



BID DOCUMENT

FOR

**Supply of Furniture for School of
Allied and Healthcare Sciences**

At

**Avinashilingam Institute for Home Science
and Higher Education for Women,
Coimbatore.641043.**

Total number of pages - 14



**AVINASHILINGAM INSTITUTE FOR HOME SCIENCE AND HIGHER EDUCATION FOR WOMEN,
COIMBATORE - 641 043.**

For and on behalf of Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, Tender is invited for supply of the items and configuration as mentioned in the specifications enclosed.

1.	Item to be purchased	Supply of Furniture
2.	Specification of the Item	Furnished in the attached statement.
3.	Quantity	As in Attachment Statement.
4.	Date of Issue of Tender	20.06.2024
5.	Last Date for submission of Quotation	02.07.2024 2:00 pm
6.	Date of opening the Technical Bid	02.07.2024 3:00 pm
7.	EMD Amount	Rs. 6,000/-
6.	Address for Communication	Sealed cover addressed to, The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore- 641 043. Superscripted as "Furniture"
7.	Contact Details	9659172043, 8838745685 Mail ID: hod_phyasst@avinuty.ac.in

WA
7/6/2024

**Coordinator
School of AHS**

Dambal
7/6/24

**Director
School of AHS**

Indu
10/6/24

Registrar

b
7.6.24

for
C-F

sk

**Avinashilingam Institute for Home Science and Higher Education for Women,
Coimbatore-641043. Tamil Nadu, India.**

Check List of Documents:-

S.No	Particulars	Tick	
		Yes	No
1	Filled in bid document duly signed and stamped at the bottom of each page.		
2	Technical bid in Annexure A (i) in sealed cover superscripted as "Technical Bid" with all required documents mentioned in point 4 to 11		
3	Price bid in Annexure B in separate sealed cover superscripted as "Financial Bid"		
4	Demand Draft submitted as Earnest Money Deposit.		
5	Attested copy of the Income Tax PAN card of the company/ Firm		
6	Copy of valid Registration of company/ firm		
7	Copy of valid GST Registration of company/ firm		

DETAILS OF TENDER CALL NOTICE

Sealed tenders are invited for Supply of Furniture for School of Allied and Healthcare Sciences at Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore. 641043, Tamil Nadu.

Sl. No	Item	Quantity	EMD for the in shape of DD(Rs)
1	Supply of Furniture for School of Allied and Healthcare Sciences at Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.641043. Tamil Nadu, India.	As mentioned in Annexure A(i)	Rs 6000/- (Rupees Six Thousand Only)

The bids shall be accompanied with the required EMD, without which the same shall be rejected. Bids will be received up to **2.00 PM** on **02.07.2024**, for Supply of Furniture School of Allied and Healthcare Sciences and the technical bid will be opened on the same day at **3.00 P.M** in presence of the bidders or their authorized representatives if any. Opening date and time of financial bid shall be communicated subsequently after assessing the suitability and eligibility of the bidders.

Terms & Conditions:

- 1) Brand Name and Model Number should be specified in Technical Bid
- 2) Warranty should be mentioned in the quotation
- 3) Delivery Details and Installation charges (if any) should be mentioned in Technical Bid
- 4) Specification should not be changed
- 5) Last date of submission is 02.07.2024
- 6) Institution Decision is final

1. Scope of Work:-

- 1.1 Supply of Furniture for School of Allied and Healthcare Sciences at Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.641043, Tamil Nadu.
- 1.2 The specifications of Supply of Furniture should be as per Annexure A (i)
- 1.3 Successful bidder shall be required to supply the ordered items within 30 (Thirty) days from the date of Purchase order.

2. Eligibility Criteria for Bidder:

The bidding concern must fulfil all the following criteria for techno-commercial qualification of the tender.

