

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE
DEOGHAR**

TENDER DOCUMENT

Purchase of Furniture

IGNOU Regional Centre, Deoghar invites sealed tender offers from the reputed suppliers for the purchase of Furniture. The tender document is available on the University website www.ignou.ac.in. The Vendors intending to bid for the above tender may download the same for submitting their bids.

Terms and Conditions of the Tender

1. Eligibility Criteria

The company should be the authorised dealer of the below mentioned items.

2. Technical Specifications of Furniture

| Sl. No. | Particulars | Making | Requirements |
|----------------|---|---------------|---------------------|
| 1 | Table for Library (T-402) | Godrej | 3 |
| 2 | Almirah (Small Size)(T-410) | Godrej | 2 |
| 3 | Almirah (Big Size) (Storewell'U'plain (0000) | Godrej | 4 |
| 4 | Book Case/ Glass Door Storewell (0800/0300) | Godrej | 8 |
| 5 | Side Rack with 3 shelves | Godrej | 6 |
| 6 | Filling Cabinet (4 Drawer) | Godrej | 5 |
| 7 | Trolleys (2 ^{1/2} ft x 3 ^{1/2} ft) | Godrej | 2 |
| 8 | Rack Size (1 ^{1/2} x 6 ^{1/2} x 7 ft.) | Godrej | 20 |

3. Two Bid System Tender

Separate Technical and Financial Bids complying with the Technical specifications of the furniture as given in the above clause 2 would be required. Both the aforesaid Bids required to be submitted separately sealed as follows:

- (i) **Envelope 1: 'Quotations for Purchase of Furniture to IGNOU Regional Centre, Deoghar- Technical Bids' should be written on Envelope 1.**
The Envelope 1 will contain the duly sealed Technical Offer which should be complete in all respects and contain all information asked for except prices. The technical offer should include all components asked for as per clause 2 above as well as the Company profile asked in Annexure .

- (ii) **Envelope 2 ‘Quotations for Purchase of Furniture to IGNOU Regional Centre financial Bids’ should be written on Envelope 2.**

Envelope 2 will contain the duly sealed financial offer giving all relevant price information clearly mentioning base price taxes etc, the Bid form must be filled in Completely, without any errors, erasures of alterations. The financial offer must not contradict the technical offer in any way.

- (iii) **Envelope 3: The above two duly sealed Envelope 1 and Envelope 2 should be put under a Bigger Envelope 3 duly sealed and written on the Envelope 3 as Two Bid System Tender document of Furniture and addressed to:**

**Regional Director,
IGNOU Regional Centre, Deoghar
Mandakini Bhawan
Basuadih
Jasidih
Deoghar,
Jharihand-814142**

Last date of Tender submission 26 November 2016 upto 4 PM.

The tender not submitted in the prescribed formats or incomplete in details or unsealed / not properly sealed is liable for rejection. The IGNOU Regional Centre, Deoghar is not responsible for non receipt of quotation within the specified date and time due to any reason including postal holidays or delays.

4. Non-transferable Tender

This tender document is not transferable. Only the vendor, who has applied for this tender, is entitled to quote. Any change in the constitution of the firm, etc. shall be notified forthwith by the contractor in writing to the tendering authority and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

5. Offer validity Period

The offer should hold good up to 31st March 2016. Any offer short of the validity period is liable for rejection.

6. Erasures of Alterations

The offers containing unauthenticated erasures or alterations will not be considered. There should be no unauthenticated handwritten material, corrections or alterations in the offer. Technical details must be completely filled up. Correct technical information of the product being offered must be filled in. University may treat offers not adhering to these guidelines as unacceptable.

7. Preliminary Scrutiny

IGNOU Regional Centre, Deoghar will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. IGNOU Regional Centre, Deoghar may, at its discretion, waive any minor non-conformity or any minor irregularity in an offer. This shall be binding on all vendors and University reserves the right for such waivers.

8. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, IGNOU Regional Centre, Deoghar may, at its discretion, ask some or all vendors for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

9. Shortlisting of Vendors

IGNOU Regional Centre, Deoghar will create a shortlist of technically qualified vendors and the financial bids of only these vendors will be opened. After opening financial Offers of the shortlisted tenderer, if there is a discrepancy between words and figures, the amount indicated in words will prevail.

10. Delivery Period

The delivery must be made within 2 weeks after the confirmed order.

11. Payment Terms

100% payment will be made as per university rules after delivery and successful installation.

12. Order Cancellation

IGNOU Regional Centre, Deoghar also reserves the right to cancel the order in the event of one or more of the following circumstances:

- Delay in delivery beyond a period of 2 weeks from the date of order.
- Breach by the tenders of any of the terms and conditions of the tender.
- Any action by the tenders which is in breach of law or accepted practices in commercial transactions.

13. Publicity

Any publicity by the vendor in which the name of IGNOU Regional Centre, Deoghar is to be used should be done only with the explicit written permission of IGNOU Regional Centre, Deoghar.

14. Resolution of Disputes

IGNOU Regional Centre, Deoghar and the vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, IGNOU Regional Centre, Deoghar and the Vendor have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. The Regional Director (I/c) (with permission from IGNOU Head Quarter), shall appoint a Sole Arbitrator of the dispute who will not be related to the contract and whose decision shall be final and binding.

15. Income Tax may be deducted at source as per rules.

Also sales-tax may be waived for university, if applicable.

16. IGNOU Regional Centre, Deoghar reserves the right to change the number of units to purchase.
17. The minimum guarantee/warranty period after successful installation should be as per the guarantee/warranty clause of the Original Equipment Manufacturers.
18. All the documents are to be provided on company letterhead.
19. **Last date of submission of the tender.**

The sealed tender documents completed in all respects as discussed in this tender document should reach the under mentioned address latest by **28 November 2016**.

**Regional Director,
IGNOU Regional Centre, Deoghar
Mandakini Bhawan
Basuadih
Jasidih
Deoghar
Jharkhand-814142**

Annexure

Company Profile

Details filled in this form must be accompanied by company profile sufficient documentary evidence, in order to verify the correctness of the information.

| S. No. | Item | Details |
|---------------|--|----------------|
| 1. | Name of Company | |
| 2. | Mailing Address | |
| 3. | Telephone and Fax number | |
| 4. | Date of registration of the Company (Reg. No.) | |
| 5. | Year of commencement of Business (At least 3 yrs.) | |
| 6. | Name and designation of the person authorized to make commitments to the University. | |
| 7. | Contact details of the person authorized to make commitments to the University | |
| 8. | Turnover of the company in Rupees. 2013-14 2014-15 2015-16 | |
| 9. | Sales Tax Number (VAT No.) | |
| 10. | Income Tax Number (PAN/TAN No.) | |
| 11. | Brief Description of after sales service facilities available with the vendor. | |
| 12. | Customer List | |

Signature (Name & Designation)

Date:

