

**BID DOCUMENT**  
**Open Competitive Bid (OCB)**  
**(E-Procurement)**  
**For**  
**Supply of Conference Table and Chairs**



**Krishna University :: Machilipatnam**  
**Website: [www.krishnauniversity.ac.in](http://www.krishnauniversity.ac.in)**

## Tender

### Supply of Conference Tables and Chairs

Bid Calling date	23-07-2020
Bid Document Fee	Rs. 500 (Rs. Five hundred only)
Bid document downloading start date	23-07-2020 at 11.00AM
Bid document downloading end date	05-08-2020 at 05.00PM
Bid online submission closing date	05-08-2020 at 05.30PM
Last date and time for submission of hard copies	06-08-2020 at 11.00AM
Opening date and time of Pre-qualification Bid	06-08-2020 at 02.00PM
Commercial Bid opening date and time	06-08-2020 at 02.30PM
Contact Person	+91-9963436460

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s.VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com), Phone: 08645-246370/71/72/73/74.

#### CLARIFICATIONS:

- i. Queries if any can be made through e-mail only on [hodcs.kru@gmail.com](mailto:hodcs.kru@gmail.com) on or before 03-08-2020. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S.No	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query
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- ii. The addendum/corrigendum if any shall be published on Krishna University website i.e. [www.krishnauniversity.ac.in](http://www.krishnauniversity.ac.in) as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments made by Krishna University, Machilipatnam.

Sd/-  
REGISTRAR

## INVITATION FOR BIDS

**Ref. No.: KRU/E-Tender/SH/FUR/2020/1**

**Date: 23-07-2020**

**Subject:** Tender for Supply Conference Table and Chairs.

Sir/Madam,

- 1) Bids are invited on the e-procurement platform from original manufacturer (OEM)/ authorized representative of OEM/wholesale dealer/suppliers for supply of items to Krishna University, Rudravaram, Machilipatnam, AP. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and the bidders have to register on the e procurement market place of **Government of Andhra Pradesh i.e. <https://tender.apecurement.gov.in>**
- 2) The participating bidders will have to pay nonrefundable tender processing fee of Rs. 500 (Rupees Five Hundred only) in the form of DD drawn from any nationalized bank in favor of The Registrar, Krishna University, payable at Machilipatnam.
- 3) Further the bidder/s shall furnish the EMD amount of Rs. 10,000/- (Rupees Ten Thousand only) in the form of DD in favor of The Registrar, Krishna University, payable at Machilipatnam.
- 4) Krishna University, Machilipatnam will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with Krishna University was found to be poor due to delayed and/or erratic supplies, frequent product failures, and also against whom there have been adverse reports of sub-standard quality.
- 5) The Price should be F.O.R. destination inclusive of taxes, packing & forwarding charges, freight & delivery charges. Items on rate contract, if any together with the terms and conditions may please be furnished.
- 6) 100% payment will be made within a reasonable time, only after the receipt of all items in good condition and installation as per given specifications and on receipt of the company's invoice with all supporting vouchers such as copy of GST Registration certificate etc. **No advance will be paid in any case either in part or in full.**
- 7) The University reserves the right to place orders for individual items with different tenderers.

- 8) **Warranty/Guaranty:** Warranty period should be mentioned by the tenderer. Minimum service warranty fixed by the Krishna University is **12 months**.
- 9) **DELIVERY:** the period of delivery at destination from date of placing orders is **FOUR WEEKS**.
- 10) **VALIDITY:** The quotations should be valid for at least 120 days.
- 11) The University reserves the right to cancel the tender without assigning any reason at any Stage.
- 12) This University being Government educational institution is exempted from payment of Central/State Excise Duty. Since the University is Government institution whatever conditions are applicable to any Government institute shall be applicable even if not specified.
- 13) Any tender that is received after due date will not be accepted. The University is not responsible for any postal delay.
- 14) The bidders need to scan and upload the required documents as per the **Check list given**. Such uploaded documents pertaining to the bid need to be attached to the tender while submitting the bids online. The Self attested copies of all these uploaded documents of the bid, signed undertaking of tenderer should be submitted offline to The Registrar, Krishna University, Machilipatnam by 11:00 AM, 06.08.2020. Krishna University will consider only the bids submitted through online.

