

TENDER FOR SUPPLY OF FURNITURE

Tender Sr. No. _____

Price: **Rs.1,000/-**

Issued to _____

Money receipt No. _____ Date _____

Signature of the Cashier with office stamp: _____

**TENDER FORM FOR SUPPLY OF FURNITURE FOR THE FINANCIAL
YEAR 2011-12**

To,

Associate Dean,
College of Forestry,
Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
P.O. Krishi Nagar, **Akola. 444 104.** (M.S.)

Dear Sir,

1. In response to the tender notice published in the daily newspaper _____ dated _____ or at Website **www.pdkv.ac.in**, I/We submit herewith the tender form for the supply of **FURNITURE**.
2. I/We have thoroughly examined and understood the terms and conditions of the tender mentioned in Appendix-I and I/We agree to abide by them in full.
3. I/We offer to undertake the supply of **FURNITURE** and quoted the rates inclusive of all taxes, freight etc as given in Appendix-II. It is agreed that no additional charges other than those mentioned in Appendix-II would be payable to me/us.
4. I/We accept that the rates offered shall remain valid **for a period up to 30-06-2012 from the date of execution of agreement**. I/We further agree that if the date up to which the offer would remain open be declared as holiday for office, then offer will remain open for acceptance till next working day.
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the University. The decision of the University will be final and shall be binding on me/us
7. As required by the terms and conditions of tender an amount of Rs. _____ (1% of the estimated cost of furniture for the item tendered) of Appendix-II paid by me/us as Earnest Money Deposit (E.M.D.) through Demand Draft (DD) or Banker's Cheque payable at **State Bank of India, Dr. P.D.K.V., Akola Branch No.2171**, Akola bearing No. _____

dated _____ in favour the **Associate Dean, College of Forestry, Dr. P.D.K.V., Akola.**
Payment of EMD in any other form will not be accepted.

8. I/We agree to undertake to supply the **FURNITURE** at the location of Office / Department in the jurisdictions of Dr.PDKV, Akola, mentioned in final supply order and as per the specification of the final orders within six weeks from the date of supply order or the date specified in the supply order.
9. **As per the terms and conditions, (Part-I of Appendix-I) I/We are submitting my/our offer in two sealed envelopes enclosed in envelop No.3. Envelop No.1 contains documents as per the condition Sr. No. 9 of Part-I of Appendix-I. Envelop No.2, includes rates quoted by me/us in Appendix-II.**
10. I/We also agree that the University has full rights to open/consider the second envelop if and only if the University satisfied with information contains in envelop No.1. The decision of the University regarding this will be final and will be binding on me/us.
11. I/We hereby declare that the entries made in this tender form, i.e. in Part II of Appendix-I and Appendix-II are binding for me/us. I/We shall be bound by the Act to my/our authorized representative duly constituted Attorney Shri. _____ whose signature is appended hereto in the place specified for the purpose and of any other person who in future may be a appointed by me/us in his place to carry on the business of this concern/agency/firm. The intimation of such change will be given to the Chairman, Central Purchase Committee & Associate Dean, College of Horticulture, Dr. PDKV, Akola.
12. I/We hereby take the responsibility for repair & maintenance of the furniture at their locations at free of cost during the warranty period. I/We hereby take the responsibility to provide the after sales service up to warranty period.

The following documents duly filled in and signed are enclosed along with the tender. The part 1 of Appendix-I being the terms and conditions is retained by me/us for my/our information and record.

Yours faithfully,

Place :

Date :

Signature of the Supplier

Capacity in which signing: _____

Name and Address of the firm/supplier/tendered: _____

Registration No. of Supplier/tenderer: _____

List of Documents (Checklist)

- i) Tender Form duly filled in
- ii) Demand Draft/Banker's Cheque (for EMD)
- iii) Sales Tax Registration Certificate, Sales Tax Return Certificate
- iv) Original Catalogue, Pamphlets, Pictures of furniture offered

- v) Copy of certificate as Manufacturer/ Authorized supplier
- vi) Photocopy of exemption certificate of EMD (if applicable)
- vi) Part II of Appendix I and Appendix II

