00	8354.40
Total ₹				581160.00	11623.20

11.2 The firms who are registered with National Small Industries Corporation (NSIC) / or Small Scale Industrial (SSI)/ Micro, Small & Medium Enterprises (MSMEs) are exempted to furnishing the EMD. Self-attested photocopy of valid registration certificate issued by competent authority for supply of laboratory furniture's must be enclosed with the technical bid.

11.3. Any bid not accompanied with the EMD shall be rejected by the Purchaser as non-responsive.

12. Period of Validity of Bids: Bids shall remain valid for a period of 180 days after the date of deadline for submission of bids prescribed by the Purchaser.

13. Deadline for Submission of Bids

13.1. Bids must be received by the Purchaser at the address specified not later than the time and date as stated. In case this date happens to be a declared holiday for the office of the Purchaser or happens to be a holiday declared incidentally, the Bids shall be received up to the appointed time on the next working day.

13.2. The Purchaser may, at its discretion, extend this deadline for submission of bids in which case all rights of the Purchaser and all obligations of the Bidders will thereafter be subject to the deadline as extended.

14. Late Bids: Any bid received by the Purchaser after the bid submission deadline prescribed by the Purchaser, shall be rejected and returned unopened to the Bidder.

15. Clarification of Bids: During the bid evaluation, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

16. Evaluation of Responsive Bids: The Purchaser will evaluate the bids that have been

determined to be substantially responsive.

17. Contacting the Purchaser

- 17.1. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to the bid, it shall do so in writing.
- 17.2. If a Bidder tries to directly influence the Purchaser or otherwise interfere in the bid evaluation process and the Contract award decision, his bid shall be rejected.

18. Award Criteria

- 18.1 Purchaser will award the Contract to the Bidder whose bid has been determined to be substantially responsive and the Lowest Quote Evaluated Bid.
- 18.2 The University reserves the right to buy different items/quantity from different bidders considering price of individual/group of furniture's or any other factors as decided by the committee.

19. Purchaser's Right to Accept/Reject/Modify Bids

- 19.1. The Purchaser reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.
- 19.2. The Purchaser reserves the right to negotiate with the Bidder having the Lowest Evaluated Bid.

20. Award of Purchase Order

- 20.1. Prior to the expiration of the period of bid validity, the Purchaser will issue the Letter of Intent / Purchase Order to the successful Bidder in writing.
- 20.2. The Purchase Order will constitute the foundation of the Contract.
- 20.3. Upon the successful Bidder's furnishing of the copy of the Purchase Order duly signed on each page and the Performance Security, for the furniture's ordered in foreign currency, the Purchaser will open a letter of credit (LC) in a convenient Nationalized Bank in India. For Opening of LC necessary arrangements shall be provided by the supplier or it's authorized Agents.

21. Contract Agreement

- 21.1. Within fifteen (15) days of receipt of the Purchase Order, the successful Bidder shall sign and date its copy on each page and return it to the Purchaser, along with the Performance Security.
- 21.2. Copy of Purchase Order duly signed and dated by the successful Bidder on each page shall constitute the Contract Agreement.

22. Performance Security

- 22.1. Within fifteen (15) days of receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security equal to 3% of the Contract value (excluding the value of annual maintenance charges). **The Performance Security will be valid all along the warranty period and shall extend up to sixty (60) days after the date of completion of warranty period.**
- 22.2. The security shall be in one of the following forms:
 - (a) A bank guarantee (in the format as provided in **Annexure-VII** of the bidding documents) issued by the Indian Scheduled bank acceptable to the Purchaser.
 - (b) A Demand Draft favouring, **Central University of Tamil Nadu** payable at

Thiruvavarur.

- 22.3. The security shall automatically become null and void once all the obligations of the Supplier under the Contract have been fulfilled, including, but not limited to, any obligations during the Warranty Period and any extensions to the period. The security shall be returned to the Supplier not later than fifteen (15) days after its expiration.
- 22.4. Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the Purchaser may make the award to the next lowest evaluated bid submitted by a qualified Bidder or call for new bids.

