



School of Planning and Architecture, Vijayawada
(An Institute of National Importance, MoHRD, GoI)
Sy.No.71/1, NH – 5, Nidamanuru – 521 104, Vijayawada Rural, A.P.

Ref No.: 5 / SPAV / R &M / 2017

August 04, 2017

TENDER ENQUIRY

Name of the work: Supply of study tables and chairs to the hostels of School of Planning and Architecture Vijayawada (SPAV) at ITI Road, Vijayawada

1. Submission of Tender:

Tender Enquiry should be submitted in two separate sealed envelopes, i.e., “Technical bid” (Part A) and “Financial Bid” (Part B). Both the sealed envelopes should be further sealed in one overall envelope super-scribing as ‘**TENDER FOR SUPPLY OF HOSTEL FURNITURE –**’ with bidders name and address. The tender duly filled, in all respects, may be sent to **the Registrar, School of Planning and Architecture, Vijayawada, Address: Sy. No. 71/1, NH – 5, Nidamanuru, Vijayawada – 521 104, District Krishna, A.P., India** by hand in the tender box kept at office of Establishment Section of SPAV, after ensuring that due entries are entered in the register. It should not be handed over to any employee of the SPAV. No tender shall be accepted later than the time schedule specified in the tender notice, whatsoever the reason of delay. The date of closing the bid is **24th August, 2017 by 12 Noon** and the Technical Bid and Financial bid will be opened on **24th August, 2017 at 2:00 PM**

2. Technical Bid (Part A):

No deviations to the tender conditions are acceptable. The following specific tender conditions are essential for the process of Technical Bid and therefore pre-qualification:

- a) The furniture items and quantity required along with specifications of the items needed are given in SECTION – II. In a covering letter, the bidder has to indicate the furniture items for which they are bidding, with detailed specifications for each, as per the specification mentioned in section-II duly signed by the bidder, with name, telephone numbers and other contact details.
- b) Earnest Money Deposit (EMD) of **Rs.50,000/-** in the form of Demand Draft in favour of “School of Planning and Architecture, Vijayawada” has to be submitted along with the Technical Bid.
- c) **The bidder should display sample of each of the tendered furniture item as Mock Demonstration on the opening date of Technical Bid. Technical Team from SPAV shall inspect the sample.**

- d) Proof of valid registration of firm with any Govt / Semi - Government / Public sector organization, place of registration, principal place of business, Trade License issued by Government
- e) Tenderer's must be original equipment manufacturer / assembler having quality control system. A declaration to this effect on letter head or proof of the same to be submitted.
- f) Details of experience and past performance of the bidder on supply of similar furniture items, minimum value of 20 lacs per order within the last five years should be included in the bid as a document. Attach copies of the supply/purchase order accordingly.
- g) Performance certificates, WCT registration certificate, PAN (Permanent Account Number), VAT/GST and TIN (Tax identification Number) copies to be submitted.
- h) All documents submitted should be duly signed and with seal on all pages by the bidder.

3. Financial Bid

Firms who qualify in the Technical Bid shall be eligible for opening of Financial Bid. Financial bid to be kept in separate sealed cover with inscription as 'Financial Bid' on it. No deviations to the tender conditions are acceptable. The following specific tender conditions are essential for the process of Price Bid.

- a) The bidder must duly fill the unit rate, specifications as per Annexure –II herewith and total amount against each item as per proforma given. No conditions (i.e., deviations / assumptions / stipulations / clarifications / comments / any other request) whatsoever shall be entertained in the price bid and any conditional offer is liable to be rejected. The bidders should quote unit prices both in figures and in words neatly written without overwriting and duly signed with seal on all pages. In case of a discrepancy, that quoted in words will be taken as valid. Failure to adhere to this condition will lead to rejection of tender.
- b) The quoted rates should be **inclusive of all taxes (Central and State), levies, duties, freight, transportation, insurance, forwarding and installation**. The price quoted should be inclusive of **inland transportation, insurance** and other local costs incidental to delivery of the goods to their final destination.
- c) Tender for each item of furniture may be considered independently. Vendors may quote for all the items and should agree to accept the part supply order and as per the criteria of the lowest bid.
- d) The financial bid for the qualified bidders from the technical bid round will be opened in presence of vendors or their authorized representatives. The representative should bring the authorization letter from their vendor for attending the tender opening meeting.

4. Earnest Money Deposit (EMD):

An Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) has to be enclosed along with technical bid. The Earnest Money Deposit (EMD) has to be submitted in form of Demand Draft issued by scheduled bank drawn in favour of

“School of Planning and Architecture, Vijayawada” payable at Vijayawada. The refund of EMD without any interest to unsuccessful bidder shall be made after the award of the work. The EMD for the successful bidder shall be settled along with final settlement of the quoted bill.

5. Performance Security / Defect Rectification Deposit:

After the receipt, acceptance and satisfactory installation of the furniture, at the time of payment of bills, 10% of the quoted amount shall be retained as Performance Security / Defect Rectification Deposit for a period of one year.

