

The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

LIMITED TENDER DOCUMENT FOR

Rate contract for repair & maintenance of different types of furnitures at SAU Campus Akbar Bhawan, Chankyapuri, New Delhi 2018-19

Notice Inviting Tender No.: SAU/SP/INFRA/2018/12

Tender Submission Date & Time : 14 September, 2018 at 3.00 pm

Tender Opening Date & Time : 14 September, 2018 at 3.30 pm

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Name of Work: - Rate contract for repair & maintenance of different type of furniture at SAU
Campus Akbar Bhawan, Chankyapuri, New Delhi

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*Certified that this NIT contains 1 to 13 (One to Thirteen) Pages.

NIT No. SAU/SP/INFRA/2018/12

Assistant Registrar (S&P)
South Asian University
Akbar Bhawan, Chankyapuri
New Delhi

LIMITED TENDER DOCUMENT

The Assistant Registrar (S&P), South Asian University, invites sealed tenders on behalf of President SAU, from the vendors who are into manufacturing of furniture or doing repair & maintenance works of different type of furniture's, for the work of **“Rate contract for repair & maintenance of different type of furniture at SAU Campus Akbar Bhawan, Chankyapuri, New Delhi”** as per the specification indicated in the Technical Bid.

S No:	N.I.T No:	Name of work & location	Earnest Money	Period of Completion	Last date & time of issue of bid document	Last date & time of submission of bid	Time & date of opening of bid
1	2	3	5	6	7	8	9
1	SAU/SP/INFRA/2018/12	Rate contract for maintenance & repair of different type of furniture at SAU Campus Akbar Bhawan, Chankyapuri, New Delhi 110021	6,500/-	12 months	14.09.2018 11.00 AM	14.09.18 3.00 PM	14.09.18 3.30PM

Eligibility Conditions:-

1. Original Cross Demand Draft must be enclosed on account of EMD as shown above.
2. The bidder has to declare that he has not been debarred from participation in bidding anywhere in Universities /Central Govt. Depts./State Govt./ PSUs. (As per the performa attached in bid documents) duly notary attested.
3. The vendor should have registration with GST department. Self-attested copies to be submitted
4. The agency should submit latest proof of GST return filed of last quarter.
5. Copy of presently running AMC orders or previous work orders of repairing of furniture's in different departments in last three years for similar nature of works.

The terms and conditions of bid are mentioned in bid document in detail. The bid, which is not accompanied by the requisite EMD, shall be summarily rejected. Bid will not be accepted after expiry of due date and time.

The University reserves the right to reject any or all tenders without assigning any reason whatsoever.

Any bid in which any of the prescribed conditions is not fulfilled or is incomplete in any respect, is liable to be rejected.

TERMS & CONDITIONS

1. Intending bidders are advised to inspect and examine the site and the furniture before submitting their bids. The bidder shall be responsible for arranging at his own cost all materials, tools & plants required for executing the required work & bill as per the conditions later. Submission of a tender by a bidder implies that he has read this notice and all other tender documents and has made himself aware of the scope of work and terms & conditions specified in it, having a bearing on the execution of the work.
2. **SEALED SINGLE BID TENDERS** are invited from furniture manufacturers or vendors having experience in the field of manufacturing OR repairing of different type of furniture like tables (wooden / steel), chairs (revolving/ visitor/student/ desktop chairs), cabinets (wooden / steel), cupboards (wooden / steel), under storage of beds, beds, overhead, pinup board, pedestals, filing cabinets, conference table, conference chairs, work stations, sofas etc.
3. Earnest money deposit of Rs 6,500- is required to be deposited along with the bid document in the form of bank draft in favour of "South Asian University, payable at Delhi. The EMD of unsuccessful bidders will be returned shortly after finalization of the tenders.
4. No interest will be paid on the amount of the EMD to any of the bidders. Tenders, without EMD will not be considered.
5. The contractor whose bid is accepted, will be required to furnish performance guarantee of Rs 25,000/- within 14 days of issue of letter of acceptance of work. Performance Security has to be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or a Bank Guarantee from a Commercial bank in an acceptable form safeguarding University interest in all respects.
6. Performance guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the agency including warranty obligations.
7. In case the contractor fails to deposit the said performance guarantee within the period, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.
8. **The works are to be carried out at South Asian University Campus, Akbar Bhawan and SAU campus Village Maidangarhi, Delhi. No extra cost shall be payable for transportation of material & labour required for repairs.**
9. **No advance payment will be made. Payment will be made on actual work done basis / measurement basis of the quantities on quarterly basis.**