**NOTE:**


**After uploading the documents, the copies of the uploaded the bid documents along with original Demand Drafts in respect of EMD and Tender Processing fee have to be submitted. Physical submission of bids will not be entertained.**

For any clarification and further details on the above tender please contact Telephone No: **+91 9963436460**


Sd/-  
REGISTRAR

## Section-II

### Detailed Specification of Items:

S.No	Item Specification	Sample Image
1	<p><b>1. <u>Conference Table :</u></b> <b>(Required Quantity : 1 No.s)</b> <b>22 PAX U SHAPE BOARD ROOM</b> <b>TABLE</b> System- Gable End, Size - 8250L X 3300D X 750HT (Main Table Size- 3300L X 750D X 750HT - 1 No &amp; Addon Table Size- 1500L X 750D X 750HT - 10 Nos ) Specifications: Table top: 25mm thick Pre-laminate particle board (E1-norms) with 2mm PVC edge lipping on all exposed edges with approved shade. Under Structure: 25mm thick PLT Gable Ends with approved shade. Modesty : 18mm thick PLT Modesty Panel of 600mm Ht with approved shade. Wire Management: Anodised Finish 11 nos Flip up box 450 x 150 with soft closures, without sockets and switches are provided, PVC Cable Dump &amp; vertical cover is considered for wire entry from the floor to the table top.</p>	

<p style="text-align: center;"><b>2</b></p>	<p><b>2. CONFERENCE ROOM CHAIR</b> <b>(Required Quantity : 25 No.s)</b></p> <p><b>Model No. Forum VA FXD ARMS CP SLEDGE BASE</b> Frame: The frame is made out of 25.4mm tube of 14 gauge tube conforming to IS-7138-1973, Welded by Co2 welding process. Base - Chromeplated Sledge Base Fasteners - High quality hardware conforming to Hardness 38-44 and tensile strength – 1300 n/mm. IS 1363-1967 Seating Structure - Seat is made out of 12mm molded hot pressed plywood in ergonomic shape fitted with Japanese T-nuts and riveted in to the plywood Upholstery: Cushion with pre-moulded foam of 50 - 60kg/m3 density in the shape of plywood. Density -- 52 kg/m3 Hardness -- 12.6kgf at 25% Back - Mesh Back on Frame. Back is injected moulded PP. Tension control - Tension control is below the Seat Armrest - Injection moulded polypropylene armrests Fabric - Seat are duly upholstered with approved fabric.Seat Size - 480W x 500Dmm, Back Size - 490W x 420H mm, Total Height of the chair Size - 800mm Ht.</p>	
<p style="text-align: center;"><b>3</b></p>	<p><b>CONFERENCE ROOM MAIN CHAIR</b> <b>Model No. Optima-1</b> <b>(Required Quantity : 1 No.s)</b></p> <p><b>Chrome Base</b> - Specially designed 5 pronged structure forged out of CR Sheets of 2 mm thick. Base of diameter 27 inches for complete stability, extreme durability, sturdiness and pleasant aesthetic looks. Reinforced with CO2 welding to provide additional strength and support. <b>Castors</b> - Twin Castors 50mm dia castors complying to ANSI / BIFMA X 5.1 – 2002, <b>Gaslift</b> - Class 4 tested -ANSI BIFMA performance standards, Seat and back is made out of 12mm molded hot pressed plywood in ergonomic shape fitted with Imported T-nuts and revited in to the wood, <b>Upholstery:</b> Cushion with high density cold cured self skinned pre moulded foam of 50 - 60 density in the shape of plywood.</p>	

<p>Density -- 52 kg/m<sup>3</sup>, Hardness -- 12.6kgf at 25% <b>Mechanism</b> - Distinctively and characteristically designed tilt mechanism offering a very smooth and fluidic reclining motion with tension adjust knob and importantly offering seat to back recline ratio of 3:7, optimal for good back support. Multilock mechanism is fabricated from CR Sheets, undergo through CO<sub>2</sub> welding process imparting uniform surface finish and tensile strength. The components are processed with high degree of precision and care so as to assemble with other parts in perfect harmony to give smooth and effortless reclining experience. Tension springs are made out Grade II material conforming to Indian Standards. Also provided with release levers for locking mechanism and height adjustment of seat. The lever lock's at zero position as well as at maximum tilt angle of 17 degrees. Mechanism aides to operate the height adjustment, and has been equipped with 4 locking positions, back rest "Return Prevention" function and its seat angle is 2-2 Deg and Bent angle is 82-106 Deg. Back - Polypropelene Back Frame is inserted with Thinner Mesh &amp; Adjustable Lumbar Support Tension control is below the side fixed with mechanism, Active, telescopic, rotating motion. Moulded polyurethane Arms confirming to IS 7078 with steel inserts for long life. 2 way adjustable - Height Adjustable, width Adjustable. Seat is duly upholstered with approved fabric. <b>Seat Size - 530W x 460Dmm, Back Size - 450W x 550H mm, Total Height of the chair Size - 1190mm-1280mm Ht.</b></p>	
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Sd/-  
REGISTRAR

**SECTION-III**  
**TENDER SCHEDULE**

**1. PREAMBLE:**

The Registrar, Krishna University (KRU), Machilipatnam invites tenders for supply of the items/goods as mentioned in tender notice to the Krishna University located at Machilipatnam (Krishna District) through e-procurement platform.

**2. SCOPE OF WORK**

Supply of Conference Table and Chairs to Senate Hall, Krishna University, Machilipatnam (Krishna District),AP.

**3. Tender Processing fee and EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:**

3.1 The tender should be accompanied by the **tender processing fee of Rs. 500(Rupees Five hundreds only)** in the form of DD (only) in the favor of the Registrar, Machilipatnam payable at Machilipatnam and **EMD of Rs. 10,000/-(Rupees Ten Thousand only)** by way of Demand Draft from any Nationalized Bank in favor of The Registrar, Machilipatnam payable at Machilipatnam. Bids without tender processing fee and EMD will be rejected.

3.2 Forfeiture of the EMD will be made in the following events:

3.2.1 Withdrawal of bid during the bid validity period.

3.2.2 In case of successful bidder, if the bidder fails to sign the contract in stipulated time.

**4 ELIGIBILITY CRITERIA**

4.1. This bid is open to all agencies within India who are eligible to do business under relevant Indian laws as in force at the time of bidding.

4.2. The bidder should have an experience of supplying/offering similar services to Government Agencies /Universities/ Autonomous bodies/ reputed private Universities etc.,. A certificate along with the copy of awarded purchase order from the head of the organization/competent authority shall be attached to the tender as a proof.



- 4.3. Bidder should be a Registered Vendor under GST Act with the relevant authorities and shall furnish the copies of GST registration document, PAN and TAN copies along with the bid document.
- 4.4. An undertaking (self-certificate) that the agency/company hasn't been blacklisted by a Central / State Government institution and there has been no litigation history with any government department on account of similar services and the same should be uploaded/submitted as per the format given in tender document.
- 4.5. The successful bidder should have to supply ISI Certified products/material only.
- 4.6. The bidder shall furnish the following information and documents along with the tender.
  - 4.6.1. Copies of documents defining the constitution or legal status, place of registration, and principal place of business of the bidding firm/entity; written power of attorney of the signatory of the Bidder to commit the Bid.
  - 4.6.2. Copies of Income Tax Return and GST Return filed for the latest successive two financial years.
  - 4.6.3. List of Present Clientele with contact address & telephone numbers

## **5. INSTRUCTIONS TO BIDDERS**

- 5.1 Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the amount (Rupees) in figures and words, the price, which is least of the two, will prevail.
- 5.2 Bid should be strictly in conformity with the Terms and Conditions mentioned in the Tender Document.
- 5.3. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of Krishna University- Machilipatnam as well as E-procurement Website ([www.krishnauniversity.ac.in](http://www.krishnauniversity.ac.in) and <http://tender.apecurement.gov.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, tender inviting authority may or may not, at his discretion, extend the date and time for submission of tenders.
- 5.4 Bidders are expected to examine all the terms and conditions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.

