

**PROCTOR'S OFFICE
VISVA-BHARATI**

Memo no. P-25 (C) / 31 / 2019-20

Date:01/06/2019

**INVITATION FOR QUOTATION
OFFICE OF THE PROCTOR
VISVA-BHARATI**

Last date of submission	21/06/2019
Hours (IST)	4.00 pm
Mode of submission	Online through CPP Portal

Quotations are invited for the following item by the Office of the Proctor, Visva-Bharati, Santiniketan -731235 for supply, of Hostel Bed.

Only one quotation from each bidder is invited.

**GENERAL SPECIFICATIONS FOR BEDS IN THE HOSTEL
(Total requirement 50 beds)**

Specifications:

1. Length-1980mm±5mm
2. Width-915mm±5mm
3. Overall height-650mm
4. Bed stead height-400mm
5. Bed frame is welded of side frame assemble with rectangular pipes 50.8-60mm x25-30mm x1.2-1.6mm thickness
6. There will be two legs in the centre of the bed in addition to 4 legs at corners.
7. Head frame-should be made of square pipes 38x1.2mm, no tail frame
8. The finishing bed frame should be epoxy polyester powder coated and oven back at temp 200⁰C to provide scratch resistance and the surface film of thickness is 45-50mm
9. 18G CRCA sheet as bed top and should be suitably fitted to the main frame.
10. All fasteners like knots and bolts etc. are electro-galvanised.
11. Cladding is 1mm thick
12. All steel components are pre- treated for de-greasing, de-rusting and de-phosphate , and should have ISI mark
13. Steel component should be high quality branded steel.

The details of the bid other than "GENERAL SPECIFICATIONS" are given below. Bidders are requested to go through all terms and conditions as well as the requirements of the bid stated below before finally uploading the bid onto the CPP Portal. Incomplete bids will be rejected.

1. Bids are invited for supply, installation of beds in the Hostels of the Institute. The office of the Proctor is looking for vendors who have experience in supplying and installing the beds. Bidders are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document before submission of bid. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect may result in the rejection of the bid.

The bid must cover, - Price bid for hostel bed
- Annual Maintenance rate

2. Offers prepared in accordance with the procedure enumerated in this tender document should be uploaded through the CPP Portal only not later than the date and time laid down in the notice inviting tender.

3. A non-refundable application fee of Rs. 1000/- (Rs One thousand only) must be paid for every bid submitted in the form of a Demand Draft, in favour of the "**Accounts Officer, Visva-Bharati University**" payable at State Bank of India, Santiniketan. The bidder may send the Demand Draft to Office of the Proctor, Visva-Bharati, Santiniketan, West Bengal, India, Pin- 731235 citing reference number of the tender on the top of the envelope. A copy of the same must be uploaded along with the bid.

4. Each bid must be accompanied by EMD of Rs. 20,000/- in the form of Demand Draft in favour of the "Accounts Officer, Visva-Bharati University" payable at State Bank of India, Santiniketan. The bidder may send the Demand Draft to Office of the Proctor, Visva-Bharati, Santiniketan, West Bengal, India, Pin- 731235 citing reference number of the tender on the top of the envelope. A copy of the same must be uploaded along with the bid.

5. The quantity of items required may be revised upward/downward subject to the requirement of the Institute. Any minor deviation or variation will bear no financial effect.

6. All tenders will be opened within 24 hrs of closing the upload window. If it is a holiday, bids will be opened on the next working day. Bidders willing to participate in the bid opening should submit authorization letter from the appropriate authority of the bidding firm. The bid submission is online and all decisions will be published online through CPP Portal. No separate individual communication will be issued to bidders for any procedural reason.

7. If necessary, bidders may be asked to give a presentation/demonstration of their quoted system before finalization of the bid. The purchaser/representatives of purchaser may also physically verify sample bed before placing final supply order to the successful bidder.

8. The bid, if submitted by OEM can not be transferred to its authorized partner/any other firm or vice versa. A declaration of OEM signed by appropriate authority (state designation) on the

official letter head of the firm must accompany the bid. If the bidder is not OEM, an authorization letter from OEM must be enclosed detailing the dealership/distributorship to deal with such items by the bidder. Such authorization letter should clearly describe the nature of contract and period of validity of contract of the firm with the OEM. At the same time, if OEM and its authorized dealer/supplier submit bids for same specification, only the lowest bid would be considered as responsive bid.

