



Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
(Formerly Indira Gandhi Institute of Technology)
Kashmere Gate, Delhi-110006

F.No.

Dated:

To,

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Limited Tender Enquiry for workbenches and stools

Quotations are invited from Delhi based supplier/manufacturer in Sealed Envelop in two bid system (Technical & Financial) separately for the Supply of **workbenches and stools in labs of MAE department of IGDTUW** as per details given below:

Name of Work	Supply of workbenches and stools in labs of MAE department of IGDTUW , Kashmere Gate Campus, Delhi – 110006
Date and Time from which Tender document is opened	
Last Date, Time and Venue for submission of tender (Technical and Financial bid separately)	Latest by 26 TH July 2013 (Monday) at 3 :00 p.m. in Room No 206, Administrative Block, IGDTUW
Estimated cost of Work	Rs. 4,20,000/- (Rs. Four lakh twenty thousand only)
Earnest Money Deposit	Rs.20000/- (Rupees twenty thousand only) in the form of DD in favour of Indira Gandhi Delhi Technology University for Women, Payable at Delhi
Opening of Technical Bid in presence of the authorized representatives of bidders, if any.	Technical bid will be opened on 26 TH July 2013 (Monday) at 3:30 P.M.
	After evaluation of Technical bid date of opening of Financial bid will be informed to the technically qualified bidder.

This enquiry has also been uploaded on IGDTUW (igit.ac.in). Please super scribe the sealed envelope containing quotation with reference no. of the quotation and quotation for Supply & Installation Supply of **workbenches and stools in labs of MAE department of IGDTUW**. Detailed Specifications and quantity are as follows:

Workbenches	Specification	quantity
Table Type – I (work table)	71"x35"x36" (height) Ground clearance 4" Foot step (paya) 3"x3" Window (inbuilt wooden almirah) (2 nos) 32"x23" 1 no. of wooden shelf in each window Table top thickness 40mm Table top thickness with vertical support wood :5.5" Wood -sheesham Table should be neatly painted with branded paint	07
Table Type – II (Experimental Table)	60"x36"x36" Drawer 3 no. 16"x6"x18" Foot Step (Paya) 3"x3" Ground clearance 5" Cross wooden channel support along width 2no. (1.5"x3"x30")	09

	Cross wooden channel support along width 2no.(1.5"x4"x60") Table top thickness with top :18.. with sunmica Dimensions of Top part;60"x10"x18mm Side support 2no.7"x12"x18mm Table should be neatly polished	
Table Type –Stools	12*18*24 inch Top thickness 18mm with sunmica top polished	120

Note :The IGDTUW is a wholly Govt. funded University established by Govt of NCT of Delhi, as such a special discount for Educational Institute may also be mentioned by the tenderer.

Eligibility Criteria:

1. Earnest Money Deposit in the form of DD in favour of "Registrar, Indira Gandhi Delhi Technical University for Women-Security Deposit SB A/c" Payable at Delhi.
2. The firm should have minimum annual turnover of Rs. 25 lacs per annum for last three years ending March 2013 i.e for 2010-11,2011-12 and 2012-13 duly certified by Chartered Accountant along with copy of balance sheet and profit/Loss account (main page only) of last three years to be attached.
3. The firm should have at least 3 years experience of manufacturing/supply of similar lab furniture to higher education institutes to be supported with copy of atleast one purchase order for each year for last 3 years to be attached.
4. The firm should have Tin Number Certificate OR Registration with Department of VAT and having valid PAN number (copy to be enclosed)
5. Undertaking from the Agency that
 - a. The firm should not have been debarred or blacklisted by any of the Central Government/Departments/Autonomous Organizations/Central PSU.
 - b. The firm will ensure fair trade practice
 - c. The firm has no personnel dealing with the Officials of the University.

All above documents should be self attested by the Owner/Manager of the firm.

Note :

1. The financial bid should contain only rate / amount
2. No cutting and overwriting in rates quoted will be allowed in any case.
3. No rate / amount should be quoted in the Technical bid.
4. The financial bid of the firm shall be opened only if the firm/bidder fulfill the technical eligibility condition.
5. The tender of the firm/bidder not fulfilling the technical eligibility condition shall be rejected.

The technical bid should be arranged and flagged as follows:-

1. EMD of Rs.20,000/- in favour of "Registrar, Indira Gandhi Delhi Technical University for Women-Security Deposit SB A/c".
2. Letter addressed to the Registrar mentioning the items/items to be quoted.
3. Technical specifications of the items duly typed by the bidder not to be signed the copy of specification given in tender documentr.(please use separate sheet of each item)
4. Catalogue/Picture of the items
5. Copy of one purchase order for each year of last three year.
6. Balance sheet and Profit/Loss a/c (only main page) of the last three year duly stamped by Chartered Accountant.
7. Undertaking as per point No.8 above.
8. Copy of VAT registration certificate
9. Copy of Pan card

Note: Financial Bid should contain only rates.

Terms & Conditions:

1. Rate should be quoted net in figures & words, which should be inclusive of taxes & cartage as applicable with bifurcation of cartage and taxes.
2. Charges for Handling, loading, unloading and placement of items in the institute shall be borne by the agency.

3. Both the sealed Financial Bid and Technical Bid should be submitted in one sealed cover. (Titled as Financial Bid and Technical Bid)
4. Delivery :- F.O.R Indira Gandhi Delhi Technical University For Women, Kashmere Gate Delhi – 110006
5. Delivery period: One month from the date of supply order.
6. The payment will be made after successful delivery & satisfactory installation.
7. Offers received without EMD shall not be considered and shall be rejected.
8. On-site warranty/guarantee should be clearly mentioned in no. of year/month applicable from the date of installation/supply
9. Rate quoted should be in words as well as in numbers in Indian currency..
10. In case of unsuccessful bidders, the EMD will be returned without any interest.
11. The successful firm will have to submit a Performance Security Deposit @ 10% of the total Value of tender in form of Bank DD /Banker cheque in favour of “Registrar, Indira Gandhi Delhi Technical University for Women- Security Deposit SB A/c” payable at Delhi, within 5 working days from the date of issue of supply order. This amount shall be held during guarantee period plus 60 days and will be refunded without any interest.
12. In case the successful Firm fails to undertake Performance Security Deposit, the university will forfeit the EMD of the firm.
13. In case the successful Firm fails to undertake work, the university will forfeit the Performance Security of the firm.
14. The validity of tender is 120 days from the date of opening of the Tender. (During this period no bidder shall be allowed to withdraw his tender. In case of withdrawal, the EMD submitted by the bidder shall be forfeited and no claim shall be entertained on this regard).
15. The rates of successful bidder will be valid for 12 months from the date of issue of Supply Order.
16. University reserves the right to reject any or all the quotations or accept them in part or to reject lowest quotations if consider necessary.
17. Quotation received after due date & time shall be summarily rejected.

On behalf of the Registrar,IGDTUW