10. The right to acceptance of the bid will rest with the University, which reserves the right to reject any or all the tenders without assigning any reason thereof.
11. Conditional tenders shall not be considered. Any bid containing additional/allocation in the terms and conditions and the specifications of items/material will also not be considered.
12. The rates of the items shall remain valid for a period of one year from the date of placement of order and there will be no change in the price structure during the period of the contract except, if the statutory levies are otherwise made applicable by the Govt. through notification/regulations.
13. **The bidder will return the complete bid document duly certified and attested as a token of accepting the bid conditions that they understood and accepted them in full. Tenders received without this shall be rejected.**
14. **Completed bid document along with all the documents must reach to the O/o Assistant Registrar Room No. - 435, Akbar Bhawan, Chanakyapuri New Delhi-110021 up to XX.08.2018 by 3.00 p.m and the bid will be opened on XX.08.2018 at 3.30 p.m in the Committee Room No. 408, in the presence of the vendors or his authorized representative, if any.**
15. **GST >>** Please ensure that our UIN of South Asian University is mentioned on all invoices raised on to SAU for the goods and services supplied. SAU has been allotted UIN: 0717UNO00175UNQ. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-
 - Name, address and GSTIN of the supplier;
 - Invoice Number;
 - Date of issue
 - Name, address UIN of the recipient;
 - HSN code of goods or Accounting Code of services (SAC)
 - Description of goods or services;
 - Quantity in case of goods and unit or Unique Quantity Code thereof;
 - Total value of supply of goods or services or both;
 - Taxable value of supply of goods or services or both considering discount or abatement, if any;
 - Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
 - Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated tax, Union territory tax or cess);
 - Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
 - Address of delivery where the same is different from the place of supply;
 - Signature or digital signature of the supplier or his authorized representative:
16. A tentative list of various furniture items, photographs, approximate quantities available in SAU is attached (Annexure- 'A') with the bid for assessment purpose. The financial bid is attached as Annexure-'B'.

- 17. This being an annual rate contract, the rates entered into the financial bid are subjected to negotiations with the lowest bidder.**
18. The rate contract may be renewed for another one year with the consent of both the parties.
19. The work order shall be valid for 12 (Twelve) months and can be terminated by university at any time by giving one month notice without assigning any reason to the contractor. If the contractor want to quit, three months' notice shall be given to SAU. In case it is not adhered, all of the money deposited with SAU shall be forfeited.
20. The same quality (as already fixed in the furniture item) new material shall be replaced in the furniture. However the dismantled / broken items can be taken back by the vendor. Approval of the material to be used shall be obtained from SAU before carrying out any work.
- 21. Minimum One technician & one helper shall report in SAU premises for repair work along with all type of tools, nut, bolt, washers etc to the extent possible. More labor shall be deputed as & when required. Nothing extra shall be paid for manpower.**
- 22. Small & minor items like nut bolts, gaskets, washers, sunk screw etc shall be provided & fixed free of cost by the contractor.**
23. The vendor shall be informed through e-mail to visit SAU for necessary repairs of the furniture and after inspection, material shall be replaced within justified time period.
24. If the vendor fails to complete the work within justified time period SAU will impose penalty @ Rs 100/- per furniture item per day. No amount will be paid if the manpower to be deputed fortnightly do not attend to SAU as per terms and a penalty @ Rs 2,000/- per fortnight shall be deducted.
25. The payment will be made quarterly against the duly signed job slips by the user or engineering department and as per the agreed rates.
- 26. A security deposit of 5% shall be deducted from the running bills. The security deposit shall be released after completion of two months of the contract period.**
27. If the furniture item is to be taken outside the premises for repairs, the same shall be taken through proper gate pass available with security supervisor. To & fro charges shall be payable as per actual.
28. The loading, unloading and installation at SAU and bringing the material up to the work location shall be responsibility of the contractor.
29. Any damage to the existing installations during the execution of work will be the responsibility of the contractor and will be made good to the satisfaction of University and no extra charges will be paid.
30. Any kind of accident due to negligence or during the course of normal work etc. shall be responsibility of the Contractor. The contractor is liable for the safety of his own staff/labors while

executing the work, if any accident happens to any of them the contractor will be responsible for that.

31. The malba / garbage generated at site due to repair activities shall be removed from the site immediately & shall be disposed off by the agency.
32. The contractor shall be solely responsible for the compliances of all statutory labour / municipal regulation related to work.
33. Perfect workmanship shall be maintained during the execution of work.
34. In case of any disputes, differences or objections connected with or arising out of the works awarded with this work order or the meaning or operation of any part of the terms, the matter shall be referred for arbitration to any officer appointed by the President of the South Asian University and her decision shall be final and binding.
35. Some items are shown in the Annexure 'A' but are not available in Annexure 'B' which are also to be maintained.
36. For similar type of furniture, if the rates of the items differ, in that case the lowest rate quoted shall be applicable for payments.

Please fill all the details below:

Name of Agency

Registered Address of the agency

.....

.....

Contact nos:

E-mail id :

37. FINANCIAL BID IS ATTACHED FROM PAGE NO: 13 (9 pages) IN BID DOCUMENT WHICH IS TO BE FILLED WITHOUT TAXES.

Signature of the bidder with official seal

COMPANY PROFILE

The company should provide the following details.