6. Correspondence:

All the correspondence in respect of tender / contractual obligation shall be made to The Registrar, School of Planning and Architecture, Vijayawada, Address: Sy.No. 71/1, NH – 5, Nidamanuru, Vijayawada – 521 104, Dist. Krishna, Andhra Pradesh.

7. Validity of Tender:

Tender shall be valid for our acceptance without any change in rates and tender conditions for a period of six months from the date of opening of price bid.

8. The shade, colour shall be decided at the time of supply order.

9. Detailed specifications, catalogue / literature of all the items quoted should be supplied with the tender documents. Incomplete tender documents in any respect are liable to be rejected.

10. The furniture should be with on site comprehensive warranty for a minimum period of one year after satisfactory installation. Further AMC has to be entered .

11. Payment:

90% payment of the quoted amount will be made on receipt, acceptance and satisfactory installation of furniture. 10% of the quoted amount shall be retained as Performance Security / Defect Rectification Deposit for a period of one year as explained in point no. 5 of this terms and conditions.

The suppliers request for payment shall be made to the School in writing, accompanied by an invoice describing as appropriate, the goods delivered and the services performed and upon fulfilment of other obligations stipulated in the contract.

12. The quantities included in the tender can be increased or decreased at the discretion of the Competent Authority, School of Planning and Architecture, Vijayawada.

13. Schedule of Supply:

The supply of the furniture has to be made within a period of **five weeks** from the date the issue of Work Order by the School. In case the supplier fails to supply the furniture in the specific time, 0.5% of the total work order amount shall be deducted

for every week as late penalty with a maximum late penalty of 5%, after which the order is liable to be cancelled and the EMD amount to be forfeited. This may be read in conjunction with point no. 15 of this terms and conditions.

14. Item / items offered in tender can be re-ordered at the same rate, terms & conditions within a period of twelve months / one year.

15. Extension of time:

If in the opinion of the School, whose decision shall be final and binding, if the supply is delayed by reason beyond the control of the supplier, the School may make a fair and reasonable extension of time for completion of the contract with the approval of the Competent Authority.

16. Award of work:

- a) In case of dissatisfactory work the School reserves the right to split the job into two or more parts and to award the work to separate suppliers. Work shall be awarded to the lowest bidder, subject to the work experience and fulfilment of other terms and conditions and specifications.
- b) The successful bidder may apply for the advance after receiving the supply order upto maximum of 15% of the quoted amount, subject to furnishing bank guarantee of the same amount. The bank guarantee should be from a scheduled bank, valid for a period of six months.

17. Inspection and Test:

Inspection and Tests prior to shipment of goods and at final acceptance are as follows:

- a) Before finishing (polishing / warranty pasting) the full quantity of the ordered items, the supplier is liable to get inspected by the School or its representative experts.
- b) The supplier shall submit guarantee / warranty certificate that the goods conform to laid down specifications before delivery.
- c) The School or its representative experts may inspect and / or test any or all item of the goods to confirm their conformity to the contract within the entire warranty period. If the goods fail to meet the laid down specifications, the supplier shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of the School, at the cost of the supplier.

18. Warranty and Rejection:

- a) A supplier fails to supply the goods with laid down specifications, the supplier shall take immediate steps to repair or rectify defective goods or to replace such goods with similar goods free from defect. The repaired or replaced goods by the supplier shall be delivered at the buyers premises without costs to the buyer.
- b) The School reserves the right to reject goods which do not conform to the specifications.

19. Packing:

- a) The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their formal destination as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage, packing case size and weights shall take into consideration, where appropriate, their remoteness of the goods final destination and the absence of heavy handling facilities at all points in transit
- b) The supplier will be required to ideally make separate packages for each consignee. Each package will be marked on three sides with proper paint / indelible ink, the following: i) project ii) contract no. iii) Suppliers name and iv. Packing list reference number.

20. Delivery and Installation:

- a) The goods shall be delivered at the address of the School, which can be in Vijayawada. The exact address of the delivery shall be intimated at a later stage. The delivery should include installation of the items within the premises of SPAV.
- b) The supplier shall give prior notice of the delivery to the School. Goods delivered should be in good condition and is to be verified by store in charge or technical person of the School. The supplier also needs to submit a warranty / guarantee certificate along with goods supplied. The supplier's factory inspection report and inspection certificate issued by the nominated inspection agency / experts needs to be submitted with the delivery.

21. Force Majeure:

Any delay in or failure of the performance of either party herein shall not constitute default hereunder or give rise to any claim for damages, if any, to the extent such delays or failure of performance is caused by occurrences such as Act of god or the public enemy; expropriation or confiscation of facilities by Government authorities, or in compliance with any order of request of any Government authorities or due acts of war, rebellion or sabotage or fires, floods, explosions, riots or illegal joint strikes of all the workers of all the contractors.