23. Contract Documents

- 23.1. All documents forming part of the Contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The Contract shall be read as a whole.
- 23.2. The order of precedence of the Contract documents will be as follows:
- (i) Contract Agreement
 - (ii) All other Forms
 - (iii) Furniture's and their Requirements
 - (iv) Supplier's Bid
 - (v) Tender Document

- 24. Amendment to Contract:** No amendment or other variation of the Contract shall be effective Unless it is in writing, is dated, expressly refers to the Contract and is signed by a duly authorized Representative of each party to the Contract.

25. Supplier's Responsibilities

- 25.1. The Supplier's obligations involve:
- (a) Supply of Furniture's/items given in Tender Document.
Making operational the Furniture's (installation, commissioning & validation of Furniture's).
 - (b) Development of test methods & applications.
 - (c) Training, at the cost of Supplier, of personnel in operation, day-to-day maintenance and troubleshooting of the Furniture's
 - (d) Supply of Material (instruction/operation/service/maintenance manuals including drawings & Circuit diagrams and application notes), Calibration Certificates (where applicable, traceable to national/international standards) and any other documents specified in the Contract
 - (e) Maintenance of the furniture's during the warranty period.
- 25.2. The Supplier shall, unless specifically excluded in the Contract, perform all such work and/or supply all such items, services and materials not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for installation & commissioning, integration & validation of Furniture's as if such work and/or items and Materials were expressly mentioned in the Contract.
- 25.3. The Supplier shall comply with all laws in force in India. The laws will include all national, provincial, municipal or other laws that affect the performance of the Contract and are binding upon the Supplier. The Supplier shall indemnify and hold harmless, the Purchaser from and against any and all liabilities, damages, claims, fines, penalties and expenses of whatever nature arising or resulting from the violation of such laws by the Supplier.

26. Time for Supply, Installation, Commissioning and Validation of the Furniture's

- 26.1 The Supplier shall supply the Furniture's within the period specified in the tender document i.e. **Within FOUR weeks of signing the purchase order or within the period mutually agreed between purchaser and supplier.**
- 26.2 The Supplier shall thereafter proceed with the installation & commissioning, integration and validation and demonstrate operational acceptance of the Furniture's within the period specified, unless it is mutually agreed.

27. Terms of Payment

- 27.1. For **indigenous furniture's**, 90% payment will be released after satisfactory delivery, installation of the furniture's and remaining 10% will be released on submission of a Bank Guarantee for equivalent value (10%) as performance security to cover the warranty period (36/60 months).
- 27.2. For **imported furniture's**, normally a Letter of Credit will be opened for 100% CIP price on receipt of order of acknowledgement. However, 90% of the LC amount only will be paid on proof of the shipment of the consignment with necessary documents to be detailed at the time of placing of the purchase order. Balance of 10% of the LC amount shall be released after receipt of a performance bond of 10% of the total contract/purchase value in the form of bank guarantee covering the warranty period, obtained from a bank which has its office in India.
- 27.3. For furniture's ordered in foreign currency, opening of LC, Payment of Customs Duty and clearance of goods shall be done/assisted by the supplier or its authorized Indian agent. The custom duty as applicable after considering eligible concessions based on DSIR exemption etc. will only be paid by the purchaser. The University can provide the copy of the DSIR customs and excise duty exemption certificate upon request.
- 27.4. Payment for annual maintenance contract after the warranty period shall be released at the end of six month/1 year after the expiry of warranty period, subject to Government of India norms.
- 27.5. If any time before the delivery of the furniture's, it is found that the same furniture's have been offered to another party in India at a lower rate, payment shall be restricted to the extent of such lower rate and the Supplier shall be liable to pay the Purchaser the difference in two rates i.e. excess charged over such lower rate, if payment had been made by the purchaser. The University will look into a reasonable past period to ensure this.
- 27.6. The bidder should submit Mandate Form for e-payment through EAT module as per the format given in the bid document at **Annexure – V**.

28. Taxes and Duties: The Supplier should ensure payment of all taxes, duties, levies and charges assessed by all municipal, state or national government authorities, in connection with the Goods and Services supplied under the Contract.

29. Product Upgrades: The Supplier shall continue to support and maintain

The version/ model of the Furniture's supplied by upgrading the software and the hardware as and when amendments are carried out in the existing version or the product is upgraded. Whereas upgrades to the software shall be supplied free of cost, the Supplier may charge for upgrade in hardware provided it is of major nature. An upgraded higher version of the instrument and software related with the instrument shall be supplied.