Name of company / firm	
Nature of the company / firm (Public / Private / Partnership)	
a) Address of the registered office of the firm with Phone Number, Cell No, Fax and Email. b) Year of establishment c) Reg. no.	
PAN NO: TIN NO : Bank Account Details :	

Signature with seal
Name of the Firm along with the Phone no.

DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
2. I / We have gone through the terms & conditions stipulated in the bid document and confirm to abide by the same.
3. No other charges would be payable by the University.

Full Name of the Bidder:

Signature of the Bidder: Date:

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Date:

Name of the bidder: _____

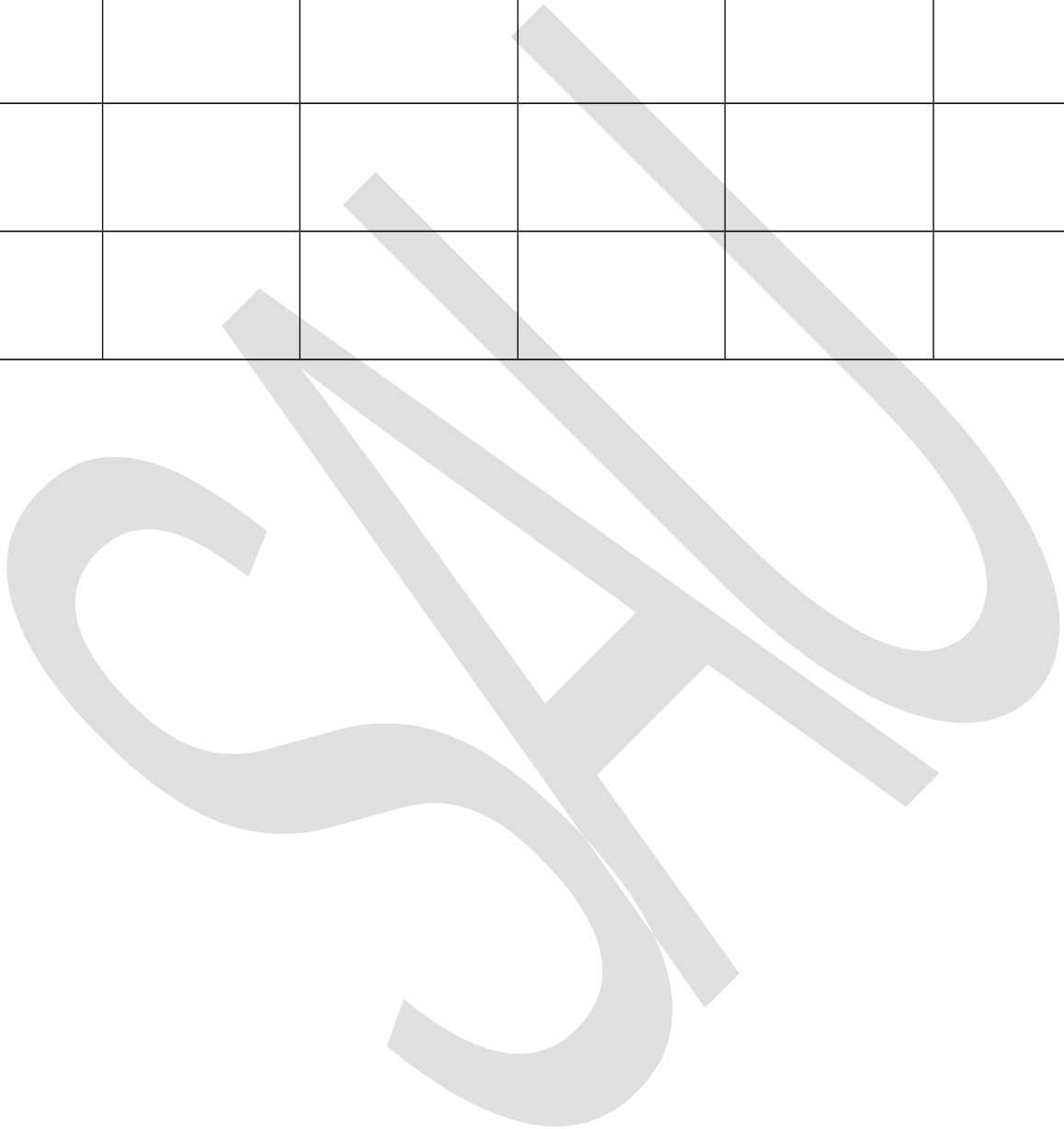
Complete Address : _____

Contact Nos. _____

Signature of the bidder with official seal

LIST OF CLIENTS

SI No:	Name of client	Complete Name of work	Work Order Amount	Period of contract	Contact person with contact number



PHOTOGRAPH'S (ANNEXURE'A') (15 pages)