22. The work order or any part of it shall not be transferable by the contractor to any other person without prior consent of SPA, Vijayawada.

23. Deduction of Income Tax:

Income Tax including surcharge if any at the prevailing rate shall be deducted from the suppliers' quoted bill as per the provisions of Income Tax act.

24. No Arbitration for Decision on Sub-Standard Work:

The decision of the Director, SPAV regarding the quantum or reduction as well as justification thereof in respect of rates for sub-standard work, if any, as decided is to be accepted will be final and would not be open to arbitration.

25. The terms and conditions of tender shall form part of the work order.

26. Incidental Services:

The supplier may be required to provide all of the following services, including additional services if any:

- a) Performance or supervision of the on-site assembly and / or start-up of the supplied goods.
- b) Furnishing of tools required for assembly and / or maintenance of the supplied goods.
- c) Furnishing of detailed operations and maintenance manual for each appropriate unit of supplied goods.
- d) Performance or supervision or maintenance and / or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract.

27. Confidential information:

The drawings, specifications, prototypes, samples and any other information furnished to the supplier relating to the supply, work are to be treated as confidential which shall be held by the contractor in confidence and shall not be divulged to any third party without prior consent of the SPAV.

28. Termination of contract:

The Director SPAV reserves the right to terminate the contract with an advance notice of one week without assigning any reasons. The work order can also be terminated at the request of supplier with an advance notice of three weeks failing which the tenderer is liable to pay 1% of the tendered value besides forfeiture of performance security deposit.

29. Short closure of Termination:

The supplier will be short closed or terminated at the discretion of the Director, SPAV on the following grounds:

1. Any of the information provided by tenderer is found to be untrue
2. If it is found that you have attempted to influence a person involved with the contract through unethical means.

30. The School reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice.

31. In case of any dispute(s), the settlement will be done in Vijayawada by sole arbitration of the School or by an arbitrator appointed by the School without recourse to legal authorities.

32. Delay / Late receipt of Tender

SPAV will not be responsible for any postal losses or delay in receipt of documents.
The tender documents are non-transferable.

I / We have read and understand the above terms and conditions (as part of Section III) of the tender document and agree to accept and abide by them

Signature of the Authorized Signatory of Bidder:

Name :

Place :

Seal:

Date :

The document must be read with following understanding:

- 1. School means School of Planning and Architecture, Vijayawada*
- 2. SPAV means School of Planning and Architecture, Vijayawada*
- 3. "The supplier" means the individual or firm supplying the goods and services under this contract*
- 4. "Committee" means the group of individuals constituted for the purchase of Hostel furniture for students.*

Specifications and Quantities

Technical Bid

Tender enquiry

S N	Name of the item	Specifications	Qty requi red
1	Study chairs	<p>Frame: Cold rolled steel box section (25 X 25), 14 gauge, Jindal or equivalent Make, with normal edges 90 degree welding of 2mm thickness. Buffing done to smoothen the edges.</p> <p>Powder Coating: High gloss polypropylene granules of 2 coats light grey color.</p> <p>Base: 18mm ply wood (Greenply / Centuryply / Honsador or equivalent) with 3.6 mm wood veneer (Indian Teak) in High Gloss Melamine finish.</p> <p>Hardware: Adjustable Nylon shoe buffer for legs.</p> <p>Hand rest: Angular as per Ergonomics</p> <p>Length: 1' – 6", Width: 1' – 6", Height: 1' – 6" (Sitting)</p>	240
2	Study tables	<p>Frame: Cold rolled steel box section (25 x 25), 14 gauge, Jindal or equivalent make, with normal edges 90 degree welding of 2mm thickness. Buffing done to smoothen the edges.</p> <p>Powder Coating: High gloss Polypropylene granules of 2 coats light grey color</p> <p>Top: 18mm ply wood (Greenply / Centuryply / Honsador or equivalent) with 3.6mm wood veneer (Indian Teak) in High Gloss Melamine finish. With + - 3mm calibration.</p> <p>Storage: 12 mm plywood (Greenply / Centuryply / Honsador or equivalent) with 3.6mm wood veneer (Indian Teak) in High Gloss Melamine coat finish. Internal laminate 0.8 laminate of graphite finish along with mesh design to hold the papers and separate provision to keep the laptop and spreading sheet to be provided.</p> <p>Hardware: Ozone Drawer channels (12 inch), Anodized steel handles, adjustable Nylon shoe buffer for legs.</p> <p>Spaces given for the maps and laptop. Liftup hardware of ebcomake which will lift the top 90 degrees. Hardware will be powder coated.</p> <p>Length: 3' – 6", Width: 2' – 6", Height: 2' – 6"</p>	240

Signature of the Bidder

Financial Bid

Tender Enquiry for furniture of SPA, Vijayawada

S.N	Description	Qty	Per Unit price including all taxes and transportation	Total amount	Remarks
1	Study tables	240			
2	Study chairs	240			

Signature of the Bidder

Sample images of Furniture



Study Chair



Study Table