30. Penalties

- 30.1. If the Supplier fails to complete any of the activities in accordance with the time specified for it, or any extension of the time granted by the Purchaser, the Supplier shall pay to the Purchaser penalties at the rate specified in the Tender document.
- 30.2. The Purchaser reserves the right to terminate the contract if the Supplier defaults on any of the time limits by more than **FOUR** weeks.

31. Defect Liability

- 31.1. The Supplier warrants that the Furniture's, including all subassemblies and components provided, shall be free from defects in the design, engineering/manufacturing, workmanship and performance that prevent the Furniture's and/or any of its subassemblies and components from fulfilling the Furniture's Requirements or that limit in a material fashion the operation, reliability, accuracy, sensitivity and precision of the Furniture's, its subassemblies and components. Commercial warranty provisions of products supplied under the Contract shall apply to the extent that they do not conflict with the provisions of this Contract.
- 31.2. The Warranty Period shall commence from the date of validation of the Furniture's and shall extend for the length of time specified in the tender document supra.
- 31.3. If during the Warranty Period any defect found in the Furniture's, the Supplier shall promptly, at its sole cost, repair or otherwise make good such defect as well as any damage to the Furniture's cause by such defect. Any defective Furniture's, Subassembly or component that has been replaced by the Supplier shall become the property of the Supplier and the new substituted/replaced furniture's in good condition shall become the property of the purchaser.
- 31.4. Validation of the Furniture's shall be carried out by the Supplier each time a major repair is carried out in the Furniture's during the warranty period.
- 31.5. Response time for attending to defects shall be 24 - 48 hours after they are reported to the Supplier or its designated service agent. If the Furniture's cannot be used for more than TWO working days by reason of such defect and/or making good of such defect, the warranty period for the Furniture's shall be extended by a period equal to the period during which the Furniture's could not be used by the Purchaser because of such defect and/or making good of such defect.

32. Intellectual Property Rights Warranty and Indemnity

- 32.1. The Supplier hereby represents and warrants that the Furniture's as supplied, installed & commissioned along with its Application Software and copying of Manuals & other documents provided to the Purchaser in accordance with the Contract does not and will not infringe any Intellectual Property Rights held by any third party.
- 32.2. The Supplier shall indemnify and hold harmless the Purchaser from and against any and all losses, liabilities and costs (including losses, liabilities and costs incurred in defending a claim alleging such a liability), that the Purchaser may suffer as a result of any infringement or alleged infringement of any Intellectual Property Rights.

