

**NOTICE INVITING TENDER
ALLAHABAD UNIVERSITY
ALLAHABAD-211004**

TENDER NOTICE NO. AU/UE -04(C)/2017-18

Sealed Item rate tenders are invited from eligible supplier up to 2:00 P.M. on 20.04.2017 and shall be opened at 3:00 P.M. on the same day for the work of “S/F of chairs”, University of Allahabad.

Estimated Cost	EMD	Performance Guarantee Bond/ Security Deposit	Time of completion	Tender Cost
Rs. 6,52,650.00	Rs. 13,500.00	@ 10% of Tendered amount.	20 Days	Rs.500/-

Interested parties may obtain the tender documents from the Office of the University Engineer after submitting the tender fee of Rs 500/- in university account office and submitting the receipt of same or may download the tender document and submit with tender cost in form of DD in favor of Finance Officer. Bidders will submit the tender document with the EMD of requisite amount in favor of Finance Officer, University of Allahabad, Allahabad in the form of DD/FDR along with the other requirement as stated in the detailed conditions. While submitting the tender mark tender No. **AU/UE-04(C)/2017-18** on envelope. **Detail can be seen on University Website: www.allduniv.ac.in**

Details	Date	Time	Venue
Date of sale of tender	13.04.2017 to 19.04.2017	10:00 am to 2:00 pm on any working day	Office of the University Engineer, Senate Campus
Last date of submission of Tender	20.04.2017	2:00pm	Office of the Vice Chancellor, Senate Campus
Opening of Tender	20.04.2017	3:00pm	Office of the Vice Chancellor, Senate Campus

In the event of any date indicated above is declared as holiday, the next working day of the University shall be considered as the due date for receiving & opening of tenders. Late/delayed offer will not be accepted.

The University administration reserves the right to accept or reject any or all the Tender/s without assigning any reason and to split up work or items of work to divide or distribute the whole work among more than one contractor. The contractors will have no option to refuse such splitting /rejection.

University Engineer
Allahabad University,
Allahabad

CC to:-

- 1 Notice Board, office of the University Engineer.
- 2 Finance Officer for kind information.
- 3 A.R. Account for submission of Tender Fees.
- 4 All Registered Contractor of Allahabad University.

University Engineer



UNIVERSITY OF ALLAHABAD
Limited Tender Enquiry (LTE)

No. :

Dated:

To,

Dear Sir/s,

We intend to purchase following materials/items for **North Hall**. Kindly send your QUOTATION giving lowest rates per unit along with terms and conditions in Sealed Cover addressed to **University Engineer**, University of Allahabad so as to reach this office on or before **20th April, 2017**.

THE WORD "QUOTATION", OUR REFERENCE NUMBER AND DATE SHOULD BOLDLY BE MENTIONED ON THE COVER.

Sl. No.	Description of the Goods	Quantity Required	Rate per Unit	Total Cost
1.	Branded Executive Modular knock down stackable bentwood visitor chair made up of cedar wood, seat & back cushion leatherite (black/brown) 40 density foam, nylon shoes in base. As per photograph attached.	150 No		
				

- While submitting the quotation following should invariably be mentioned:
 - Name of the manufacturer of the item quoted along with brand name, if any.
 - Details of specification.
 - Lowest rate F.O.R. destination.
 - Discount, if any.
 - Sales Tax /VAT at concessional rate as applicable to the Educational Institutions.
 - Period of validity - (minimum six months).
 - Firm delivery time from the date of receipt of confirmed order, condition of supply and terms of payment.
- If you are manufacturer of the items or if you have proprietary distribution/sales authorization, please mention it in the quotation.
- Please fill in and return the Suppliers Profile Form & Mandate Form.
- Terms & Conditions as applicable are attached.

N.B.

- Under no circumstances unsealed quotation will be entertained in the office.
- Quotations received after the due date shall not be considered.

