

UNIVERSITY OF NORTH BENGAL
OFFICE OF THE REGISTRAR
Accredited by NAAC with Grade 'A'



ENLIGHTENMENT TO PERFECTION

Tender Notice

Sealed quotations are invited from interested vendors /suppliers for purchase of Furniture & Fixture for Office of the Registrar. For details, please visit www.nbu.ac.in.

Advt. No. 12/ R-2018, Dated: 18.05.2018

Registrar

University of North Bengal

ACCREDITED BY NAAC WITH 'A' GRADE



P.O. Raja Rammohunpur
Dist Darjeeling
Pin 734013

"ENLIGHTENMENT TO PERFECTION"

TENDER PAPER FOR FURNITURE & FIXTURES

Sl. No.	Item	Quantity	RATE/UNIT	GST Amount	TOTAL (including GST)
1.	Executive Revolving chair (Hydraulic lift. Heavy duty. Cushioned seat and back. Godrej or equivalent)	01			
2.	Executive table (Size 7'x7'x2 ½'. "L" shaped. 3 drawers on the right side. cupboard on the left side. Glass top.)	01			
3.	Visitors chair (Cushioned with arms. Super heavy quality. Godrej or equivalent)	12			
4.	Sofa set (3+1+1. Leatherite cover. Heavy quality. Godrej or equivalent)	01			
5.	Carpet (Wall to wall carpet. Heavy duty. Including laying Woolen.)	01 Room (300 sq.ft. approx)			
6.	Vertical Blinds (Including fitting)	04 Room (300 sq.ft. approx)			
7.	Almirah (Big size. Godrej or equivalent. Non dismantable. Size 78'x36'x19' with locker made of 20 gauge sheet)	01			
8.	Almirah (Big size. Godrej or equivalent. Non dismantable. Size 78'x36'x19' with four selves made of 20 gauge sheet)	02			
9.	Half sect table (Godrej or equivalent. 4 ½'x2 ½'. 3 drawers)	02			

It is certified that on behalf of the organization we are quoting the above prices as per the terms & conditions laid by the University of North Bengal in Annexure-A. We also certify that we will supply and install the above furniture at the Office of the Registrar, University of North Bengal.

Name of the Company :

Signature :

Address :

TERMS AND CONDITIONS :

- (1) The rate shall be quoted showing separately base price and GST.
- (2) Taxes will be deducted at source as per prevailing rules of Central and State Government.
- (3) Earnest Money of Rs. 10,000/- (Rupees Ten Thousand) only in the form of A/c payee Bank Draft in favour of University of North Bengal, Payble at Siliguri is to be enclosed along with the quotation, failing which the quotation will be treated as cancelled.
- (4) The Tender form shall be downloaded from NBU portal www.nbu.ac.in , a demand draft of Rs. 1,000/- (Rupees One Thousand) only in favour of University of North Bengal, payble at Siliguri towards the cost of the tender paper shall be enclosed along with the quotation, failing which tender paper will be treated as cancelled.
- (5) Copy of current year Trade License, PAN card, GST registration certificate shall be accompanied with the technical bid documents. [NonStatutory Documents]
- (6) 92% of bill value will be paid after satisfactory delivery of the Furniture. The remaining 8% of the bill value shall be deducted and kept aside as Security Deposit, which will be paid after three months from the date of satisfactory delivery of the Furniture, subject to redress of complaints, if any
- (7) The bidders shall have credential of supply of Furniture in any University / institution / Govt. Organizations Copy of credential certificate shall be submitted along with technical bid (Non Statutory documents).
- (8) The bidders shall provide one year comprehensive warranty of all item of Furniture.
- (9) The successful tendrer shall delivery the Furniture within 15 (Fifteen) days from the date of issue of supply order at the Office of the Registrar, University of North Bengal. No delivery charges will be paid.
- (10) The Furniture shall be strictly as per specification.

- (11) The University authority reserves the right to accept or reject any/all quotations.
- (12) The quotation should be valid for at least 90 (ninety) days.
- (13) Selection of the agency will be made on the basis of both technical and financial bids. The technical bid and the financial bid should be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids will be opened by the Office at the first instance and evaluated. At the second stage, financial bids of only the technically acceptable offers will be opened for furnishing value and ranking before finalization and awarding of the contract. After evaluation the lowest rate (L1) financial bid from among the technically qualified bidders will be accepted.
- (14) The last date of submission of tender form is on 25.05.2018 by 3.00 p.m and to be opened on 25.05.2018 at 3.30 p.m.
- (15) The tenderers may remain present at the opening of tender.
- (16) For any clarification regarding tender please contact with the Registrar, University of North Bengal (Tel. no: 03532776331)
- (17) The duly filled in Tender paper is to be sent to the under noted address :
- To
The Registrar
Office of the Registrar,
University of North Bengal,
Raja Rammohunpur,
P.O.- NBU, Dist- Darjeeling,
Pin-734013

Registrar
University of North Bengal