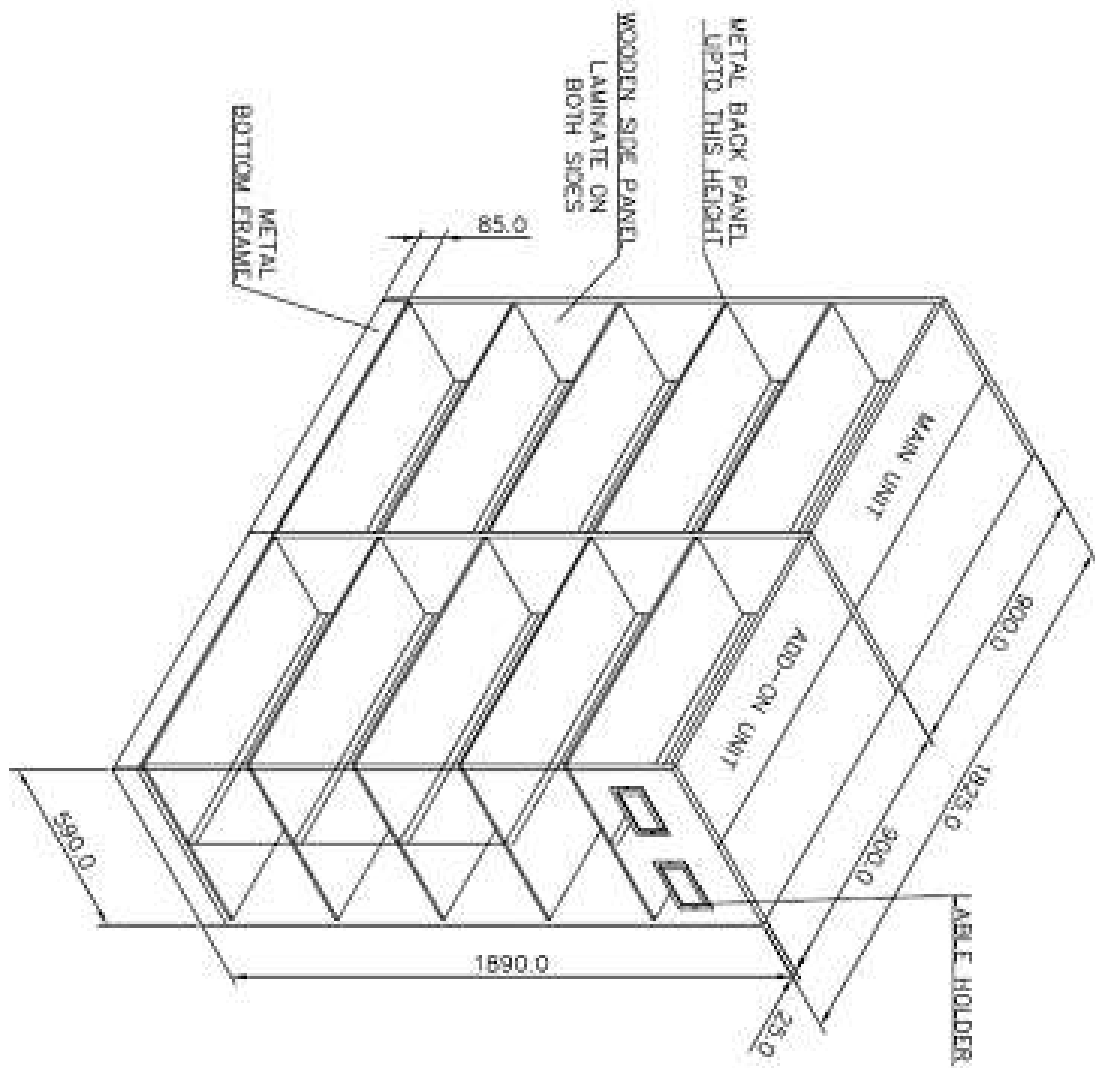
33. Effect of Force Majeure

- 33.1. If the Supplier is prevented, hindered, or delayed from or in performing any of its obligations under the Contract by an event of Force Majeure, then it shall notify the Purchaser in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fifteen (15) days after the occurrence of such event.

- 33.2. The Supplier, when affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its performance of the Contract and to fulfil its obligations under the Contract, but without prejudice to Purchaser's right to terminate the Contract.
- 33.3. No delay or non-performance by the Supplier caused by the occurrence of any event of Force Majeure shall:
- (a) Constitute a default or breach of the Contract;
 - (b) Give rise to any claim for damages or additional cost or expense occasioned by the delay or Non-performance.
- 33.4. If the performance of the Contract is substantially prevented, hindered, or delayed for a single period of more than THIRTY days or an aggregate period of more than sixty (60) days on account of one or more events of Force Majeure, the Purchaser shall have the right to terminate the Contract by giving a notice to the Supplier.
- 34. Extension of Time Limits for supply & making operational the Furniture's**
The time limit for supply, installation & commissioning, integration & validation shall be extended if the Supplier is delayed or impeded in the performance of any of its obligations under the Contract by reason of any of the following:
- (a) Any occurrence of Force Majeure;
 - (b) Any other matter specifically mentioned in the Contract;
- By such period as shall be fair and reasonable in all the circumstances and as shall fairly reflect the delay or impediment sustained by the Supplier.
- 35. Assignment:** The Supplier shall not, without the prior written consent of the Purchaser, assign to any third party, the Contract or any part thereof.
- 36. Governing Law:** The Contract shall be governed by and interpreted in accordance with the laws Of India.
- 37. Settlement of Disputes :** Any dispute or claim arising out of/relating to this Contractor the breach, termination or the invalidity thereof, shall be settled by the Hon'ble Courts of Justice at Thiruvarur.
- 38.** 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-VIII**.
- 39. REASONABILITY OF PRICES:** Please quote best minimum prices applicable for a premier Research Institution, leaving no scope for any further negotiations on prices. The quoting party should give a certificate to the effect that the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to INSTANT to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later. We request you to fill the price reasonability certificate format in the enclosed file (**ANNEXURE "IX"**)
- 40. *Central University of Tamil Nadu reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason hatsoever. No further correspondence in this regard will be entertained.***
- 41. Acknowledgement:** It is hereby acknowledged that we have gone through all the conditions
Mentioned above and we agree to abide by them