9. The office/branch of the OEM should be in India for at least last ten years.

10. The bidder must enclose a copy of Registration certificate of the firm issued by competent Government agency, India.

11. All copies of document submitted with the bid must be self attested.

12. In support of the qualifications, the bidder has to comply, but not restricted, to the following terms -(i) Proof of installation of hostel beds in any govt. organization should be enclosed with the bid. (ii) The bidder should have active service wing and proof of providing service to the institution or similar institutions nearby should be attached with the bid. (iii) The Satisfactory Certificate of any two govt. organization/Public sector undertaking should be attached with the bid where the bidder has installed cots.

Documents as evidence for above terms should be furnished along with the bid.

13. In case of SSI unit, current SSI certificate must be deposited by the bidder along with his Tender. In case of Co-operative Society Limited, Companies etc. this type of jobs must be included in the object of their By-laws or MoA as the case may be.

14. The purchaser can order up to 50% quantity of the items under the present contract within six months from the date of supply/successful installation of the item where, the cost, terms & conditions would remain the same. The bidder is to confirm acceptance of this clause. It would be entirely the discretion of the purchaser to place the repeat order or not.

15. The bid should indicate clearly the Basic Price, Taxes/Excise duty, other duties (if any), insurance, and levies chargeable against each item. If the rates are inclusive of insurance please write "Included in the prices" otherwise state "Not included". In case local supplier where insurance is not necessary, they may mention "Does not arise". Other incidental charges which are not fully accounted for by the points given above, may be mentioned. The aggregate amount will be treated as the actual price of the item. All quotations should be net, after showing discounts etc, if any. The GST, or any other duty charges, if not quoted properly, the bid will be cancelled. A GST certificate may be uploaded.

16. The bids should indicate clearly the rates for F.O.R. destination, i.e. Office of the Proctor, Visva-Bharati University, Santiniketan. The purchaser will not pay any charges against packing and forwarding of items.

15. Minimum essential warranty period is for two years. Warranty terms must be disclosed in clear and technical language. A rate of annual maintenance/after sale and services conditions for post-warranty period must accompany the bid.

16. The supplier must have service centers at a nearby location of Visva-Bharati.

17. The bidder should clearly indicate the delivery period and validity period of the bid from the date of receipt of order. The bidder shall have no right to revise the quote within the period of validity on the plea of fluctuations in the market rate. Normally the validity of the offer should be for a specified period of 120 days.

18. If awarded, a Performance Security, not more than 10% of the total final bid value would be acquired by the purchaser from the bidder. On submission of Performance Security, the EMD would be refunded.

19. In the event of failure to supply the items as per the supply order within the stipulated period, the security deposit may be forfeited. In that event, supply of the said item may be taken from the next successful bidder without any further reference to the supplier to whom supply order was placed. The loss incurred, if any, would be recoverable from the Security Deposit of the said supplier or from any sum due to the supplier.

20. All payments will be made after receipt, inspection, installation/testing of the tendered items as per the University procedure.

21. All damaged or unapproved goods shall be taken back at bidders risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.

22. Any conditions of the firm sent along with the bid, if any, shall not be binding on the purchaser.

23. The purchaser shall not be responsible for non-receipt/non-delivery of the documents due to postal delay or delivery at other address.

24. The purchaser is not liable to bear any cost incurred by the bidder for preparing the bid, attending the bid opening event, presentation, demonstration or any other relevant expenditure to the tender.

25. In case of any amendment by the purchaser to any part of the tender, the same will be notified in the website. The bidders may submit their response to the amended part separately within stipulated period.

26. International quality maintenance certificate as ISO or CE is desirable.

27. The language of bid is English.

28. The purchaser may decide, with justification, not bind to LQ.

29. Visva-Bharati deserves the right to impose liquidated damage as and when required, if any; the rate of penalty will be at par with the same of the Govt. of India's instruction.

30. Bank Commission where applicable will have to be borne by the supplier.

31. All disputes subject to "Bolpur, Birbhum, W.B. Jurisdiction" only.

32. Submission of the Tender by a bidder shall be taken to signify his acceptance of the above terms and conditions.

Proctor,

Visva-Bharati