

TENDER FOR SUPPLY OF GODREJ BRAND FURNITURE ITEMS

The Rashtriya Sanskrit Sansthan G. N. Jha Campus, Allahabad invites sealed tenders from the authorized dealers of “**Godrej brand Furniture items**” for supply of the following items and model Nos. Subject to the following terms and conditions:

S.I	Description of Item Godrej Model No	Quantity	Remark
1	Godrej Buddy Computer Table with Metal KBPT Size: 900x590x750mm	50	
2	Godrej computer chair w/o Arm Model 4103	50	
3	Godrej Office Table Model: T- 104 1665x900x750mm	02	
4	Godrej Executive Table Model: Finesse - 5630 size: 1650x900x740mm	01	
5	Godrej Pulse Chair with H.R	03	
6	Godrej Visitor Chair Model: 7003 D	12	
7	Godrej Storwel Plain size 1981x916x486mm	03	
8	Godrej Bravo Visitor Chair Model N0 9U12	300	

Terms and Conditions: -

1. Tender shall be submitted in 2 parts in the specified formats:
 - (a) Technical bid (Annexure – A)
 - (b) Financial bid (Annexure – B)
2. Technical bid shall contain the following:-
 - (a) Authorization letter issued by the respective brand manufacturers to sell their Products, in the case of Authorized Dealers.
 - (b) Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of Demand Draft / Bankers” Cheque of scheduled bank drawn in favor of **Principal, Rashtriya Sanskrit Sansthan, G. N. Jha Campus, Allahabad.**

- (c) Permanent Account Number (PAN)
 - (d) Evidence for having supplied Godrej products to Central Government Departments / Public Sector undertaking in the last one year.
 - (f) Bidder must have Sales Tax Registration. Evidence should be enclosed.
3. Financial bid shall indicate **rate per unit exclusive of all applicable taxes** and duly indicating the applicable taxes and their percentage.
 4. The above two bids shall be submitted in 2 separate sealed covers addressed to the **Principal, Rashtriya Sanskrit Sansthan, G. N. Jha Campus, Allahabad 02.00 PM on 29. Nov. 2016.**
 5. The sealed covers shall be super scribed with “Technical Bids for supply of **Godrej brand Furniture items** Separately Technical bids shall be opened on **29- Nov. - 2016. At 03.00 P.M in the presence of bidders at Conference Room, RSS G.N.Jha campus,** at the above address. The financial bids of successful **technical bidders only will be opened subsequently on the same day at 4.00 PM.**
 6. Each page of the technical bid containing specification and financial bid should be signed and stamped by the bidder or its authorized signatory.
 7. **The rates quoted shall be valid up to 31-Mar-2016.**
 8. The selected suppliers shall be in a position to supply the Godrej brand Furniture items within 7 days of placing the purchase orders.
 9. The Institute reserves the right to place orders for all or any of the items.
 10. The Institute may also increase or decrease the quantity of items.

Performance Security:

- a) 5% of total bid/contract value will have to be deposited as performance security in form of Bank Guarantee/ Demand Draft in favor of Principal, **Rashtriya Sanskrit Sansthan, G. N. Jha Campus, Allahabad.** By the lowest evaluated responsive bidder before the award of work. The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.
- b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/ agreement etc. infringed or the bidder fails to complete the supply in time.

11. Other Terms & Conditions:

- (a) The Campus reserves the right to propond/postponed/cancelled the bid, the bidder will have to abide with the decision.
- (b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- (c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- (e) Successful bidder will have to enter into an agreement with this Campus for timely execution of the Purchase order.
- (f) No payment will be made for any damage of goods supplied. When delays in delivery of goods, completion of work or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

-S.d.-

Principal

Rashtriya Sanskrit Sansthan (Deemed University),
Ganganath Jha Campus, Azad Park,
Allahabad, U.P. 211002

**TECHNICAL BID DOCUMENT FOR SUPPLY OF GODREJ BRAND FURNITURE
ITEMS**

1. Name of the Party:
2. Address (with Tel No. & Fax No.)
3. Contact Person(s) with Designation:
(With Mobile No. & Email-id)
4. Details of Sales Tax Registration along with evidence:
5. Authorized letter issued by the respective brand Manufacturers to sell their products : (YES / NO) enclosed
6. Permanent Account Number (PAN) :
7. Evidence for filing of IT returns along with a
Certified copy of the P & L Account and Balance sheet for the Financial year 2015-16 (Asst. year 2016-17) to be enclosed:
8. Earnest Money Deposit (EMD) details:

DECLARATION

I/we _____ hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted, my/our Earnest Money Deposit (EMD) forfeited and that I/we will not have any dealing with the Institute in future.

(Signature of Authorized Signatory with date)

**FINANCIAL BID DOCUMENT FOR SUPPLY OF GODREJ BRAND FURNITURE
ITEMS**

1. Name of the party:

2. Address (with Tel No. & Fax No.) :

3. Contact Person(s) with Designation:

(With Mobile No. & Email-id)

4. Rates (Both in words and figures):

Sl. No.	Description of items	Rate per unit (Rs.)	Tax (Rs.)	Total (Rs)
1	Godrej Buddy Computer with Metal KBPT Size: 900x590x750mm			
2	Godrej computer chair w/o Arm Model 4103			
3	Godrej Office Table Model: T- 104 1665x900x750mm			
4	Godrej Executive Table			

	Model: Finesse - 5630 size: 1650x900x740mm			
5	Godrej Pulse Chair with H.R			
6	Godrej Visitor Chair Model: 7003 D			
7	Godrej Storwel Plain size 1981x916x486mm			
8	Godrej Bravo Visitor Chair Model N0 9U12			
Grand Total (Rs.)				

* The applicable taxes shall be shown separately in percentage and amount.

D E C L A R A T I O N

I/we _____ hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing with the Institute in future.

(Signature of Authorized Signatory with date)