TECHNICAL SPECIFICATION**DOUBLE SIDED WOOD & STEEL BOOK RACK****SPECIFICATIONS**

Sl. No.	Feature of Parameter	Specifications
1.	Product Size	Width : 920 mm Main Unit /890 mm Add on Unit, Height : 1900; Depth ; 600 mm
2.	Construction	Rigid knockdown construction. Back panel up to the bottom of third rack for additional rigidity.
3.	Material	Racks, Back Panel & Skirting : CRCA 0.8 mm Thickness. Side Panels : 24 mm thk prelaminated particle board (PLB) with laminate on both sides.
4.	Finish	Metal Panels : Epoxy Polyester Powder Coated to the thickness of 40 microns (+/- 10).
5.	Stackability	The add-on units can be stacked width wise to form a bank of racks having common side panel.
6.	Number of racks	Bottom plus four fixed racks on each side. (Total 10 loading levels). Each rack is provided with stiffener at bottom for strength. Uniformly Distributed Load Capacity per each full shelf is 70 kg maximum.
7.	Rack back stiffener	At the rear side of the racks back stiffeners are provided. These are to support books on the rear side & also act as divider between front & rear books in upper two compartments.
8.	Label Holder	Label Holder on each main unit to insert tables for identification.



BOOK RACKS :

S. No.	Description	App. Qty
1.	Double Side Wood & Steel Book Rack Main Unit	08
2.	Double Side Wood & Steel Book Rack Addon Unit	24

TECHNICAL BID			
1.	Name of the Company/Organisation		
	Complete Postal Address:		
	Full address of the premises		
	Telegraphic address		
	Telex number		
	Telephone number		
	Fax number		
	Name of the proprietor /Partners		
2.	E-mail ID:		
	Name of Contact Person/ representative of firm		
	Designation:	Mobile number:	
Particulars		Remarks of Bidder	Documentary proof Attached at page no.
3.	Nature of Business		
4.	Years of operations in India		
5.	Years of Establishment		
6.	Location of offices in India		
7.	Type of firm: Proprietary/ Private/ Private Ltd/ MNC/ Cooperative /Govt. undertaking		
8.	Firm Registration No.		
9.	Year of starting of manufacturing		
10.	PAN Number		
	GST Number		
11.	Experience towards dealing with the supply of similar furniture at least THREE years as on 01-01-2022.		
12.	Annual turnover of at least Rs10 Lakhs per year during the last THREE financial years viz. 2018-19, 2019-20 and 2020-21		
	Annual Turnover (2018-19)		
	Annual Turnover (2019-20)		
	Annual Turnover (2020-21)		
	Supply of similar furniture's to at least three reputed central government educational/research institutions.		
	Authorized service centre in Chennai / Trichy / Thanjavur / Kumbakonam or any other nearby city/town.		
13.	Name & Location of service centres in India		
14.	Whether the OEM makes available any service support in India		
15.	Whether the service set up maintains stock of essential spares in India		
16.	Lead time for supply of essential spares		
17.	Has the firm ever been debarred/blacklisted by any Govt. Organization/Dept.? If yes details thereof and if No. undertaking to be submitted		
18.	Whether Submitted Price Reasonability Undertaking as per Annexure 10 (Mention YES /No and Page No.)		
19.	Details of EMD for Rs. _____, DD. No. &		

	Date: (OR) NSIC/MSME/SSI Registration No.	
<p>Testimonials from three satisfied customers may be attached</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compliance Statement to specifications of the furniture's to be provided by the tenderer as in ANNEXURE-IV. <input type="checkbox"/> All furniture's must operate at 230V/50 Hz single phase and/or equivalent three phase electrical power. <input type="checkbox"/> Quoted model shall be in accordance to the geographical location. <p style="text-align: right;">Signature _____ Name _____ Designation _____</p> <p>Date: _____ Place: _____</p> <p>Seal of Company : _____</p>		

Commercial Bid

(To be enclosed in separate sealed cover)

1. The price of the Lab Furniture's in the Annexure-I is to be given individually in the format mentioned below:

**FOR IMPORTED SUPPLIES
(IN FOB/FCA) – MANDATORY**

Sr. No	Short Description of Item & Specification	HSN Code / SAC Code	Qty in Units	Price Basis FOB/FC A	Total Bid Price
1			1No.		
	Installation and commissioning Charges (if any, quote in INR)				
	Agency Commission (If any, quote in Percentage %)				
	Other Charges (if any please specify)				
Grand Total					

**FOR IMPORTED SUPPLIES
(IN CIF) – MANDATORY**

Sr. No	Short Description of Item & Specification	HSN Code / SAC Code	Qty in Units	Price Basis CIF	Total Bid Price
1			1No.		
	Installation and commissioning Charges (if any, quote in INR)				
	Agency Commission (If any, quote in Percentage %)				
	FreightCharges				
	Other Charges (if any please specify)				
Grand Total					

**FOR IMPORTED SUPPLIES
(DOOR DELIVERY PRICE) – MANDATORY**

Sr. No	Short Description of Item & Specification	HSN Code / SAC Code	Qty in Units	Price Basis CIF	Total Bid Price
1			1No.		
	Installation and commissioning Charges (if any, quote in INR)				
	Agency Commission (If any, quote in Percentage %)				
	FreightCharges				
	Custom Clearance Charges				
	Concessional Custom Duty				
	Excise Duty				
	Other Charges (if any please specify)				
Grand Total					

#HSN Code:”Harmonized System of Nomenclature Code No.” and SAC Code: “Service Accounting Codes Code No.”

1. DeliveryPeriod..... days
2. Validityofthebid:180daysfromthedateofsubmissionof quotation/tender.
3. Mode ofShipment:.....
4. Port of Shipment:.....
5. Maximum educational discount as could be offered should be mentioned.
6. Price quoted for furniture’s must include all costs associated with packing, transportation, transit insurance, all duties and levies, delivery of furniture’s, loading and unloading, including its installation, commissioning, integration and validation.

Place:
Date:

Signature.....
Name.....
Company Name &Address:
Affix RubberStamp:

Note: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.

**PRICE BID
FOR INDIGENOUS SUPPLIES, QUOTES IN INR ONLY**

Sr. No.	Description of Item & Specification	HSN Code / SAC Code	Qty in Units	Unit Price ₹	Discount %	IGS T %	CGST %	SGST %	Total Bid Price
1	Installation and commissioning Charges (if any, quote in INR)								
2	Other Charges (if any please specify)								
Grand Total									

#HSN Code: "Harmonized System of Nomenclature Code No." and SAC Code: "Service Accounting Codes Code No."

1. Delivery Mode: Delivery at CUTN, Thiruvarur Only.
2. Total bid price in the above column should be inclusive of all taxes and levies transport, loading, unloading etc.
3. Delivery Perioddays
4. Validity Date: Minimum 180 days from the date of submission of quotation/tender.
5. Payment Term: Payment within 30 days from the date of submission of bill Acceptance Certificate to concerned Dept./Sect./MMD.
6. Maximum educational discount as could be offered should be mentioned.
7. Price quoted for furniture's must include all costs associated with packing, transportation, transit insurance, all duties and levies, delivery of furniture's, loading and unloading, including its installation, commissioning, integration and validation.
8. Prices quoted in other currencies will be summarily rejected.

PAN No:
GST Registration No. :
Signature:
Name:
Company Name & Address:

Date:
Place:

Note: 1. Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.
2. The quote should include a warranty of **THREE/ FIVE** years from the date of commissioning/installation.

Compliance Statement to specifications of the furnitures

(Compliance with specification column is to be filled up by the bidder stating YES/NO as the case may be)

SI. No.	Specification	Requirements	Compliance with Specification (Y/N)

**MANDATE FORM FOR PAYMENT THROUGH EAT MODULE IN PFMS
DETAILS OF ACCOUNT HOLDER:**

Name of the Vendor/Beneficiary	
Name of the Bank	
Account Number	
IFSC Code	
PAN Number	
GST Number (if applicable)	
Address (Including City, Pin code etc.)	
Mobile No./email id	

I hereby declare that the particulars given above are correct and complete.