- 5.5. The bidders are advised to visit the site after taking prior approval between 10 am to 4.30 pm on all working days and examine the campus and its surroundings and obtain for themselves on their own responsibility, all information that may be necessary for preparing the bid. The cost of visiting the site shall be at bidder's own expense.
- 5.6. At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. **The Institute may at its own discretion extend the last date for the receipt of bids.**
- 5.7 In the event of the Bidder/Supplier's failure to supply the ordered equipment/ stores of acceptable quality in scheduled delivery period, or the services; as per the contract the purchaser reserves the right to procure the equipment/stores or services from any other source at the Bidder/ Supplier's risk and cost and the difference in cost shall be borne by the Bidder/Supplier. In such cases, EMD will be not be returned and necessary action will be initiated against the bidder as deemed fit.
- 5.8 Unauthorized substitution or materials delivered in error of wrong description or quality or supplied in excess quantity or rejected goods shall be returned to the contractor at contractor's cost and risk.
- 5.9 **Rate: Rate should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at Krishna University, Rudravaram(V), Machilipatnam inclusive of all the Charges.**
- 5.10 All assertions made in connection with the tender are to be supported / substantiated by relevant documents. The Registrar, Krishna University-Machilipatnam reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- 5.11 The Registrar, Krishna University-Machilipatnam will notify the bidder whose tender has been accepted.
- 5.12 Bidders may note that if the date of tender opening given in this Tender Document is declared to be a gazette holiday, the tender shall be opened on the next working day at the same timing.
- 5.13 In case any doubt arises on interpretation or otherwise of any point in this tender document, Registrar, Krishna University, Machilipatnam shall be referred for clarification.

- 5.14 Eligible Tender will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order the vendor/supplier will be blacklisted in addition to recourse against the vendor/supplier. No grievance will be entertained on this regard.
- 5.15 The Tenderer must sign and affix their Seal in every page of the Tender Document and the complete Signed Tender Documents must be submitted online.
- 5.16 All pages of the Tender should be numbered and indexed. The bidder shall provide in tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully confirm to the goods and services specified by the institute in the tender documents. For this purpose the bidder shall also provide a clause-by-clause commentary on the technical specifications and other technical details incorporated by the institute in the tender documents to establish technical responsiveness of the goods and services offered in tender duly indicating relevant page numbers in the product literature.
- 5.17 The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Registrar, Krishna University is final in all matters of tender and purchase.
- 5.18 The scope of work shall consist of fabrication, assembling, and preparation for design, drawings, supply and erection, etc... Work shall be executed in a well coordinated and professional manner. All works shall be executed strictly in accordance with the item description, specifications and drawings.
- 6. Right of acceptance:** Krishna University, Machilipatnam reserve the right to accept or reject any or all tenders /quotations without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.
- 7. Delivery & Installation:**
- a) All the goods ordered shall be delivered and Installed at Krishna University-Machilipatnam within 30 days from the date of issue of purchase order. All the aspects of safe delivery, installation and commissioning shall be the exclusive responsibility of the supplier.
  - b) If the supplier fails to deliver, install and commission the goods on or before the stipulated date, then a penalty at the rate of 1% for first week, 2% for the second week and 5% for the third week of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation

- c) If the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform Krishna University - Machilipatnam in writing about the same and its likely duration and make a request to Krishna University-Machilipatnam for extension of the delivery schedule accordingly. On receiving the supplier's communication, the institute shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

## **8. METHOD OF SUBMISSION:**

Bids shall be submitted online on <http://tender.apecurement.gov.in> Platform.

- 8.1. The participating bidders in the tender should register themselves on e-procurement platform in the website <http://tender.apecurement.gov.in>
- 8.2. Bidders can login to e-procurement platform in secure mode only by signing with the Digital certificates.
- 8.3. The bidders who are desirous of participating in e- procurement shall submit their bid as per the standard formats available at the e-market place.
- 8.4. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/ authenticity.
- 8.5. The bidders should scan and upload the respective documents as per the check list.
- 8.6 After uploading the documents, the copies of the uploaded bid documents along with the Demand Drafts in respect of Tender processing fee and EMD are to be submitted by the bidder to “the Registrar, Krishna University, Rudravaram, Machilipatnam” by **11:00 AM on 06.08.2020**.
- 8.7 Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. The Krishna University, Machilipatnam shall not hold any risk on account of postal delay. Similarly, if any of the Certificates, documents, etc., furnished by the Bidder are found to be false/ fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the EMD will be forfeited.
- 8.8. Krishna University-Machilipatnam will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.

8.9. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.

8.10. The hard copies of all the uploaded documents should be self attested with seal.

8.11. The rates should be quoted online only.

## **9. EVALUATION PROCEDURE:**

9.1 The bids will be opened on 06.08.2020 at 2:00 PM by The Registrar, Krishna University-Machilipatnam or by his/her authorized representatives.

9.2 The rejection of the bidder will be based on the failure to meet eligibility requirements.

9.3 Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the Krishna University-Machilipatnam. No further correspondence will be entertained regarding the disqualification.