Bank Draft/Banker's Cheque No. _____ Dt _____ Rs. _____

Signature of constituted Attorney/
Authorized representative

Signature _____ Date: _____

Name & Address: _____

APPENDIX-I

Terms and conditions governing **“Supply of FURNITURE”**

Part-I

1. Sealed Tenders are invited from manufacturers/ authorized suppliers/dealers of overseas who are willing to undertake supply of **FURNITURE** as per the specifications mentioned in Appendix-II during 10.30 hrs. to 17.30 hrs. on working days and up to **17.00 hrs.** on last date i.e. **15-09-2011. Tenders received late in person/by post will not be considered.** The tenders will be opened **17 Sept. 2011 at 11.00 hrs** in the presence of the intending suppliers/ representatives who may desire to attend in the office of **The Associate Dean, College of Horticulture, Dr.PDKV,Akola**
2. The rates, both in words and figures without any corrections or overwriting should be quoted in Appendix-II for each individual item separately. Any overwriting or rewriting should be duly countersigned. The rates must be valid up to **30-06-2012** from the date of execution of Agreement.
3. The intending supplier shall also have to mention, the detail specifications, name of manufacturer/make, model of the article and has to enclose the only original catalogues, pamphlets/pictures of the furniture offered, for which the rates are quoted. The photocopies/xerox/fax of these documents will not be considered. In absence of the above original documents, the items offered will not be considered.
4. The preference will be given to the items bearing quality control make for the **FURNITURE**.
5. The tenderer must enclose adequate documents to prove their authorization claims, the authority letter should include the details of principal supplier/manufacturer regarding their full address, contact person, e-mail address, fax No. and address of the web site and if this is not enclosed, the University reserves the rights to accept or reject tenders of these agencies. The decision of the University regarding this will be final and shall be binding on tenderer.
6. The tenderer will have to supply furniture as per Appendix II of the tender form issued by this office. University will not accept the assembled furniture. Only branded furniture of reputed brand / company will be accepted.
7. The tenderer should quote the rates inclusive of essential/optional accessories of all charges in Appendix-II only on the tender form issued by this office and not on any other form.
8. **Installation of furniture/successful demonstration of furniture in the respective department are obligatory. Repair & maintenance of the furniture item supplied will be obligatory to the tenderer for the period of six months from the date of supply of the item.**
9. The tenderer should provide the following documents in first envelop with superscription **“TENDER FOR SUPPLY OF FURNITURE” (INFORMATION) ENVELOPE NO.1**
 - a) Demand Draft of Nationalized Bank only for E.M.D. (should be 1% of the cost of Total Tendered item(s). In case of EMD exemption relevant certificate be enclosed.
 - b) Sales Tax (VAT No.) Registration Certificate/Sales Tax Return Certificate/TIN/TAN Number.
 - c) Original catalogues, pamphlets/pictures of the furniture offered. Documents in support to reveal
 - d) Capacity to provide services after sales.
 - e) Certificate of Sole Manufacturers/Authorized Dealers of Manufacturers/ Authorized Suppliers/Dealers of overseas.

(Important: Above (a) to (e) documents if not enclosed the Envelope No.2 will not be opened)

10. The tenderer should provide the rates quoted only in Appendix-II in second envelop with superscription 'TENDER FOR SUPPLY OF **FURNITURE**' (RATES) ENVELOP NO.2.
11. **Enclose sealed envelope No.1 and 2 in envelope No.3 with superscription "Tender for supply of Furniture." and be submitted to The Associate Dean, College of Forestry, Dr. Panjabrao Deshmukh Krishi Vidyapeeth, P.O. Krishi Nagar, Akola 444 104 (M.S.)**
12. **The intending supplier should quote the rates inclusive of all expenses, charges, taxes, duties, transportation, packing and forwarding, insurance etc. i.e. All "Inclusive" (in the prescribed format enclosed with this tender form) with free delivery as mentioned in Appendix-II at respective office/ departments of the University.** However, the Octroi will be over and above this, if applicable. The **FURNITURE** will have to be supplied as per the specifications within **SIX WEEKS** or as per the last date mentioned in the final supply order. In case the tenderer requires more time than as stipulated above for effecting actual supply of a particular item the same should be specifically mentioned in the tender form.
13. The university reserves full rights to open/consider the second envelop only if the University is satisfied with information contained in envelop No.1. The decision of the University regarding this will be final and shall be binding on tenderer.
14. The supplier will have to supply, in full the articles as per the order to different offices/ laboratories of the University located anywhere in the jurisdiction of the University till date of validity of rates as mentioned in Appendix-II.
15. The University do have exemption in Octroi and excise duty, the Certificates will be provided along with the supply order, if necessary.
16. The tenderer shall have to deposit **Earnest Money Deposit (E.M.D.) 1% of tendered cost** through Demand Draft (Nationalized Bank only) or Banker's Cheque (for local parties only) drawn on **The State Bank of India, Dr. PDKV, Branch Akola (Branch No.2171), payable to The Associate Dean, College of Forestry, Dr.PDKV, Akola** and the same should be enclosed in envelope No.1 of the tender. The tender without E.M.D. or less EMD will not be considered. If the tenderer having exemption for EMD, he should enclose the copy of the certificate and be produce original for verification on the date of opening of the tender or within a week period thereafter. The amount of E.M.D. will be refunded in case of unsuccessful tenderer on submission of application with Money Receipt in original soon after the final decision. In case of successful tender it will be refunded on production of original receipt after completion of validity period of the agreement to be executed between the tenderer and **The Associate Dean, College of Forestry, Dr.PDKV, Akola**. The University will not make any payment towards interest on such deposits.
17. The Specimen of "Agreement Bond" will be provided along with letter of acceptance to the tenderer whose rates are accepted by the University. The tenderer shall have to execute agreement in the prescribed form on Stamp paper costing to Rs.100/-, or fixing court fee stamp on agreement paper, which should be submitted to this office within specified time. The agreement received under seal and signature of tenderer will become legal agreement between the tenderer and the University, which will be binding on tenderer within University jurisdiction.
18. The tenderer at the time of final order/agreement will have to furnish **security deposit @ 3% of total cost** of the items accepted and ordered for supply by the University as offered in the tender either through demand draft or Cheque **in favour of the concerned office/department who has placed the order.**
19. The amount of Security deposit without any interest thereon will be returned to the tenderer after one year or the expiry of the warranty period which ever is late from the date of supply, subject to the surrender of Money Receipt in original in respective office.
20. If the tenderer fails to comply with the supply order within the specified period this order will be cancelled and EMD will be forfeited.