DATE:

SIGNATURE WITH SEAL

DETAILS OF PREVIOUS EXPERIENCE AND SUPPLY ORDERS

Sl No.	Name of the similar Furniture's	Name of the Organisation where supplied	Type of Organisation (Govt./University/PSU/Private/Autonomous Body etc.)	Date of receipt of Purchase Order	Quantity	Value of Order

Enclose Relevant/Supporting Documents such as Purchase Order, Work completion certificate etc.

DATE:

SIGNATURE WITH SEAL

FORM OF PERFORMANCE SECURITY (GUARANTEE) BY BANK

1. This deed of Guarantee made this day of _____ between Bank of _____ (hereinafter called the “Bank”) of the one part, and Central University of Tamil Nadu, Thiruvarur (hereinafter called “the Purchaser”) of the other part.
2. Whereas the Purchaser has awarded the contract for Supply, Installation, Commissioning, Integration and Validation of _____ (name of the furniture’s) (hereinafter called the contract) to _____ (hereinafter called the Supplier); (Name of the Supplier)
3. AND WHEREAS the Supplier is bound by the said Contract to submit to the Purchaser a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. Now, I/we the undersigned, being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the Purchaser the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Supplier has signed the aforementioned Contract with the Purchaser, the Bank is engaged to pay the Purchaser, any amount up to and inclusive of the aforementioned full amount upon written order from the Purchaser to indemnify the Purchaser for any liability of damage resulting from any defects or shortcomings of the Supplier under the Contract mentioned above, whether these defects or shortcomings are actual or estimated. The Bank will deliver the money required by the Purchaser immediately on demand without delay without reference to the Supplier and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings of the Supplier. The Bank shall pay to the Purchaser any money so demanded notwithstanding any dispute/disputes raised by the Supplier in any suit or proceedings pending before any Court relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid for a period of thirty six months from the date of signing. (Initial period for which this Guarantee will be valid must be for at least thirty (30) days longer than the anticipated expiry date of warranty period).
7. At any time during the period in which this Guarantee is still valid, if the Purchaser agrees to grant a time extension to the Supplier or if the Supplier fails to complete the work within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages as stated under Para 5 above, the Bank shall extend this Guarantee under the same conditions for the required time on demand by the Purchaser and at the cost of the Supplier.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Supplier.
9. The neglect or forbearance of the Purchaser in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Purchaser for the payment hereof shall in no way relieve the bank of its liability under this deed.
10. The expressions “the Purchaser”, “the Bank” and “the Supplier” hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month & Year) being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of Authority

Bank official Name: Designation:

Stamp/Seal of the Bank:

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

<u>Witness 1</u>	<u>Witness 2</u>
Signature	Signature
Name	Name
Address	Address

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). We have submitted our principal's exclusive authorization letter which is specific for this tender No. _____ dated _____.

Sl. No	Description	Yes / No.
1.	Agreed all terms and conditions of Tender	
2.	Have you ever been Black Listed by any Government / PSU/ Universitys / Institute / Colleges etc.	

Signature and seal of the bidder

PRICE REASONABILITY CERTIFICATE

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____ for (Value Rs.) _____. We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates than those being offered to CUTN to any other customer nor we will do so till the validity of offer or execution of purchase order, whichever is later.

Signature and seal of the bidder

INTEGRITY PACT

To,

The Registrar,
Central University of Tamil Nadu,
Thiruvarur.

Sub: Submission of Tender **Supply and Installation of Book Rack for Central Library for Central University of Tamil Nadu, Thiruvarur** at Central University of Tamil Nadu, Thiruvarur.

Sir/ Madam,

I/We acknowledge that Central University of Tamil Nadu, Thiruvarur is committed to follow the principles thereof as enumerated in the Integrity Agreement enclosed with the tender/bid document.

I/We agree that the Notice Inviting Tender (NIT) is an invitation to offer made on the condition that I/We will sign the enclosed integrity Agreement, Annexure XA which is an integral part of tender documents, failing which I/We will stand disqualified from the tendering process. I/We acknowledge that **THE MAKING OF THE BID SHALL BE REGARDED AS AN UNCONDITIONAL AND ABSOLUTE ACCEPTANCE** of this condition of the NIT.