- 2.1. The Bidder should be registered under Indian law as a business entity. (attach document)
- 2.2. The Bidder must have valid PAN, GST (attach document)
- 2.3. The firm must not have been debarred / blacklisted by any Govt. Dept, agency, PSUs / Institution / agencies / autonomous organizations. The bidder shall submit a self-certification by an authorized person to this effect in the prescribed format attached as Annexure A (iii)

3. INSTRUCTIONS TO BIDDERS

- 3.1. A Bidder can submit a single bid only.
- 3.2. Incomplete, telegraphic or conditional bids shall not be accepted.
- 3.3. The contractor /firm shall not be allowed to transfer, assign, pledge or sub- contract work order/supply order under this contract to any other agency.
- 3.4. Prices quoted must be firm and fixed. No price variation / escalation shall be allowed during process of completion of the project.
- 3.5. The bidders must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the terms and conditions, technical specifications etc.
- 3.6. Valid GSTIN certificate / e-submission document duly self-attested must be submitted along with the bid.
- 3.7. Deviations in terms and conditions, Specification of material, Inspection clause etc. will not be accepted under any condition.
- 3.8. Earnest money as specified in bid shall be deposited in shape of Demand Draft drawn in favour of "**The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women**" payable at Coimbatore from any Nationalized / scheduled bank. Bids without E.M.D will not be accepted
- 3.9. Bids received late due to postal delay or otherwise will not be considered.

- 3.10. The bidders are required to furnish their offers in the price bid both in words & figures. In case of corrections, if any, the original text/numerical must be clearly crossed out and re-written legibly above, below or on the side of the crossed out characters as per availability of space and the authorized person must put his dated initial under such corrections. In case of any conflict between figures and words, the latter shall prevail.
- 3.11. Since timely execution of works is of paramount importance, requests for extension of time shall not be entertained.
- 3.12. Canvassing in any manner shall not be entertained and will be viewed seriously leading to rejection of the bid.
- 3.13. University reserves its right to modify the bid document/details by way of amendment.
- 3.14. Bids will be accepted & will be opened as per information mentioned in the notice-inviting tender. No receipt against submission of bid shall be issued by Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore- 641043. Tamil Nadu, India.
- 3.15. The last date of receipt of the bid is **02.07.2024** upto **2.00 P.M.** Sealed tenders may only dropped in the specified tender box kept in the Office of Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, during office hours on working days. Bids received after due date & time will not be considered. If due to any reason the due date is declared as a holiday the bid will be opened on same day at the time.
- 3.16. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature along with Bill of Material (BoM) mentioning all the terms & conditions clearly, must be enclosed with the technical bid.
- 3.17. The technical bid shall be opened on **02.07.2024** at **3.00 P.M.** in the office of Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore in presence of such bidders or their authorized representatives, who are present at the time of opening. (The bid document should be submitted in two parts as detailed below:
- 3.17.1. Bids should be submitted in two separate sealed envelope as mentioned below & addressed to "**The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore**", inside a sealed envelope superscripted "**Bid for Supply of Furniture for School of Allied and Healthcare Sciences**". First sealed envelope should contain Technical Bid as per Annexure – A (i-iii) and ii) prescribed Firm Registration certificate, Earnest Money, Technical Specification, GST Registration, Commercial terms & conditions, Compliance Sheet, other bid documents duly signed & sealed,
- 3.17.2. It should be superscripted with "**Part-1 Technical Bid**". All the papers of

bid documents except the price bid duly signed should be submitted in the first envelope. Required earnest money deposit in the form of Demand draft in favour of **The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women Coimbatore**, should be attached.

3.17.3. Second sealed envelope (part-II) should contain **Financial bid** as per **Annexure – B** in a separate sealed envelope. It should be super-scribed with "**PART II Financial Bid**". Any condition in regard to financial aspects, payments, terms of rebate etc. beyond the prescribed financial terms of Avinashilingam Institute for Home Science and Higher Education for Women Coimbatore, will make the bid invalid. Therefore it is in the interest of the bidders not to write anything extra in the Price Bid in Annexure-B except price.

3.18. The procedure of opening of the bid shall be as under:

3.18.1. First envelope "**PART-1 Technical Bid**" shall be opened at the time & date mentioned in the bid notice by Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore representative in the presence of bidders, who choose to be present.

3.18.2. Second envelope (**part-II**) containing **Price bid** shall be opened after evaluation of technical-commercial suitability of the offer by assessing responsiveness in line with the requirements mentioned in the bid document. The time for opening of second envelope (Price bid) shall be informed separately after assessing and evaluation of technical bid. Second envelope of price bid only those bidders shall be opened who qualify in the technical bid. If necessary, the firms may be called for Technical Presentation of their product as per the time intimated by Avinashilingam Institute for Home Science and Higher Education for women, Coimbatore.

Successful bidder shall be calculated on the basis of total cost of all items as mentioned in technical bid.

3.18.3. In case of supply of any defective material or substandard material, the materials will be rejected & it will be the responsibility of the supplier for taking back & replacing the rejected materials at their own cost. In case of non-lifting of such rejected materials within a reasonable time offered by the office it will have the right to suitably dispose of the same and forfeit the amount.

3.18.4. The supplied materials should strictly comply with the specifications as mentioned in the bid, otherwise the material would be liable for rejection.

3.18.5. Any clarification on the technical specification and commercial terms and conditions may be clarified in writing from Avinashilingam Institute for

Home Science and Higher Education for women, Coimbatore through email and reply shall be sent by email only.

- Deviation of any commercial terms and condition and technical specification shall not be entertained under no circumstances.
- The contractor shall abide by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The contractor/firm shall indemnify the Institute from any claims in this regard.

3.19. Any losses sustained by the Institute due to negligence of contractor's service in the form of loss/damage of property, will be recoverable from the contractor, as the money value shall be estimated by the Institute. The decision of the Institute in this regard will be final and binding on the contractor/firm.

The Contractor/ firm will adopt all safety measures /precautions while executing the work/supply. In case of any accident /causality of any personnel, involved in work/supply the complete responsibility will be borne by the contractor/firm himself and Institute will not be held responsible for any claim/compensation.

The tenderer shall submit the copy of the tender document and addenda thereto, if any, with each page should be signed and stamped to confirm the acceptance of the entire term & conditions of the tender.

4. Acceptance/ Rejection of the bid documents:

The Registrar, Avinashilingam Institute for Home Science and Higher Education for women, Coimbatore reserves the right to reject or accept any bid or annul the bidding process at any time prior to award of contract, without having prejudice of incurring any liability to the affected bidders or any obligation to inform the bidders.

5. COMMERCIAL TERMS & CONDITIONS:

5.1. Rate :

The offer should indicate the complete cost of the work including design, manufacturing and Installation & Commissioning charges, taxes & duties. The unit cost must be inclusive of packing, forwarding, loading & unloading charges, cost of insurance and transportation FOR destination where the system will be installed as per the Purchase order.

5.2. TAXES:-

All Taxes as applicable should be mentioned clearly in price bid.

5.3. Earnest Money Deposit:

Earnest money deposit as mentioned is required to be deposited along with the bid without which the bid will not be accepted. No interest will be payable for the EMD

amount under any circumstances.

Earnest money can be deposited in shape of a Demand Draft in favor of Registrar, Avinashilingam Institute for Home Science and Higher Education for women, Coimbatore, from any Nationalized /Scheduled Bank Payable at Coimbatore. E.M.D should be refunded to the unsuccessful bidders after finalization of the bid without any interest.

E. M. D would be adjusted against security deposit in case of successful bidders.

E. M. D would be forfeited in case of non- compliance of the purchase order by the successful bidder.

In case of claim for exemption from deposit of Earnest money sufficient proof in support of claim for exemption of EMD as prescribed in Govt. of India Notification is to be attached with the bid.

If successful bidder fails to deposit security deposit within time frame provided, earnest money shall be forfeited and bid of the firm shall be rejected.

5.4. SECURITY DEPOSIT:

The successful bidder must deposit the Security amount @ 5% of the ordered value with The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore within the time frame provided in letter for depositing of security in shape of DEMAND DRAFT or irrevocable Bank Guarantees of equivalent amount for a period of one year.

The security deposit would be forfeited, if the firm/contractor denies to execute the work or supply the ordered items as the case may be.

The security deposit would be forfeited, if the supplies are not made or work not done as per the Terms & Conditions of the purchase order/bid document.

The security deposit amount will be refunded after the period of one year without any interest.

Payment:

Payment will be made after satisfactorily completion of work/ Supply as per specifications after submitting of bill by firm.

In case supply /work is not found as per specifications of the Institute, whole supply /work shall be rejected and there shall not be any liability towards University for any reason.

5.5. PENALTY CLAUSE:-

- 5.5.1 If the supplier fails to deliver the equipment / materials within the time specified in the contract or any extension thereof, the purchaser shall recover from the supplier as liquidated damages, a sum of half percent (0.5%) of the contract price of the undelivered equipments / materials for each completed week of delay. The total liquidated damages shall not exceed

ten percent (10%) of the total contract price. Only the date of actual receipt of materials at stores will be reckoned as date of delivery for this purpose.