21. The category of furniture mentioned thereof in Appendix II of this tender is subject to variation according to actual requirement of this University. The quantity may vary in case of competitive market rates. The right to enhance or reduce the quantity of any tendered item and right to accept/reject whole or part of any tender, without assigning any reason, whatsoever, is reserved by the University. The decision of the University will be final and it shall be binding on the tenderer.
22. On acceptance of the rates as per the approved tender, the supply order will be placed by the respective head of office/department of University.
23. As soon as the tenderer delivers the tender in the office of the undersigned, it shall be binding on him and he shall not be able to withdraw or amend the offer.
24. The respective Head of the offices also reserves the right to accept or reject the supplies in full which do not strictly stick up to the specification.
25. The tenderer are bound to supply only genuine furniture of the make/model/specification etc. tendered by him as ordered for supply by the University/offices. The University has liberty to ask for production of sufficient proof that the manufacturer is tendering adequate business support to the tenderer/supplier. University has the right to get satisfied by approaching the manufacturer without the consent of the tenderer for genuinity of furniture and authority to supplier.
26. The University reserves the rights to accept or reject any version of furniture under the same terms and conditions and same price quoted by tenderer in Appendix-II.
27. In case of poor response from the suppliers the concerned items of poor response will be retendered, if necessary.
28. Final payment of furniture will be made only after installation and successful demonstration of the furniture at respective office/department of the University
29. The credit bill should be presented in triplicate in the name of respective authority as quoted in final supply order. For any delay in payment (interest or any other kind of compensation) the University will not make any extra payments. This contract will be governed as per aforesaid terms and conditions of Agreement made and the provisions contained in M.A.U. Account Code, 1991. Delay in supply within the prescribed time limit or the extended time limit, making of supplies not up to the standard specification and performance or non-observance or non-acceptance of these terms and conditions by the tenderers shall constitute breach of contract and the security deposit or any other deposit of the tenderer shall be forfeited by the University besides other actions or reduction bills of supplies and/or other legal actions. The decision of the University in this regard shall be binding on the tenderer.
30. Every page of tender should be numbered and signed with seal by the tenderer.
31. The right to accept or reject whole or part of the tender or all tenders without assigning any reasons thereof is reserved by the University.

Encl: 1) Part-II of Appendix-I
2) Schedule of supplies in Appendix-II

Place: Akola

Tender Co-ordinator &
The Associate Dean,
College of Forestry
Dr. P.D.K.V., Akola

We have accepted above terms and conditions and agreed to abide by them

Signature with seal of tenderer : _____

Capacity in which signing : _____

Name and Address of the firm/supplier/tenderer : _____

Registration No. of Supplier/tenderer: _____

Part-II

Undertaking to be given by the tenderer for “THE SUPPLY OF FURNITURE”

Whereas, the Associate Dean, College of Forestry, Dr. P.D.K.V., Akola has called the tenders for supplies as per the enclosed Appendix No-II.

I/We hereby offer our tender at the rates given in the enclosed Appendix No-II duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/we.

Enclosed: Appendix-II

Signature of the Supplier:_____

Name of the Supplier:_____

Capacity in which signing:_____

Full address of the _____

Supplier with Seal/Stamps_____

Place:

Date:

Appendix II

**Form of Tender rate quoted by me/us for supply of Furniture to the
offices under Dr. P.D.K.V., Akola
(As per serial No. 12 in Appendix-I)**

**Category : Office / Laboratory/ Home / Hostel / Library / Computer /
Modular / Molded /Carpet Furniture
(Tick mark which is applicable)**

Sr. No.	Name of Furniture	Specification *	Cost of furniture with essential optional accessories	Excise Duty	VAT/ TIN	Custom Duty	Packaging forwardin g	Any other	Total Taxes	Cost of furniture inclusive of all taxes

(Use the above Proforma (Form in appendix – II) separately for each category of furniture item to be tendered)

List of Furniture Items to be tendered

S.N	Category of the Furniture	Specification
1	Office Furniture	The listed category of the furniture must include the standard, executive range and size of the furniture; preferably all the items should be given along with their specification.
2	Laboratory Furniture	
3	Home / Hostel Furniture	
4	Library Furniture	
5	Computer Furniture	
6	Modular Furniture	
7	Molded Furniture	
8	Carpet Furniture	