9.4 The Registrar, Krishna University-Machilipatnam reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Registrar, Krishna University-Machilipatnam also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Registrar, Krishna University-Machilipatnam is final and binding.

## **10. PENALTY CONDITIONS:**

The delay in supply of the items ordered are liable for deductions at the rate of 1% for first week, 2% for the second week and 5% for the third week of the total value of the order for delayed supply. If delay continues beyond three weeks, contract is liable for cancellation.

(NOTE: Delivery must be made in a single lot within 30 days from the date of award of contract)

## **11 VALIDITY OF THE TENDER/BID**

The Tender shall remain valid for a period of 120 days from the date of opening of price bid.

## **12. PLACING OF WORK ORDER**

12.1 **PART ORDER / REPEAT ORDER:** Vendor hereby agrees to accept part order at owner's option without any limitation whatsoever and also accept repeat order(s) with same quantity or less during a period of one year from the date of original purchase order on same unit prices, terms and conditions. The contractors/suppliers have been asked to quote your rates accordingly.

12.2 Krishna University - Machilipatnam, reserves the right to split the tender if applicable. The decision of Krishna University - Machilipatnam in this regard shall be final.

## **13. GENERAL TERMS & CONDITIONS**

13.1. Goods are to be supplied as per the specification and quantity details as annexed to this bid document.

13.2. Delivery and distribution: Bidder shall deliver the goods in one lot within 30 days from the date of award of the contract.

13.3. There shall be a warranty period of 12 months and within the warranty period, in case of any damage to the supplied material like breakage, scratches, wear and tear, mechanical defects, discoloring etc it will be the responsibility of the supplier to replace the damaged material with a new one.

13.4. The rates quoted in the Bill of Quantities (BOQ) should be inclusive of all charges such as labor, transportation, storage etc. but exclusive of applicable taxes. Taxes, as applicable should be reflected separately in the bills. Incomplete or ambiguous bids without documentary proof will not be considered.

13.6. Krishna University-Machilipatnam reserves the rights to accept or reject any or part of the items found inferior in quality of workmanship or/and the quality of materials/goods.

13.7. The Furniture Items/Products etc. supplied by the firm should be of ISI standard quality and a strict view will be taken if it is found defective at any stage during or after the delivery. In case of such lapses, Krishna University-Machilipatnam reserves the right of taking any action including termination of the contract without assigning any reasons whatsoever. Krishna University-Machilipatnam also reserves the right of imposing financial penalties for any losses caused to the Krishna University-Machilipatnam including loss of time.

- 13.8. Rates shall remain fixed and valid during the period of contract. TDS and any other government levies applicable on bill as per Govt. of Andhra Pradesh instructions issued from time to time shall be deducted.
- 13.9. The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of Krishna University-Machilipatnam which will be at liberty to refuse if thinks unfit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
- 13.10 The on-site replacement warranty shall remain for a period of **12 Months** from the date of recording of acceptance of goods at site. If the supplier having been notified, fails to respond to take action to replace the defect(s) within 10 days, the institute may proceed to take remedial action(s) as deemed fit.

#### **14. DISPUTES:**

All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during or after completion of contract will be settled amicably in a spirit of cooperation and the Krishna University-Machilipatnam 's decision shall be final on all such matters and shall be binding on the Bidder.

#### **15 FORCE MAJEURE :**

If a Force Majeure situation arises, the Vendor shall promptly notify the Krishna University-Machilipatnam in writing of such condition and the cause thereof. Unless otherwise directed by the Krishna University-Machilipatnam in writing, the Vendor shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

#### **16 DISCLAIMER:**

- 16.1. Even though adequate care has been taken in the preparation of this Tender Document the Bidder should satisfy himself/herself that the Schedule is complete in all respects. Discrepancy, if any, should be got clarified before participating in tender.
- 16.2. The Registrar, Krishna University-Machilipatnam reserves the right to reject any or all the Bids submitted in response to this tender at any stage without assigning any reasons whatsoever.
- 16.3. The Registrar, Krishna University-Machilipatnam reserves the right to change any or all of the provisions of this tender.

## **17 REJECTION OF TENDERS:**

17.1. No bidder is entitled to withdraw his or her offer after submission. In case of such withdrawal, the EMD deposited along with the tender processing fee will stand forfeited.

17.2. For breach of any of the conditions prescribed in the tender or as specified by the Krishna University-Machilipatnam from time to time, the EMD is liable to be forfeited. Decision of the Registrar, the Krishna University-Machilipatnam in this regard is final and binding on bidder.

## **18 Incidental Services:**

The supplier shall be required to perform the following services:-

- 18.1. Installation & Commissioning, Supervision and Demonstration of the goods.
- 18.2. Providing required tools for assembly, minor civil works required for the completion of the installation.
- 18.3. Supplying required number of operation & maintenance manual for the goods.
- 18.4. No payment shall be made for rejected goods. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.

## **19 REQUIREMENT :**

Conference Table and Chairs to Senate Hall, Krishna University, Rudravaram located at Machilipatnam (Krishna District).

## **20. VARIATION IN QUANTITIES-**

Delivery of Furniture items shall be made by the tenderer in accordance with the terms specified by Krishna University-Machilipatnam. In case the supplied goods do not match with the given specifications, Krishna University, Machilipatnam reserves the right to cancel the order. The Registrar, Krishna University reserves the right to accept the tender either in full or in part and either to increase or to decrease the quantities to the extent of twenty-five percent (25%) indicated in the tender.

Sd/-  
REGISTRAR



**Annexure-1**  
**Bidder Letter Form**

From:  
(Registered name and address of the bidder)

To  
The Registrar,  
Krishna University, Rudravaram  
MACHILIPATNAM,  
Krishna (Dist.), KRU-A.P – 521203

Sir,

Having examined the bidding documents and amendments there on, for Supply of Furniture to your tender call dated.....

1. I/We hereby offer to supply and installation of Conference Table and Chairs as mentioned in the schedule to this tender hereto 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 120 days from the date of opening of the tender.
2. I/we hereby certify that all the statements made and information supplied in the enclosed annexure/forms accompanying statements are true and correct.
3. I/we shall be bound by a communication of acceptance / rejection by Krishna University-Machilipatnam.
4. I/We have understood the scope of work, Instruction to bidders and terms 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 service required and my/our offer is to supply and installation of furniture items in accordance with the specifications and requirements.
5. 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).

6. I/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.
7. If bid is accepted, I/we undertake to;
  - a) Provide execute the work according to the time schedule specified in the bid document.
  - b) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
8. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature)

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

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

FAX \_\_\_\_\_

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

**Annexure -2**  
**COMPLIANCE TO BID REQUIREMENT**

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Addendum to the Bidding Documents, if any, for subject work issued by Krishna University-Machilipatnam. A.P.

We hereby further confirm that any terms and conditions if mentioned in our bid (Un-priced as well as Priced Part) shall not be recognized and shall be treated as null and void.

**SIGNATURE OF BIDDER:**

\_\_\_\_\_

**NAME OF BIDDER :**

\_\_\_\_\_

**COMPANY SEAL:** \_\_\_\_\_

**Annexure – 3**  
**Bidder Information**

1.	Name of the Organization	
2	Year of Establishment	
3	Complete Postal Address	
4	Name & Designation of Authorized Person	
5	Phone No.	
6	Fax No.	
7	Email.	
8	Nature of the Firm (Proprietary/Partnership/etc.,)	
9	<b>Bank Account Details</b>	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
10	PAN No. and TAN No.	
11	GST No.	
12	Total No. of Branch Offices in Andhra Pradesh	
13	Tender Processing Fee (Non Refundable)	Amount Rs. : DD No.: DD Date: Issuing Bank & Branch :
14	EMD	Amount Rs. : DD No./BG No.: DD Date: Issuing Bank & Branch :
15	Details of certificates enclosed	

**Annexure -4**  
**NON BLACKLISTING CERTIFICATE**

It is certified that I/ my Firm/ Agency/ Company has never been black listed by any of the Departments/ Autonomous Institutions/ Reputed Educational Institution/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any State Government and no criminal case is pending against the said firm/ agency as on \_\_\_\_\_.

I/We also certify that firm will supply Conference Table and Chairs to Senate Hall, Krishna University-Machilipatnam as per the specification given by Krishna University, Machilipatnam and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Krishna University-Machilipatnam may impose any action as per the rules.

Signature of the Tenderer: \_\_\_\_\_

Name of the Signatory: \_\_\_\_\_

Name of the Firm/Agency: \_\_\_\_\_

Seal of the Firm/Agency: \_\_\_\_\_

**Place:**

**Date:**

**Annexure -5**  
**DECLARATION FOR FAIR BUSINESS BY THE BIDDER**  
**(Affidavit on Non- Judicial Stamp Paper of Rs.10/-duly attested by Notary /**  
**Magistrate)**

This is to certify that We, M/s \_\_\_\_\_ in submission of this offer Confirm that:-

We have not made any misleading or false representation in the forms, statements and attachments in proof of the qualification requirements;

We do not have records of poor performance such as abandoning the work, not properly completing the contract, inordinate delays in completion, litigation history or financial failures etc.

Business has not been banned with us by any Central / State Government Department/ Public Sector Undertaking or Enterprise of Central / State Government.

We have submitted all the supporting documents and furnished the relevant details as per prescribed format.

The information and documents submitted with the tender by us are correct and we are fully responsible for the correctness of the information and documents submitted by us.

We understood that in case of any statement/information/document furnished by us or to be furnished by us in connection with this offer is found to be incorrect or false, our EMD in full will be fortified and business dealings will be banned.

We have not been punished / penalized by way of imprisonment in last three years.

We have not been blacklisted /debarred by any of the Government/Public Sector Agency in last three years.

SEAL,

SIGNATURE & NAME OF THE  
BIDDER

Signing this document

**Annexure -6**

**List of Major Customers**

<b>S.No</b>	<b>Customer Full Address</b>	<b>Year of supply</b>	<b>Item Name</b>	<b>Amount (Rs.)</b>

**Financial Bid**  
**Format for Financial Bid**  
 (To be submitted on the letterhead of the company / firm)

S.No	Name of the Items	QTY	Unit Price (in Rs)	GST @ UNIT	Total Amount @ Unit	Total Amount
1	Conference Table (U Shape)	01				
2	Conference Room Chairs	25				
3	Conference Room Main Chair	01				

I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide by the same.

No other charges would be payable by the Institute.

The delivery of the items will have to be made at Krishna University-Macilipatnam within 30 days from the date of issue of purchase order. No packing, installation, transportation and carriage charges will be provided for the same.

The rate quoted should be firm and final and written in ink or typed against each item and should in no case be overwritten. Any overwriting/modification of any type will lead to rejection of the bid.

**Rates are to be quoted item-wise otherwise bid will be treated as unresponsive.**

**Signature of the Bidder** : .....

**Name and Designation** : .....

**Business Address** : .....  
 .....  
 .....

**Place :**

**Date :**

**Seal of the Bidder's Firm**



**Check List**  
**(Tenderer may use separate sheet wherever required)**

S.No	Details of the Firm/Bidder	Page .No
1	Tender Processing Fee (DD for Rs. 500/-)	
2	EMD (DD for Rs. 10,000/- )	
3	Financial Bid	
4	Name of the Firm and Firm Registration Certificate	
5	State clearly whether it is sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization. Bidders relevant documents should be submitted as per law.	
6	A certificate along with the copy of awarded purchase order from the head of the organization/competent authority shall be attached to the tender as a proof	
7	ORIGINAL EQUIPMENT MANUFACTURER (OEM) / MANUFACTURER'S AUTHORIZATION FORM (if applicable)	
8	On Manufacturer's side to whom Krishna University, Machilipatnam has to contact in case of delayed supply and other issues committed by the authorized dealer / distributor / reseller : contact person name, Address, E-Mail., Telephone / Mobile.	
9	Annual IT returns for the last two financial years	
10	GST Registration Certificate; copy to be submitted	
11	Permanent Account Number (PAN); copy to be submitted	
12	Bidder Letter Form	
13	Bidder Information	
14	Self-Declaration stating that "Firm has not been banned / blacklisted by any organization" in doing business with them.	
15	DECLARATION FOR FAIR BUSINESS BY THE BIDDER.	
16	Whether each page of Tender/Bid and its annexure have been signed and stamped (YES / NO)	

17	Power of Attorney, wherever applicable	
18	Any other important information in the Tender Document	

**Note:**

**Page number/serial number may be given to each and every page of Tender Documents and documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.**

**In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.**

Date:

(Signature of the Tenderer with stamp of

firm)

Place:

## **Undertaking**

To  
The Registrar  
Krishna University  
Machilipatnam

Sir,

I/we have carefully studied all the terms & conditions of NIT and shall abide by it.

I/We shall supply the items of requisite quality.

I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

Date:

(Dated Signature of the Tenderer with stamp of firm)

Place: