



# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110075

Website: <http://ipu.ac.in>

(PURCHASE BRANCH)

Phone No. 011-25302149

011-25302150

24<sup>th</sup> October, 2011

F.11.1 (6)/IPU/PUR/Furniture/USEM/2011-12/113

To,

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## NOTICE INVITING QUOTATION

You are requested to submit your offer in 'Sealed Envelop' (Envelope-1 & Envelope-2) for the Supply of Laboratory Stools as per details given below:

<b>Name of Work</b>	Supply of Laboratory Stools for Guru Gobind Singh Indraprastha University at Dwarka Campus, Delhi
<b>Last Date, Time and Venue for submission of tender</b>	Latest by 07.11.2011 (Monday) at 11:00 A.M. in the office of ADR (Purchase), Ground Floor, Library Block, GGSIP University, Sector 16C, Dwarka, New Delhi – 110075
<b>Estimated cost of Work</b>	1,80,000/- (Rupees One Lac Eighty Thousand only). The quantity may be increased by 50% (if required)
<b>Earnest Money Deposit</b>	Rs. 6,000/- (Six Thousand Rupees) in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
<b>Completion period of the work</b>	Maximum 10 days (Ten Days) from the date of award of supply order
<b>Opening of offers in presence of the authorized representatives of bidders, if any.</b>	07.11.2011 (Monday) at 11:30 AM

This enquiry has also been uploaded on University website ([www.ipu.ac.in](http://www.ipu.ac.in)). Please superscribe the sealed envelope containing quotation with reference no. of the quotation and quotation for Laboratory Stools.

### A. Firms who fulfill the following requirements shall be eligible to apply:

1. Earnest Money of Rs. 6,000/- (Rupees Six Thousand only) should be deposited alongwith the tender documents in separate envelope in the form of D.D. in favour of Registrar, GGSIPU, Payable at Delhi.
2. Tin Number Certificate OR Registration with Department of VAT.
3. Certificate of Dealership OR Distributor OR Manufacturer indicating the person in Manufacturer, Distributor or Dealer, should be attached.
4. Firm should have to submit a sample of quoted Stool alongwith bid submission.
5. The firm should have valid ISO 9001:2000, 14001:2004 & OHSAS 18001:2007 certifications for furniture.
6. Should have minimum average annual financial turn over of Rs. 50 Lacs during the last three years ending March 2011 duly certified by Chartered Accountant.
7. On-site and comprehensive warranty of the required Laboratory Stools should be 24 months.
8. Undertaking from the Agency on its company's letterhead that
  - i. it should not have been bared or blacklisted by any of the Central Government/Departments/Organizations/Central PSU.
  - ii. it will ensure fair trade practice
  - iii. the firm has no personnel dealing with the Officials of the University

### B. Submission of bid in 2 (two) envelop system:-

**Envelope -1:-** Which consists of 'Technical Bid'-'Separate Envelope'

**Envelope -2:-** Which consists of Financial/Commercial Bid-'Separate Envelope'

### C. Documentary/sample for eligibility condition

(Necessary enclosures for Envelope-1, which consists of Technical Bid):

1. Earnest Money of Rs. 6,000/- (Rupees Six Thousand only) should be deposited alongwith the tender documents in separate envelope in the form of DD in favour of Registrar, GGSIPU, Payable at Delhi
2. Tin Number Certificate OR Registration with Department of VAT
3. A certificate to be enclosed from the firm certifying guarantee period of 24 months on required Lab Stools as per specification.
4. Firm should have to submit a sample of quoted Lab Stools alongwith tender.

5. Certificate of Dealership OR Distributor OR Manufacturer indicating the person in Manufacturer, Distributor or Dealer should be attached.
6. The firm should have valid ISO 9001:2000, 14001:2004 & OSHAS 18001:2007 certifications (copy of certificates should be attached).
7. Should have minimum average annual financial turn over of Rs. 50 Lacs during the last three years ending March 2010 duly certified by **Chartered Accountant**.
8. Undertaking from the Agency on its company's letterhead that
  - iv. it should not have been bared or blacklisted by any of the Central Government/Departments/Organizations/Central PSU.
  - v. it will ensure fair trade practice
  - vi. the firm has no personnel dealing with the Officials of the University.

D. **Envelope –2** :- Which consists of duly filled **Financial/Commercial Bid** – ‘Separate Envelope’. No cutting and overwriting condition shall be permitted.

#### DETAILED SPECIFICATIONS AND QUANTITY

S.No.	Name of items & Specifications	Qty.	Unit Price	Total Amt. (incl. taxes)
1.	<b>Laboratory Stools</b> – Minimum height : 450 Max. Height : 600 mm Chair height: 750 mm Foot Ring: 450mm from seat Cushioned Seat: 400 mm radius From seat to top of the chair: 300 mm. Base: Fibre/metal Revolving, pneumatic height adjustable etc.	30		
Total Amount in Rs. (inclusive taxes)				

Date and time of opening of **Envelope No. 2** i.e. Financial Bid shall be intimated after evaluation the Technical Bids & Sample of Eligible Agencies/Bidders:

E. **Terms & Conditions:**

1. Rate should be quoted net in figures & words, which inclusive of taxes & cartage as applicable with bifurcation of cartage and taxes.
2. Charges for Handling, loading, unloading and placement of Lab Stools in the University shall be borne by the agency.
3. Quotation should be submitted in sealed envelope marked “**Envelope No.-1**” & “**Envelope No.-2**”
4. Delivery :- F.O.R GGSIP University Campus at Sector 16 C, Dwarka, New Delhi -110075
5. Delivery period: Ten days from the date of supply order.
6. The payment will be made after delivery of material.
7. Offers received without EMD will be summarily rejected.
8. The EMD will be refunded to the Agencies those offers are not finally accepted.
9. In case the successful Firm fails to undertake work or Performance Security Deposit, the university will forfeit the EMD of the firm.
10. The firm will have to submit a **Performance Security Deposit @ 5%** of the Value in form of Demand Draft in favour of Registrar, GGSIP University, payable at Delhi after award the work and the **Earnest Money Deposit** of the lowest bidder shall be adjusted towards performance Security Deposit, if the offer is accepted by the Competent Authority. This amount shall be held during guarantee period for two years.
11. The validity of tender is 120 days from the date of opening of the Tender. (During this period no bidder shall be allowed to withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained on this regard).
12. The rates of successful bidder will be valid for 12 months from the date of issue of Supply Order.
13. Deviated in the quantity of work upto 50 % from the proposed quantity will be acceptable to the bidder at the same rates and terms & conditions.
14. University reserves the right to reject any or all the quotations or accept them in part or to reject lowest quotations without assigning any reason.
15. Quotation received after due date & time shall be summarily rejected.

[Pankaj Agrawal]  
**Addl. Dy. Registrar [Purchase]**