



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.) - ४९५००९

Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur- 495009 (C.G.)

( A Central University established by the Central Universities Act, 2009 No. 25 of 2009)

Website: [www.ggu.ac.in](http://www.ggu.ac.in) Phone: 07752- 260381 FAX: 07752-260154, 260148

**सीमित निविदा सूचना / LIMITED TENDER ENQUIRY**

**इयूल डेस्क क्रय हेतु / For purchase of Dual Desks**

Ref. No: 08 /GGV/Store/Dual Desk/ LTI/ Bilaspur /2017

Date: 10-01-2017

Dear Sir,

We intend to purchase 550 Nos (approx.) of Dual Desks with desired specifications and invite tenders from the registered venders in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer for the supply with complete terms within the time mentioned as under.

**Important Dates**

Event	Extended Dates	Time
Last Date of submission of sealed tenders	02-02-2017	UPTO 03.00 PM
Dual Desk Sample submission date with firm's tag	01-02-2017	UPTO 06.00 PM
Tender Opening	02-02-2017	AT 04.00 PM

Please send your sealed bid only by Registered /Speed Post / courier service to the following address:

**Assistant Registrar (Store)**

Guru Ghasidas Vishwavidyalaya,  
Koni, Bilaspur (C.G.)-495009

**This tender contains following documents:**

- (1) Schedule of requirement, specifications, dates etc.
- (2) Format for price bid -Annexure A
- (3) Bid document containing detail terms and conditions.
- (4) Drawing of the dual desk (detail specification) - Annexure - I

Assistant Registrar (Store)  
Guru Ghasidas Vishwavidyalaya,  
Bilaspur (C.G.)



## Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur– 495009 (C.G.)

### LIMITED TENDER ENQUIRY

For purchase of Dual Desks

Ref. No: 08 /GGV/Store/Dual Desk/ LTI/ Bilaspur /2017

Date: 10-01-2017

#### 1. SCHEDULE OF REQUIREMENTS

##### A. List of items required:

Item	Revised Specification of 3 Seat Dual Desk	
<b>3 Seat Dual Desk</b>	1.	Main frame made of mild steel angle of size 32mmx32mmx3mm and 25mmx25mmx3mm
	2.	<ul style="list-style-type: none"> <li>• All seat back &amp; top; desk top and lower self (self and three sides cover) made of 16mm Teak Veneered Plywood.</li> <li>• 16mm Teak Veneered Plywood means: It is made up of 4mm teak veneer on 12mm superior quality commercial plywood (ISI standard)</li> <li>• Plywood veneers are bound with phenol formaldehyde (PF) and all finished surface should be stain free surface.</li> <li>• Above 16mm Teak Veneered Plywood should be fixed on mild steel angle frame of 25mmx25mmx3mm.</li> <li>• All other frames made of mild steel angle frame of 32mmx32mm x3mm</li> <li>• The above 16 mm teak veneered ply wood should have teak beating of 5mm thickness, duly pasted to bind the ply layers.</li> <li>• Teak beats should be properly finished and duly polished</li> </ul>
	3.	<ul style="list-style-type: none"> <li>• All edges are to be finished smoothly (should not have any sharp/pointed edges on angle frame).</li> <li>• All angle Frame to be primer &amp; painted properly with high quality enamel</li> <li>• All ply surfaces to be primer &amp; painted with high quality enamel except veneer surface.</li> </ul>
	4	<ul style="list-style-type: none"> <li>• <b>Size:</b> Top: 1500mm x 380mm Seat: 1500mm x 380mm Back: 1500mm x 250mm</li> <li>• Please refer the drawing of the dual desk attached in Annexure-I for more details.</li> </ul>

2. **Format of Quotation:** It is a single bid; please give all technical specifications and price bid in single sealed envelope.

3. The bid envelope should be super-scribed with

Bid for supply of DUAL DESKS vide GGV  
Enquiry No. 08 /GGV/Store/ Dual Desk/LTI/2017  
Dated – 10-01-2017

4. **Important dates:**

<b>Event</b>	<b>Extended Dates</b>	<b>Time</b>
Last Date of submission of sealed tenders	02-02-2017	UPTO 03.00 PM
Dual Desk Sample submission date with firm's tag	01-02-2017	UPTO 06.00 PM
Tender Opening	02-02-2017	AT 04.00 PM

5. **Warranty** against manufacturing defects, of one year must be provided.

6(a) **Excise Duty:** The University is exempted from Excise Duty. Please state applicable excise duty as a separate item (if any).

6(b) **VAT/CST:** The University is not authorized to give C or D form. CST or VAT or other tax should be charged according to applicable government rates.

6. Please go through the enclosed "bid document" carefully for other bidding instructions.



**गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.) - ४९५००९**  
**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR – 495009 (C.G.)**

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**सीमित निविदा सूचना**  
**Limited Tender Enquiry**  
**For purchase of Dual Desks**  
GFR-151

**BID DOCUMENT/ निविदा दस्तावेज**

**TERMS & CONDITIONS OF THE TENDER:**

1. Sealed bids are invited on behalf of the Registrar, GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR–495009, Chhattisgarh, from the registered vendors, for the supply of Dual Desks for the University as detailed in specifications & Annexure I, in this tender document..
2. The bidders should quote their offer/rates in clear terms without ambiguity.
3. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. Manufacturer's price-list, where applicable, should be submitted along with the bid.
4. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
5. The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for GGV, Bilaspur, then the bids will be received up to the due time on the next working day.
6. Bidders may attend a pre-bid conference in the office of the Stores GGV as per schedule date and time for clarifying any issues and their doubts (if any), regarding the specification and other allied technical details in the bidding document. The prospecting bidders may attend this pre-bid meeting at the appointed date, time and place. In case the said date is declared a holiday for the GGV, Bilaspur, the pre-bid meeting shall be held on the next working day.

7. The bids may be sent by registered / speed post/ courier service, so as to reach the office of the Assistant Registrar, Stores, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, C.G., 495009 on or before the last date of receipt.
8. The bidder may modify (if necessary) the bid before the last date appointed for receipt of the bids by sending an amendment to the bid to the same address, by clearly mentioning the bid details on the sealed envelope. This additional envelope must reach before the last date and time by registered / speed post/ courier service only. No bid shall be modified after the deadline for receipt of the bids.
9. Bids received after due date and time, shall not be considered.
10. Each bidder shall submit only one bid. Any bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
11. The bidder has to deposit one Dual desk sample on or before the due date. Submitted sample should conform to the specification desired in this tender and are duly painted and polished. The sample must reach to the store section of GGV, on or before the scheduled last date & time of receiving the sealed bids. Sample must be tagged with the bidder details. Bids received without sample for dual desk shall not be considered and treated as non-responsive.
12. Bidder has to bear the expenses for submitting and taking back the dual desks sample.
13. Only those bids shall be considered whose sample will be accepted and approved by the technical committee.
14. Merely fulfilling all the terms and conditions and quoting the lowest rate will not make the tenderer eligible and qualified. The quoted rate will not only be the criteria for selection, but the quality of the dual desk sample submitted by the firm, will be given due consideration.
15. The University has all the right reserved to negotiate, if the quoted rate seems to be higher.
16. The bidder has to assure that the quoted rates are not more than the rates of the similar good supplied by the bidder to some other organization. The bidder may also attach the work order in support of the successful execution of P.O.
17. The bids shall be opened in the stores section of GGV, at the scheduled date and time. The bidder/ authorized representative may attend the meeting during the opening of the bid, if they so desire.
18. The bidder has to put the firm's seal and signature in full at all pages of the bidding document. Bid must be submitted and signed by the authorized signatory only.

19. Conditional and incomplete offer will be liable to outright rejection.
20. The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance, loading-unloading and all other incidental charges
21. In case, nothing is mentioned in the quoted rates then it will be assumed that all taxes are included in the rates quoted.
22. Duties and Taxes are to be quoted separately. Ad valorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules.

It may be noted that the University is exempted from paying Excise Duty vide Government Notification No. 10/97 dated 01.03.1997 [Registration No.: TU/V/RG-CDE (710)/2015, dated 01.09.2015]. The University shall not issue C or D forms. CST and VAT may be charged at applicable rates.

23. The goods are required to be delivered at the indenting Department of GGV, Bilaspur, and must reach to GGV within 45 days from the date of placement of the supply order under the risk and arrangement of the bidder and offers with delivery beyond the above period shall be treated as unresponsive. In case the delivery time required is higher than the same must be mentioned clearly in the bid.
24. Offer validity period: The offer should hold good for a period of 180 days from the closing date of the tender. Any offer falling short of the validity period is liable for rejection. This may be extended for further 180 days with mutual consent.
25. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
26. The goods offered should strictly conform to the specification and technical details as mentioned in this tender document.
27. The successful bidder with quoted price as approved by university shall be considered for issue of purchase order only when the bidder fulfill all the terms and conditions laid down in tender document & shall submit security deposit @3% of total estimated amount in form of demand draft/BG in favor of "The Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur" payable at Bilaspur (Chhattisgarh). The security deposit will be returned back without any interest to bidder on successful supply of the purchase order/work order.
28. Period of guarantee/warranty, where applicable, should be specified in the bid. Minimum one year warranty against manufacturing defects must be given by the bidder.

29. The successful bidder has to furnish "Performance Security" for an amount specified in the enquiry, in the form of Account Payee Demand Draft, Fixed Deposit Receipts and/or unconditional Bank guarantee en-cashable on demand from the Registrar, GGV, Bilaspur, from a Commercial Bank with validity period of sixty days beyond the date of completion of all contractual obligations of supplier including guarantee/ warranty obligations. The Performance Security is to be furnished in favor of the Registrar, GGV, Bilaspur, Chhattisgarh within twenty one days of intimation.
- Alternatively, fixed percentage of the cost of the stores as stated in the enquiry may be retained by the University in its Maintenance Fund towards performance security, which will be released after the completion of warranty period.
30. If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Registrar, GGV, Bilaspur to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered goods per week or part thereof, subject to a maximum of 10 percent of the value of undelivered goods. Alternatively, it will also be opened to the Registrar, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.
31. No request of the bidder for any part or advance payment shall be entertained by the university.
32. The bidder has to furnish up to date VAT and Income Tax Clearance Certificate along with the bid.
33. Payment (*100 percent*) after VAT deduction as per rule will be made by NEFT/RTGS, normally within 30 days from the date of receipt of the goods in good condition or receipt of the bill whichever is later.
34. The following information must be clearly written in the Price Bid for RTGS / FUND TRANSFER:
- a. Name of the Firm with complete postal address
  - b. Name of the Bank with Branch where the Account exist
  - c. IFSC CODE
  - d. ACCOUNT No
  - e. PAN No
  - f. VAT/TIN No (Required from the vendors belongs to Chhattisgarh)
35. FORCE MAJEURE: Force Majeure will be accepted on adequate proof thereof.

36. The/mechanic / labour shall provide the service (if required) from 10.00 AM to 5.00PM on all working days when required by the college. Please note that university remains closed on Saturday and Sunday.
  37. No commitment to accept lowest or any bid: University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason what so ever. University reserves the right to make any changes in the terms and conditions of the bid in favour of the university. University will not be obliged to meet and have discussion with any vendor, and or to listen to any representations
  38. The university reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
  39. The tenderers are requested to visit the university website [www.ggu.ac.in](http://www.ggu.ac.in) for any information/updates/corrigendum. Assistant Registrar store may be consulted if required.
  40. The university has all the rights reserved to relax any of the above conditions in favor of the university.
  41. In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Vice Chancellor, GGV, Bilaspur, Chhattisgarh shall be final.
  42. All legal disputes shall be subject to jurisdiction of Bilaspur High Court.
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**ANNEXURE - A**

**Limited Tender Enquiry** GFR-151

For purchase of Dual Desks

**PRICE BID (FINANCIAL BID) FORMAT**

To,  
The Registrar  
GGV Bilaspur (C.G)

Sir,

I / We have perused the tender for supply of 550 numbers (approx.) of Dual desks with the features/technical specification described in this tender. I/We hereby quote the rates for the dual desk according to your desired specification and terms:-

Item	Item with description	Make/model(if any)	Unit price (Rs)	Discount (%) (if any))	Tax	Total Rate (Rs)		Qty (Tentative)	Total Amount (Rs)
						In Fig.	In Words		
DUAL DESK	As per Tender Details							550 Nos.	

(The rates quoted should be valid for a period of six months from the date of acceptance of the rates.)

I/We have carefully read the terms and conditions of the tender and agree to abide by them in letter and spirit. I/We also understand that the quantity of dual desks (550 approx) is indicative and may vary in number. I/we have also submitted one dual desk sample conforming to the specifications desired in this tender documents.

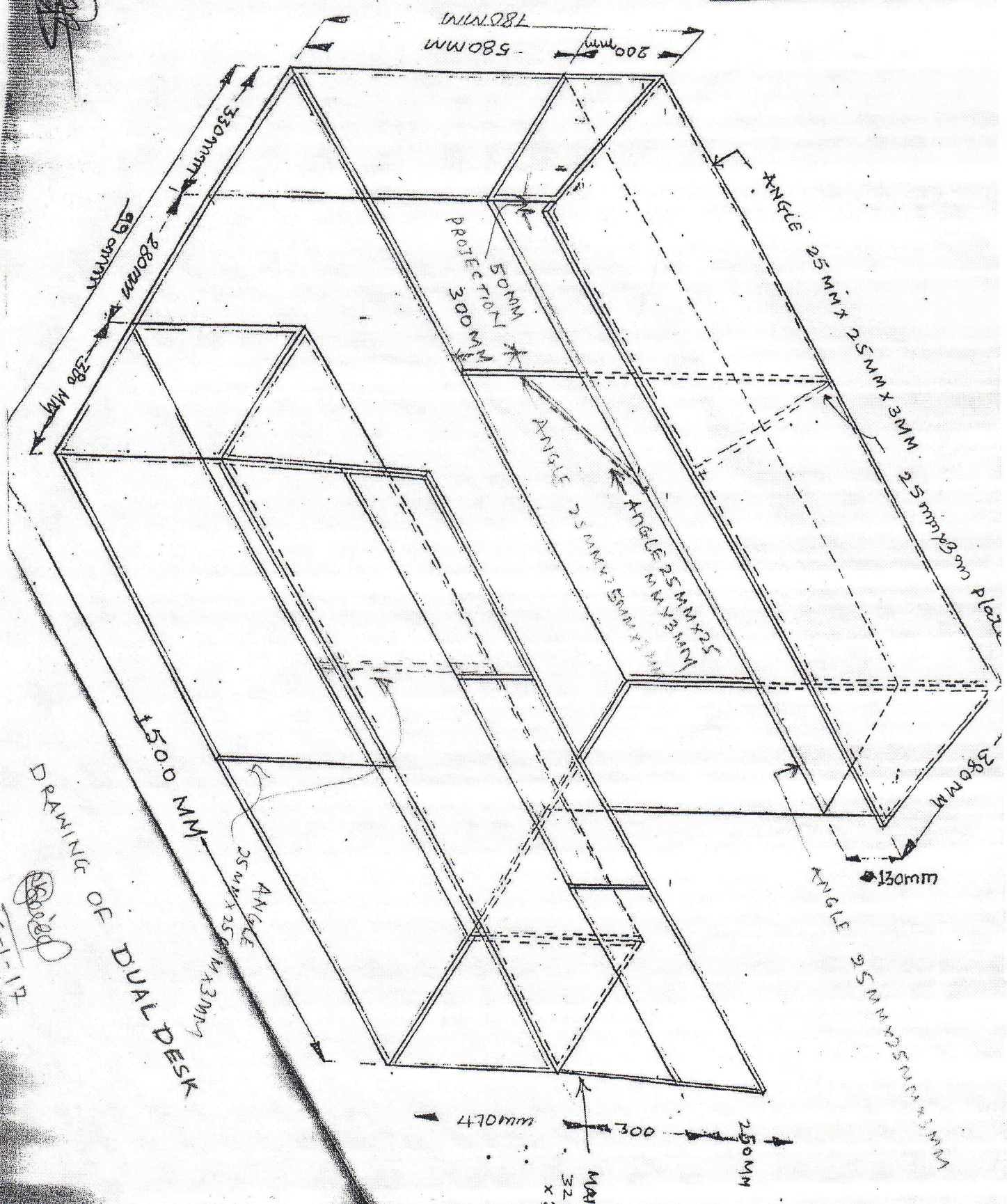
Place & Date-

Signature of the Authorized Signatory  
Name & seal of the bidder:

# Annexure - I

EOI No. 08/99V/Store/Dual Desk/LTI/2017

Dated - 10.01.2017



DRAWING OF DUAL DESK

9-11-17

MAI 321 x 2