Force Majeure:

In no event shall either Party have any liability for failure to comply with this Agreement, if such failure results directly from the occurrence of any contingency beyond the reasonable control of the Party, including, without limitation, strike or other labor disturbance, riot, major power failure, war, natural calamities including but not limited to floods, earthquakes, fire, volcanic eruptions, epidemics, National Emergency, interference by any government or governmental agency, embargo, seizure, or enactment or abolition of any law, statute, ordinance, rule, or regulation (each a " Force Majeure Event"). In the event that either Party is unable to perform any of its obligations under this Agreement because of a Force Majeure Event, the Party who has been so affected shall as soon as may be, after coming to know of the Force Majeure Event, inform the other Party and shall take reasonable steps to resume performance as soon as may be after the cessation of the Force Majeure Event. If the period of nonperformance due to a Force Majeure Event exceeds thirty (30) days, the Party whose ability to perform has been so affected may, by giving written notice, terminate this Agreement.

Settlement of Dispute:

All disputes pertaining to the contract is limited to the jurisdiction of Vice- Chancellor, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, District Court of Coimbatore and in exceptional cases to the Hon'ble High Court of Chennai . Without prejudice to above, the parties reserve the right to enter into an Arbitration process in accordance with the relevant clause of Arbitration and Conciliation Act, 1996.

ACCEPTANCE

I/We have carefully read and understood the above terms and conditions of the bid and agree to abide by them.

Signature of the bidder with seal

ANNEXURE A (i)

Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore

Supply of Furniture for School of Allied and Healthcare Sciences

TECHNICAL SPECIFICATIONS

S. No	FURNITURE- Specification	Quantity
1.	Wooden Student Desk- table and bench (Size: 72"x40"x30")	35
2	Wooden Office Table One Drawer & One Cupboard (Size:38"x 24"x30")	6
3	Staff S-type mesh chair with wooden arm rest	6
4	Wooden Discussion Table with Keyboard (Size: 36"x24"x30")	11
5	Wooden Computer Table (Size: 48"x24"x30")	5

ANNEXURE A (ii)

Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore

Supply of Furniture for School of Allied and Healthcare Sciences

COMPLIANCE SHEET

S.NO	CONFIGURATION	Compliance (Y/N)
1.	Wooden Student Desk- table and bench (Size: 72"x40"x30")	
2	Wooden Office Table One Drawer & One Cupboard (Size:38"x 24"x30")	
3	Staff S-type mesh chair with wooden arm rest	
4	Wooden Discussion Table with Keyboard (Size: 36"x24"x30")	
5	Wooden Computer Table (Size: 48"x24"x30")	

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR
TAKING PART IN TENDER**

(To be executed & attested by Public Notary/executive Magistrate on Rs 10/-non judicial stamp paper by the Tendered]

1. I/We _____ of M/s _____ hereby declare that our company _____ having registered address at _____ has never been 'Blacklisted/debarred by any State/Central Govt, Department/Organization till date nor we are facing/filed any Litigation proceeding regarding debarring (blacklisting) with either of the above said agencies.

OR

1. I/We _____ of M/s _____ hereby declare that our company _____ having registered address at _____ was blacklisted or debarred by State/ Central Govt., Department/Organization from taking part in tenders for a period of _____ years we _____ to _____ the period is over on _____ and now the firm /company is entitled to take part in tenders.

In case of above information found false, I/we are fully aware that the

tender/contract will be rejected/cancelled by Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.641043.and EMD/Security deposit shall be forfeited.

In addition to the above Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore.641043.will not be responsible to pay the bills for any completed /partially completed work/supply.

DEPONENT

NAME:- _____

Address: _____

“Annexure – B”

Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore

Supply of Furniture for School of Allied and Healthcare Sciences

FINANCIAL BID

S.No	Description	Qty	Rate (incl. GST) (Rs)	Amount (Rs)
1.	Wooden Student Desk- table and bench (Size: 72"x40"x30")	35		
2	Wooden Office Table One Drawer & One Cupboard (Size:38"x 24"x30")	6		
3	Staff S-type mesh chair with wooden arm rest	6		
4	Wooden Discussion Table with Keyboard (Size: 36"x24"x30")	11		
5	Wooden Computer Table (Size: 48"x24"x30")	5		
		Total		

(Amount in Words:)

Signature of bidder

Company Seal