



Indira Gandhi National Tribal University

(A Central University established by an Act of Parliament)
Lalpur, Amarkantak, Dist- Anuppur – 484 887 (M.P.)

Ref. No. IGNTU/Purchase/2015/001

Date : 5.1.2015

Extension of Date of Short Term Tender Notice

IGNTU, Amarkantak (M.P.) invites quotation from reputed manufactures /authorized dealers for supply of 24 Seater Conference table, 40 Chairs(for conference table) and 3 office tables in sealed envelopes under two bid system. in the prescribed form ,addressed to the Registrar, Indira Gandhi National Tribal University, Amarkantak (M.P.) and should reach on or before **10th Feb. 2015 at 5:00 PM** through Speed Post/ Registered Post/ in hand. For complete details, please visit university website www.igntu.ac.in.

Registrar



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय
AMARKANTAK (M.P.)
अमरकंटक (म.प्र.)

(A National University established by an Act of Parliament)
(संसद के अधिनियम के आधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Ref.No. IGNTU/2015/ 01

Date: 05.01.2015

SHORT TERM TENDER NOTICE

Subject: Tender for procurement of Conference Table, Conference Chair and Office Table reg.

Indira Gandhi National Tribal University, Amarkantak is inviting Quotation in sealed envelope for Supply of Conference Table, Conference Chair and Office Table. Please quote your competitive rates for items as mentioned on table below with complete specification so as to reach to the Office of Registrar, Indira Gandhi National Tribal University, Lalpur, Amarkantak-484887 (M.P.) on or before 28st Jan.2015 (**Extended up to 10th February 2015**) at 5.00 PM through Speed post/Registered Post/Courier/in Person.

Sr. No.	Items	Quantity
01	Conference Table 24 Seater	01
02	Chairs for conference Tables	40
03	Office Table with both side Cabinets and Side Rack	03

General Terms & Conditions

1. The Tender must be submitted in Two BID, Technical Bid and Financial BID in two separate envelops. In technical Bid the details of specification, quality, manufacturing details, capabilities, previous supply commitments and other specifications should be given with the suppliers' credentials and the EMD must be enclosed. Both the envelops should be in a separate Envelope and should be duly sealed and should be duly superscribed .
2. The quantity mentioned above is indicative and may increase or decrease at the time of placing Supply order.
3. The bidder must submit an EMD of Rs. 30,000/- in form of Demand Draft from any nationalized bank in favour of "Indira Gandhi National Tribal University, payable at Central Bank of India. Amarkantak (IFCS Code. CBIN0284695) or State Bank of India. Amarkantak (IFSC code SBI0004674). Without EMD the tender will be rejected.
4. Payment will be released after successful supply of the furnitures. No advance or partial payment request will be entertained.
5. Taxes as per norms of Govt. of India.
6. The rate should be quoted on F.O.R. University Campus, Lalpur, Amarkantak basis.
7. No packing/forwarding charges will be paid extra.
8. Unsealed quotations will be rejected summarily and quotations must reach on or before the due date.
9. University reserve the right to accept or reject any quotation without assigning any reason thereof.

Registrar



Indira Gandhi National Tribal University

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Lalpur, Amarkantak, Dist- Anuppur – 484 887 (M.P.)

Ref. No. : IGNTU/2015/PUR/01

Date : 5.1.2015

Tender Form for Supply of Conference Table, Conference Chair and Office Table

(Technical BID)

Section 1: Organization Details and General Information :

1. Name of Company/Agency/Authorized
dealer
2. Street Address :
3. P.O. Box and Mailing Address :
.....
.....
Postal Code : City :
- Country :
4. Tel. : 5. Fax :
6. Email : 7. WWW Address :
8. Type of Business (Tick only)
Corporate/Limited : Partnership : Other (Specify) :
9. Nature of Business :
Manufacturer : Authorized Dealer: Trader :
Consulting Company : Other (Specify) :
If you mark "Authorized Agent" or "Trader", please provide proof or certificate(s) from your manufacturer(s) that you are authorized to offer their products to the United nations.
10. Year Established
11. License No./Country where registered

Section 2: Financial Information (Please attach a certified copy of recent balance sheet)

12. Annual Value of Total Sales for the last 3 years :
Year : Rs. Year : Rs.
Year : Rs.
13. Annual Value of Export Sales for the last 3 years :

Year : Rs. Year : Rs.

Year : Rs.

14. Bank Name :

Address :

.....

.....

IFSC Code :

15. Bank Account Number :

16. Please attach a listing of reference sources for services rendered by your firm within the last 12 months. (*Please also indicate fax numbers and contact person for your reference sources.*)

Section 3: Technical Capability and Information on Goods/Services Offered:

17. Quality Assurance Certification (e.f. ISO 9000 or Equivalent) (Please provide a Copy of your latest Certificate) :

18. Detail of EMD : Amount : **30000/-(Rupees Thirty thousand) only**

DD No. : Bank Details :

19. Does the Goods being supplied by you confirm the National/International Standards?

Yes : No

Section 4: Experience

20. Recent Contracts with the Government Organization :

Organisation	Value	Year	Goods/ Services Supplied	Destination
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____
_____	Rs. _____	_____	_____	_____

Section 5: Other

21. Please list any current legal disputes in which your company may be involved.
22. List any national or International Trade or Professional Organizations of which your Company is a Member.
23. Certification:
I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

Date : _____

Authorized Signatory with Seal

24. List of attachments

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

General Terms & Conditions of the Tender

The sealed quotation shall be superscribed with “**Supply of Conference Table, Conference Chair and Office Table etc.**”

1. Technical brochure/leaflet/catalogue etc. of the quoted items shall be submitted along with the quotation.
2. **Discount, if any:**
Special concession/discount applicable for Educational Institutions, if any, must be clearly mentioned at the time of submission of quotation.
3. **If the item is under DGS&D rate contract, the quoted price should not be more than the DGS&D rate.**
4. The rate should be quoted on F.O.R. University Campus, Lalpur, Amarkantak (M.P.) basis. No packing/forwarding charges will be paid extra.
5. The article must be delivered without any extra cost at the University and will also have to be installed free of cost.
6. **Validity of rate :** The quoted rate should be valid for a minimum period of 1 year.
7. **Delivery period :** The article is to be delivered & installed within 2-3 weeks from the date of issue of Supply Order.
8. **Liquidated Damages :** Any delay in supplying the article from the stipulated date of delivery, will attract Liquidated Damage will be applicable at the rate of 0.5% per week and limited to maximum 10% of total value of the Work Order. The authority reserves the right to cancel the purchase order when LD accumulates to 10% or more.
9. **EMD :** The bidder shall submit the EMD of **Rs. 30,000/- (Rupees Thirty thousand only)** in shape of Demand Draft from Central Bank of India/State Bank of India drawn in favour of **Indira Gandhi National Tribal University, Amarkantak**, which will be refunded to the successful bidders without any interest after six months from the successful completion and installation of the Supply order and EMD of unsuccessful bidder shall be refunded within 15 days from the date of opening of the tender through speed post at their corresponding address.
10. **Experience :** The bidders shall submit their credentials of the previous supply to Government or University/Autonomous Organization etc.

11. **Payment** : Payment will be made after supply, installation and physical verification of the ordered quantity of articles at our end in good condition. No advance or partial payment request will be entertained.
12. The bidders shall quote all Govt. Taxes separately in the quotation/invoices.
13. Sealed envelopes accompanied with prescribed form should be addressed to the Registrar, Indira Gandhi National Tribal University, Amarkantak (M.P.) and should reach on or before 1500 hrs, 28th Jan. 2015 (**Extended up to 10th February 2015**) through Registered post/In Person
14. Received bids will be opened on 28th Jan. 2015, (**Extended up to 10th February 2015**) 1600 hrs at the above address in the presence of intended bidders or their representative.
15. Unsealed quotations/Quotation without EMD will be summarily rejected. University will not responsible for any Postal/Transit delay.
16. The bidders shall submit the copy of the valid PAN No. along with the quotation.
17. The quality as specified is only acceptable. The quantity of materials may be increase or decrease as per requirement.
18. The applicable Taxes will be deducted at the time of payment of bills and certificate shall be issued to the successful bidder as per rule.
19. University reserves the right to accept or reject any quotation without assigning any reason thereof.

Registrar

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FINANCIAL BID

Quote your Rate offered in the proforma given below :

Authorized agents and Traders must submit proof or certificate(s) from manufacturers that they are authorized to offer the products listed(s) which are not accompanied by proof or certificate(s) from manufacturers will not be recorded in our supplier database.

Sl.No.	Particulars	Estimated Quantity in No's	Quote Unit Price excluding tax Rs.	Tax applicable	Unit price including Tax	Total Price Inclusive of all
1.	Conference Table 24 Seater	01				
2.	Conference Chair	40				
3.	Office Table with both side drawers and side Rack	03				

Total

Date : _____

Authorized Signatory with Seal