



# STATE UNIVERSITY OF PERFORMING & VISUAL ARTS, ROHTAK

## ENGINEERING WING, SUPVA, ROHTAK

Phone:-01262-660503, 9896490441      Email: registrar.supva@gmail.com

# STANDARD BIDDING DOCUMENT PROCUREMENT OF FURNITURE

### PART-1: COMPLETE BIDDING DOCUMENT

**Name of work: Supply of chairs for Conference Hall & Meeting Room in Central Auditorium complex SUPVA, Rohtak.**

**DNIT Amount: Rs. 15.00 Lakh**

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**PRESS NOTICE**

<b>SUPVA, ROHTAK Notice Inviting Tender</b>	
<b>Name of Work:</b>	<b>Supply of chairs for Conference Hall &amp; Meeting Room in Central Auditorium complex SUPVA, Rohtak.</b>
<b>Cost:</b>	<b>Rs. 15.00 Lakh</b>
<b>Earnest Money:</b>	(i) For Contractor/Supplier = Rs.30,000/- (ii) For L&C Society = Rs.15,000/-
<b>Time limit</b>	<b>2 months</b>
<b>Tenders to be received till: 03.00 PM on dated 05.02.2019</b>	
<b>i) The tenders will be received only through E-tendering For further details, please visit website <a href="https://haryanaeprocurement.gov.in">https://haryanaeprocurement.gov.in</a></b>	
<b>(ii) Cost of The Bid document is Rs.1000/- (non-refundable), e- Service Fees is Rs. 1000/-and Earnest Money as stated above will be deposited through online/Net banking or RTGS.</b>	
<b>(iii) The agencies should quote the rate including GST, other taxes, levies, labour cess etc., complete as applicable from time to time.</b>	

Registrar  
SUPVA, Rohtak

### **DETAIL NOTICE INVITING TENDER**

**e-Tender** is invited for below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Description of work / Items	Appx. Cost (Rs. In lacs)	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid of EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	<b>Supply of chairs for Conference Hall &amp; Meeting Room in Central Auditorium complex SUPVA, Rohtak.</b>	<b>Rs. 15.00 Lakh</b>	<b>Rs.30,000/- for Contractor/Supplier &amp; Rs. 15,000/- for society</b>	<b>Rs.1000/- for Tender Document fee &amp; Rs.1000/- for e-Service fee</b>	<b>04.01.2019 at 03:00 PM</b>	<b>04.02.2019 upto 04:00 PM through RTGS/NEFT</b>	<b>Upto 05-02-2019 (03:00 P.M.)</b>

1. Detailed notice inviting tender/estimate drawing can be seen at the office of the undersigned during office hours.
2. Bidding documents available on website <http://supva.haryanaeprocurement.gov.in>
3. Newly enlisted contractors/societies/suppliers/manufactures should bring with them proof of their enlistment in appropriate class.
4. The bidders would submit bid through e-tendering only on the website i.e. <http://haryanaeprocurement.gov.in>

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. **The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through NET BANKING/RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**

2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of (as mentioned above) towards EMD fee in due course of time. If The intended bidder fails to pay EMD fee with in the stipulated time frame shall not be allowed to submit his / her bid for the respective event / Tenders.**

3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before (as mentioned above); and make payment via NET BANKING/RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

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### Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		Tender Document Download and Bid Preparation/Submission	04.01.2019 at 03:00 PM	05.02.2019 at (03:00 P.M)
2	Technical Bid Opening		06.02.2019 at 10:00 A.M	
3	Financial Bid Opening		To be announced later	

\* Hard copy of the Technical Documents may be submitted at the office of the Registrar before the Technical Bid Opening.

#### Important Note:

- 1)The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage at the scheduled time as mentioned above. If any Applicant / bidder fails to complete his / her aforesaid stage with in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2)Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3)Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4)In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

#### Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

#### Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

#### CONDITIONS: -

1. The tenderer will keep in touch with the University Web site for any change in the NIT/DNIT till the last date/revised last date of sale of tender and incorporate such changes in NIT/DNIT and the tender bids.
- 2.DNIT & prequalification criteria can be seen on any working day during office hours in office of the undersigned.
3. Conditional tenders will not be entertained & are liable to be rejected.
4. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
5. The SUPVA, Rohtak reserves the right to reject any tender or all the tenders without assigning any reasons.
6. The societies shall produce an attested copy of the resolution of the Co-operative department for the issuance of tenders.
7. The tender without earnest money/bid security will not be opened.
8. In case of any dispute, The Jurisdiction of court will be at **Rohtak**.
9. The tender of the bidder who does not satisfy the qualification criteria in the bid documents is liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
10. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder/tenderer withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, during the fix validity period, the earnest money shall stand forfeited. Bids shall be valid for 120 days from the date of bid closing i.e. from the last date of manual submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.
11. Contractor/Agency/Society\_\_\_\_\_.

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12.Any work, here tendered, may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason.

13.Engineer-in-Charge is competent to increase/decrease the quantity of work. In case of decrease of quantity, the contractor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full.

14.The University reserves the right to accept or reject or negotiate any of the tender or conditions/items without assigning any reason.

15.Plumbing and E.I work shall be got done through license holder agencies for the works involving PH/E.I.

**Registrar  
SUPVA, Rohtak**

Endst. No. UEW/2018/

Dated :

Copy forwarded to the following for information and necessary action:

1.Superintending Engineer, PWD & BR Circles, Rohtak.

2.Technical Advisor, SUPVA, Rohtak.

3.In-charge, University Engineering Wing (UEW), SUPVA, Rohtak.

4.Executive Engineer, PWD & BR (Medical College), Rohtak/ KUK /HAU, Hisar/ GJU, Hisar/ CDLU, Sirsa/ BPS Women University, Khanpur/ DBSCRU, Murthal/ Indira Gandhi University, Meerpur (Rewari)/ Ch. Bansilal University, Bhiwani/ Chaudhary Ranbir Singh University, Jind.

5.P.S to Vice-Chancellor (for kind information of the worthy Vice-Chancellor), SUPVA, Rohtak.

6.OSD to Registrar (for kind information of Registrar), SUPVA, Rohtak.

7.SDE (Elect), SUPVA, Rohtak

8.DR (Accounts), CAO, SUPVA, Rohtak.

9.Notice Board.

**SDE (C)**

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## Conditions of Furniture works

### 1.0 Minimum Eligibility Criteria:

The interested bidders should meet the following minimum qualifying criteria:

#### A. Work Experience:

(i) **Experience of having successfully completed similar works during the last 3 years:**

a. Three similar works each costing not less than 40% of the estimated cost put to tender

OR.

b. Two similar works each costing not less than 60% of the estimated cost put to tender

OR

c. One similar work costing not less than 80% of the estimated cost.

**“Similar works” shall mean “Successful completion of: Supply of furniture to any reputed University/Government of India undertaking/State Government.**

(ii) The past experience in similar nature of work should be supported by certificates issued by the client’s organization, atleast at the level of Executive Engineer.

(iii) Joint-venture or Consortia of firms/companies shall not be allowed and the bidders should meet the above criteria themselves.

(iv) Bidder should have valid MSME/NSIC registration prior to issue of publication of tender.

(v) Suppliers/Bidders should have valid ISO registration

(vi) Bidder/Company should not have been blacklisted from any PSU/Govt./Universities etc. Declaration in this regard is to be submitted by bidder. Any director/ proprietor/ partner of Bidder should not have criminal record.

### B. Financial Strength:

i) The Average annual financial turnover for the last 3 years shall be at least 50% of the estimated cost put to tender.

The requisite Turnover shall be duly certified by a Chartered Accountant with his Seal/ signatures and registration number.

ii) Net Worth of the company /firm as on 31<sup>st</sup> March of previous Financial Year should be positive.

iii) Self certified copy of Bank Solvency Certificate issued from Nationalised or any Schedule Bank should be at least 40% of Estimated Cost of the Project put to tender. The certificate should have been issued within 6 months from original last date of the submission of the tender.

iv) The bidders are required to upload and submit summarised page of Balance Sheet of last Financial Year (Audited) and also page of summarised Profit & Loss Account (Audited) for the last three years.

### OTHER CONDITIONS:

1. The University will get atleast two samples prepared out of the items mentioned BOQ from the suppliers/contractors/bidders free of cost to assess the quality. The Committee of the University may inspect the site where the suppliers/contractors/bidders have supplied/executed the material/work at any point of time.

2. Certificate of Financial Turn Over: At the time of submission of tender, the tenderer Shall upload Affidavit/Certificate from Chartered Accountant mentioning Financial Turnover for the last 3 years or for the period as specified in the tender document. There is no need to upload entire voluminous balance sheet. However, one page of summarized balance sheet

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(Audited) and one page of summarized Profit & Loss Account (Audited) for last 05 years shall be uploaded and submitted in hard copy also.

3. All other particulars regarding scope of work will have to be found out/gathered from the office of the Executive Engineer (In-charge, UEW), SUPVA, Rohtak.
4. The agency will maintain a store and office in the campus as per its requirement for which a suitable space will be provided by the University.
5. Amendment to the agreement.  
The obligations of agency and of SUPVA will be spelt out in the agreement. However, during the operation of the agreement, circumstances may arise which may call for amendment or modification of the terms and conditions of the agreement. In such a situation, the amendments /modifications as may be mutually agreed upon shall be incorporated in the agreement.
6. Doubts /Ambiguities  
If any doubt or ambiguity arises as to the meaning and / or effect of any provision (s) of the agreement, the same shall be referred to the Vice-Chancellor for clarification and his decision thereon shall be final and binding on both parties.
7. All instructions/directions of the controlling officers and compliance report etc. by the agency shall be in writing. There shall be no verbal communication in these matters.
8. Whenever there is a conflict in clauses either in the terms and conditions of this tender and in the Agreement, the clause which is considered more beneficial to the SUPVA, Rohtak will be taken as final.
9. If the performance of the agency is not found to be satisfactory at any time during the contract period, the University shall be at liberty to terminate the contract without any liability on its part by giving at least one month notice & forfeiting the earnest money/ performance security.
10. University Committee may inspect the work of agency at any time as directed by the University authorities.
11. Approximate quantities have been given in the contract schedule of rates and these can vary at the time of execution of the work. The payment will be made on the basis of actual work done by the contractor and accepted by the department.
12. The amount of work can be increased or decreased. The contractor will have no claim on this account.

Note: Those terms & conditions mentioned in the tender document which are not applicable to this tender will not be mandatory.

Registrar,  
SUPVA, Rohtak  
Phone- 01262-660503


E-mail: [Registrar.supva@gmail.com](mailto:Registrar.supva@gmail.com)(r is small or big ?)


**TECHNICAL DOCUMENTS**

<b>Sr. no.</b>	<b>Description</b>	<b>Bidders Response (Yes/No)</b>
1.	Proof of the agency/Dealer/Manufactures/Suppliers/Bidders deal with similar nature of work.	
2.	Copy of PAN card.	
3.	Copy of income tax return for last three years.	
4.	Successfully work done certificates of similar nature of works in reputed University/Government of India undertaking/State Government during last 3 financial years as under:- One certificate of 80% of the estimated cost of this tender. Or Two certificates of 60% of the estimated cost of this tender Or Three certificates of 40% of the estimated cost of this tender.	
5.	Details of similar work.	
6.	Details of Experience Certificates.	
7.	Documents regarding turnover of the company/firm.	
8.	Power of Attorney of the person authorized for signing/submitting the tender.	
9.	Valid GST registration number.	
10.	Other documents as per condition of furniture works.	



**DNIT for the supply of chairs for Conference Hall & Meeting Room in Central Auditorium complex  
SUPVA, Rohtak.  
Approx. Amount: Rs. 15.00 Lakh  
Earnest Money: Rs. 30,000/15,000  
Time Limit: 2 Months**

Sr. No	Description of Item	Qty.	Unit	RATE to be Quoted by Contractor/Supplier	PICTURE/IMAGES
1.0	<p><b><u>Executive Chairs with Head Rest for meeting Room:</u></b></p> <p><b>(a) Chair :-</b> The cushioned seat assembly shall consists of insert moulded polyurethane foam upholstered with foam laminated mesh fabric. The insert moulded foam shall be assembled over a load bearing plastic seat cover. The back shall made up of two piece injection moulded frame. The inner frame shall be upholstered with mesh fabric and mounted on the main assembly. The back shall have adjustable lumbar support for achieving comfortable seating posture. Size of back shall be (W)-48.5cm, (H)-62.0cm &amp; size of seat shall be (W)-51.0cm x (D)-52.5cm. The polyurethane foam for the seat shall be moulded with the density =65+5 kg per mtr cube. Armrest shall be injection moulded in polyurethane and mounted on the injection moulded with height adjustable up to 4.5+/-0.5cm in 3 steps and width adjustable up to 20mm. The mechanism of chair shall have following features: 360 degree revolving type, Front pivot Synchro mechanism, Single point control, Front pivot for tilt with feet resting on ground ensuring more comfort, Tilt tension adjustment, 4 position locking with Anti-Shock feature. Spine bracket shall made of Aluminium diecast piece connecting back with mechanism. The chair shall be provided with pneumatic height adjustment which shall have stroke of 9.0 +/- 0.3 cm. The pedestal shall be made of die-cast polished aluminium. It shall be fitted with 5 no's twin wheel castor. The pedestal shall be Ø66.0 +/- 0.5 cm pitch-centre-dia (Ø76.0 +/- 1.0 cm with castors). The twin wheel castors shall be injection moulded in black nylon. Overall dimensions of Chair shall be, Width of Chair - 76.0cm, Depth of Chair - 76.0 cm as measured from pedestal below. Height from ground - min 100 to max 109 cm. Seat height - min 45.0cm to max 54.0cm. Dimensions tolerance / variations shall be within +/- 1 cm.</p> <p><b>(b) Head Rest :-</b> The cushioned seat assembly shall consists of insert moulded polyurethane foam upholstered with foam laminated mesh fabric. The insert moulded foam is assembled over a load bearing plastic seat cover. The back shall made up of two piece injection moulded frame. The inner frame shall be upholstered with mesh fabric and mounted on the main assembly. Size of back shall be (W)-48.5cm, (H)-62.0cm &amp; size of seat shall be (D)-52.5cm x (W)-51.0cm. Spine bracket shall made of Aluminium die cast piece connecting back with mechanism. The sled base leg frame welded assembly shall made from MSERW round tube with base plate for seat fixing. Overall dimensions of Chair shall be, Width of Chair - 76.0cm, Depth of Chair - 76.0 cm as measured from pedestal below. Height from ground - 117.0-132.0 cm. Seat height - 45.0cm-54.0cm. Dimensions tolerance / variations shall be within +/- 1 cm.</p>	30	NOS.		

2.0	<p><b><u>Executive Chair for Conference hall:-</u></b></p> <p>The seat shall be made of Injection molded Plastic outer &amp; inner. Plastic Inner shall be upholstered with fabric and moulded Polyurethane foam. The back shall be made of 1.2 ±0.1em. Hot-pressed plywood &amp; upholstered with fabric and moulded Polyurethane foam and back covers. The back foam shall be designed with contoured lumbar support for extra comfort. Dimensions of Back shall be: (W) 46.0 cm x (H) 50.5 Cm, and of Seat: (W) 46.0cm x (D) 48.0 cm. The HR polyurethane foam shall be moulded with Density= 45 ±2 kg/m<sup>3</sup> and back hardness load 12 ± 2 kgf and seat hardness load 16 ±2 as per IS:7888 for 25% compression. Spine cap shall be made up of Polypropylene which covers the back frame and spine junction. The armrests shall have only Up-Down adjustment- 8.0±0.5cm (8 positions) which shall be provided in armrest structure. Armrest Top is made up of PU with metal insert fitted on the armrest structure. The adjustable tilting mechanism shall be designed with the following features:</p> <ul style="list-style-type: none"> <li>• 360° revolving type.</li> <li>• Front-pivot for tilt with feet resting on ground and continuous lumbar support ensuring more comfort.</li> <li>• Side tilt tension adjustment can be operated in seating position.</li> <li>• 4-position Tilt limiter giving options of variable tilt angle to the chair (5 steps: 0° to 20° ±2° tilting).</li> <li>• Seat/back tilting ratio of 1:2. Seat depth adjustment shall be integrated in the seat through a sliding mechanism. The pneumatic height adjustment shall have an adjustment of 10.0 ±0.3cm. The pedestal shall be injection moulded in black 30% glass-filled Nylon and fitted with 5 nos. twin wheel castors. The pedestal shall be 66.1 ±0.5cm. pitch-center dia (76.1 ±1.0cm with castors). The twin wheel castors shall be injection moulded in black.</li> <li>• Polypropylene. Overall dimensions shall be as Seat Height - min 45.2 to max 55.2cm, Height - min96.3 to max 106.3cm.</li> <li>• Width &amp; Depth of Chair as measured from pedestal - Width-76.1 cm and Depth-76.1 cm.</li> </ul>	120	Nos	
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**Note:-**

- 1.The contractor/ supplier shall quote the rates F.O.R including all the taxes, GST etc. complete and no extra amount will be paid on this account. The contractor/ supplier who does not quote the rates, the tender of that contractor shall be rejected out rightly.
- 2.The work shall be allotted to the contractor/ supplier on overall lowest basis.
- 3.No material shall be supplied by the University.
- 4.The conditional tender and the tender in variation of the tender documents shall out rightly be rejected.
- 5.Quantity/amount can be increased or decreased.
- 6.The retention money shall be deducted @ 6 % from all running bills which will be refunded after 3 months of completion of supply.
- 7.Defect liability period will be 12 months after satisfactory completion of full supply.
- 8.Within 21 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Registrar a Performance Security in the shape of Bank Guarantee/ FDR of Nationalized Bank for an amount equivalent to 5% of the Contract price. The performance security will be valid upto the end of the defect liability period+45 days.
- 9.Validity of tender shall be 120 days.

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