I/We confirm acceptance and compliance with the Integrity Agreement in letter and spirit and further agree that execution of the said Integrity Agreement shall be separate and distinct from the main contract, which will come into existence when tender/bid is finally accepted by Central University of Tamil Nadu, Thiruvarur. I/We acknowledge and accept the duration of the Integrity Agreement, which shall be in the line with Article 1 of the enclosed Integrity Agreement.

I/We acknowledge that in the event of my/our failure to sign and accept the Integrity Agreement, while submitting the tender/bid, Central University of Tamil Nadu, Thiruvarur shall have unqualified, absolute and unfettered right to disqualify the tenderer / bidder and reject the tender/bid in accordance with terms and conditions of the tender/ bid.

Yours faithfully,

(Duly authorized signatory of the Bidder)

ANNEXURE – X “A”

(To be submitted on non-Judicial stamped paper(Rs.100/-)

INTEGRITY AGREEMENT

This Integrity Agreement is made at on this day of 2021

BETWEEN

The Registrar, Central University of Tamil Nadu, Thiruvarur, (Hereinafter referred as the ‘**Principal/Owner**’, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

AND

.....(*Name and Address of the Individual/firm/Company*) through
(*Details of duly authorized signatory*) (Hereinafter referred to as the “**Bidder/Contractor**” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns)

Preamble

WHEREAS the Principal / Owner has floated the Tender (Tender Ref. no: **2022-23/_____**) (hereinafter referred to **Supply and Installation of Book Rack for Central Library for Central University of Tamil Nadu, Thiruvarur** at Central University of Tamil Nadu, Thiruvarur.

hereinafter referred to as the “Contract”.

AND WHEREAS the Principal/Owner values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and Contractor(s). AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity Agreement (hereinafter referred to as "Integrity Pact" or "Pact"), the terms and conditions of which shall also be read as integral part and parcel of the Tender/Bid documents and Contract between the parties.

NOW, THEREFORE, in consideration of mutual covenants contained in this Pact, the parties hereby agree as follows and this Pact witnesses as under:

Article 1: Commitment of the Principal/Owner

- (1) The Principal/Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/Owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.

- (c) The Principal/Owner shall endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.
- (2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the **Chief Vigilance Officer \ Officer in charge** and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

Article 2: Commitment of the Bidder(s)/Contractor(s)

1. It is required that each Bidder/Contractor (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
2. The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution:
 - (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/Owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
 - (b) The Bidder(s)/Contractor(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
 - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s)/ Contract(s) will not use improperly, (for the purpose of competition or personal gain), or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any. Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
 - (e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
3. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
4. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a will ful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
5. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process).

Article 3: Consequences of Breach

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder(s)/Contractor(s) and the Bidder/ Contractor accepts and undertakes to respect and uphold the Principal/Owner's absolute right:

1. If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/Owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/Owner. Such exclusion may be forever or for a limited period as decided by the Principal/Owner.
2. Forfeiture of EMD/Performance Guarantee/Security Deposit: If the Principal/Owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal/Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and Security Deposit of the Bidder/Contractor.
3. Criminal Liability: If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the Principal/Owner has substantive suspicion in this regard, the Principal/Owner will inform the same to law enforcing agencies for further investigation.

Article 4: Previous Transgression

1. The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/ Owner.
3. If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/Owner may, at its own discretion, revoke the exclusion prematurely.

Article 5: Equal Treatment of all Bidders/Contractors/Subcontractors

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement/Pact by any of its Subcontractors/sub-vendors.
2. The Principal/Owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.
3. The Principal/Owner will disqualify Bidders, who do not submit, the duly signed Pact between the Principal/ Owner and the bidder, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

Article 6- Duration of the Pact

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 60 days after the completion of work under the contract including extension period (if awarded) and for all other bidders, till the Contract has been awarded. (if applicable)

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged/determined by the Competent Authority, CUTN.

Article 7- Other Provisions

1. This Pact is subject to Indian Law, place of performance and jurisdiction is the Head quarters of the Division of the Principal/Owner, who has floated the Tender.
2. Changes and supplements need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
4. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement / Pact, any action taken by the Owner/Principal in accordance with this Integrity Agreement/ Pact or interpretation thereof shall not be subject to arbitration.

Article 8- Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....
(For and on behalf of Principal/Owner)

.....
(For and on behalf of Bidder/Contractor)

WITNESSES:

1
(signature, name and address)

2
(signature, name and address)

Place:
Date :