



TENDER DOCUMENT

TENDER FOR SUPPLY OF CLASSROOM FURNITURE

Tender Inquiry/NIT No. :- AC/TENDER/2019/02

**Aryabhata College,
Benito Juarez Road (Anand Niketan),
New Delhi- 110 021**

Tel No. 011-24110490,

Fax: - 011-24117284

Email: admin@aryabhatacollege.ac.in

Website: www.aryabhatacollege.ac.in

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

SCHEDULE OF TENDER:-

Event	Date & Time
e-Publishing Date & time	05.04.2019 5:00 pm
Bid document download start Date & time	05.04.2019 5:30 pm
Bid submission start Date & time	05.04.2019 6:00 pm
Last date & time of receiving of online bids	22.04.2019 5:00 pm
Technical Bid Opening	24.04.2019 at 02:00 pm
Financial Bid Opening	Will be notified later

- Scanned copy of documents to be uploaded on portal in **“Technical bid”**.
 1. Scanned copy of EMD(DD) of Rs. 25,000/-/Certificate of Exception.
 2. Scanned copy of Tender fee(DD) of Rs. 1000/- / Certificate of Exception.
 3. Certificate of Registration for GST etc.
 4. Signed & stamped certificate as per **Annexure-A**

➤ **The tender shall be rejected in absence of any of the above documents.**
- Instructions for submission of online **“Financial bid”-Annexure-B.**

All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app> and no documents except, Signed & stamped certificate as per **Annexure-A**, original demand draft towards EMD and Tender Cost will be accepted offline.

SECTION-I

TERMS & CONDITIONS OF THE TENDER :

1. If the tender opening date happens to be a holiday then tender will be opened on next working day.
2. Failure to produce any of the document/s can lead to rejection of the bid.
3. **If required the samples of the products may be called to confirm the product is in line with the technical specifications.**
4. **The college reserves the right to alter the quantities of the items required at any stage.**
5. **SITE VISIT**

The bidder, at his own cost, responsibility and risk, is encouraged to visit, examine and familiarize himself with the site of supply, assembly & installation and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for supply and assembly of chairs. The costs of visiting the site be borne by the bidder himself.
6. The validity of rates would be **120 days** from the receiving of tender. The validity of rates may be extended on written request from the tenderer.

7. **WARRANTY**

The warranty be **01 year** from the date of actual completion of work in all respect to the entire satisfaction of the Principal. 95% payment will be made on supply and balance 05% payment shall be released after expiration of warranty period.

8. The Principal reserves the right to accept in part/full or reject any/all of the tender/s without assigning any reason thereof.
9. Tender documents for reference can be downloaded from website "www.aryabhatacollege.ac.in" and bids must be submitted online on portal "<https://eprocure.gov.in/eprocure/app>".
10. **Instructions for bidders for submission of e-bids are available in Annexure-B, however all the bidders are advised to read updated instructions on portal "<https://eprocure.gov.in/eprocure/app>" before submission of e-bids.**
11. The taxes will be levied as per provision of Govt. of India Tax Rules.
12. Tender once submitted, it would be presumed to have understood and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
13. The contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
14. Tenders not conforming to these requirements shall be rejected outright and no Correspondence thereof be entertained what so ever.
15. **Aryabhata College reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the College which will be paramount and it is in this regard the decision of the Principal, Aryabhata College shall be final.**

SECTION - II

DESCRIPTION OF ITEMS :-

Item No. 1 : Classroom desks without MS-Sheet

Structure : 14 gauge square steel section 1" x 1" painted with color of choice and sealed on all sides.

Table Top: Size 14" x 60" with rounded corners made from 19 mm ISI marked commercial Plyboard with wooden molding on the side and upper surface pasted with 1 mm sun mica of finish and color of choice.

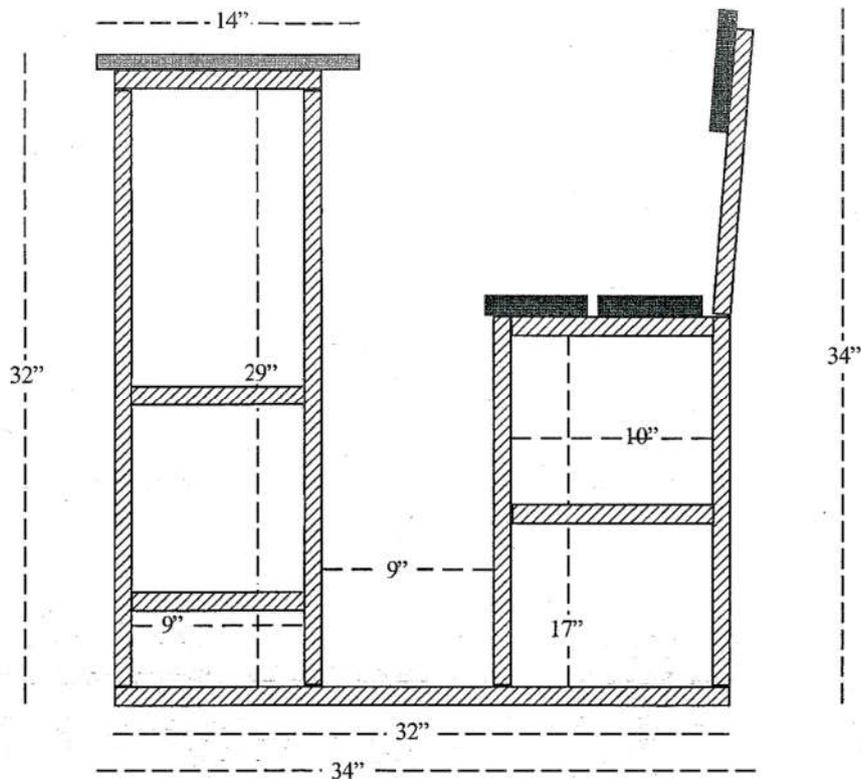
Seat : Two wood sections of dimensions 1" x 5" x 60" separated by 0.5" with rounded corners and polish finish.

Backrest : One wood section of dimension 1" x 5" x 60" tapered to 0.5" thickness at lower end with rounded corners and polish finish.

Weight of Frame should be more than 21 Kg.

Overall weight of desk should be more than 38 Kg.

Overall Dimensions of the Desk: 34" x 34" x 60".



Item No. 1 : Classroom desks without MS-Sheet



Item No. 2 : Extra for providing MS Sheets as specified in Sample images below.



Item No. 3 : Table.

Table with top measuring 4'-6" x 2'-0" (ht = 30") made out of 18mm thick ISI plywood with double edges (75mm deep) with top frame measuring 48" x 18" and legs made out of 16 gauge 50mm square pipe with appd powder coating. The top edges shall be 36mm HR to match laminate.



Item No. 4 : Plastic molded Classroom Chair with MS chrome plated base



CERTIFICATE

This is to certify that we have examined the specimen desks provided by the college in the presence of the college staff and we have been explained the specifications of the items required by the college.

Signature : _____

Name : _____

Seal of Firm:

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125-bit encryption technology. Data storage

encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
11. All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app> and no documents except, original demand draft towards EMD and Tender Cost will be accepted offline.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.