Signature of Contractor
With Seal

University Engineer

Terms & Conditions

1. Quotation received after due date and time shall be summarily ignored.
2. Unsolicited / conditional / unsigned tenders shall not be considered.
3. Complete specification with model and manufacturer name and address should be given while quoting. Literature / Pamphlets should also be enclosed wherever applicable.
4. Rates must clearly indicate all taxes and discounts offered, if any.
5. No price negotiation will be entertained in normal course of action.
6. In case the products are available on DGS&D rate contract, may quote DGS&D rate contract rates enclosing a copy of the rate Contract.
7. Delivery shall be given in 20 days of receipt of purchase order at the University Campus. The offered delivery period shall have to be strictly adhered to incase an order is placed.
8. IT, TT would be recovered as per rules. Kindly furnish your CST, UPTT and TIN Number in your quotation for our records.
9. Payment shall be made on delivery and satisfactory installation of the equipment.
10. After sale, the service will be provided free of cost up to warranty period. Charges after warranty period may be quoted.
11. Tender conditions, if any, or otherwise sent also with the tender shall not be binding on us.
12. The acceptance of the quotation will rest with the competent authority of Allahabad University, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotation & received without assigning any reasons.
13. All the above instructions and our standard terms and conditions must be complied, failing which your offer may be liable for rejection.
14. All suits shall be in the courts of **Allahabad Jurisdiction** only.
15. Terms & conditions of purchase as per University rules shall be applicable.
16. Tender should be addressed to the University Engineer, University of Allahabad, Allahabad.
17. Vendor must enclose a authorization certificate of the company with tender document.
18. Successful bidder shall furnish an unconditional PBG / SD valid till 60 days after the warranty period from any nationalized / scheduled bank for 10% of the total amount.
19. Liquidated damages rate for delay in delivery is 0.5% per week & max. 5% of the total amount.
20. The warranty period for chairs will be 4 years.
21. Tenders without EMD in favor of Finance Officer, amounting Rs. 13500/- in the form of Demand Draft/F.D.R. will not be accepted.
22. The sealed tenders will be dropped in the tender box kept at Vice Chancellor Office latest by 2:00 p.m. dated 20.4.2017.
23. Tender will be opened on same day at 3:00 p.m.
24. In case of holiday the tenders will be opened on next working day.
25. The bidder should be ISO certified 9001:2008.
26. The bidder should keep EMD/ITR of last 3 years/annual average turnover of minimum Rs. 15.00 lacs in one sealed envelope indicating EMD and the financial bid in other sealed envelope. Both the envelop should be sealed in single envelop Super scribing tender no.
27. The bidder should sign all the papers.

Signature of Contractor
With Seal

University Engineer



UNIVERSITY OF ALLAHABAD

Supplier Profile Form

1. Firm's Name : _____
2. Owner's Name : _____
3. Full Postal Address: 1. _____
_____ PIN _____
2. _____
_____ PIN _____
4. E-mail address : _____
5. Website address : _____
6. Contact Person's Name : _____
7. Contact No. : Phone No. : _____ Mobile No.: _____
Fax No.: _____ City: _____ State: _____
8. Sale Tax Registration No. : UPTT No.: _____ CST No.: _____
(Enclose Xerox copy) TIN _____
9. PAN : _____
(Enclose Xerox copy)
10. Shop Act Registration No : _____
(Enclose Xerox copy)
11. Excise Registration No. : _____
(Enclose Xerox copy)
12. Current Bank Account No: _____ (Statement of last
twelve months should be enclose)
13. Manufacturer or Supplier : _____
(In case of supplier please enclose authorization of your Principal)
14. List of the organizations to whom the materials have been supplied
15. Item(s) name you want to supply : (Major category) _____
Item wise rate list, with available discount (if any), is attached.

Note: Supplier must print CST/UPTT/TIN No. on their Letter Head / Bill / Quotations.

Signature of bidder with Seal

Mandate Form

**Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility
for Receiving Payments**

Details of Account Holder:

1.	Firm/Contractor/Agency	
2.	Name of Accounts Holder	
3.	Complete Contact Address	
4.	Telephone Number / Fax / E-mail	

Bank Accounts Details:

1.	Name of the Bank viz. SBI/PNB	
2.	Branch Name with Complete Address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	

Signature of Customer

Date:

I hereby
Certified that _____

Bank Stamp

Signature of Branch Manager

- 1.
- 2.