



जम्मू केन्द्रीय विश्वविद्यालय
Central University of Jammu

Bagla (Rahaya-Suchani), Distt. Samba-181143, Jammu (J&K)
Ph: 01923 - 249 658 & Website: www.cujammu.ac.in



Estate, Development, Planning and Procurement Branch

19th May 2015

No. CUJ/EDP&PB-IV/F.05/2015-16/165

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Sub: CUJ – EDP&PB – Procurement of Class room furniture for the University – Enquiry –
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1. **Preface:** The Central University of Jammu is presently functioning from two campuses, Administrative Block at Bagla (Rahya-Suchani), District Samba and Temporary Academic Block and Hostels at Sainik Colony, Jammu. The University intends to purchase of Class room furniture from OEM/authorized dealers for the University likely to be installed at Bagla campuses.

Instructions to the bidders:

2. **Call for tender:** The Central University of Jammu invites sealed single bids in the given format placed at Annexure-1 from OEM/ authorized dealers for purchase of Class room furniture to be installed at Bagla campuses of the University on or before **01.06.2015** by **3:00 p.m.** The sealed covers duly super scribing the name of the company, phone number etc. The tender can be downloaded from the website of the University www.cujammu.ac.in. The bid will be opened on the same day at **3:30 p.m.** in the presence of bidders.
3. Late submission of bid shall not be accepted. If the tenders are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. The University is not responsible for any delay on account of postal / courier services.
4. **Selection of firm:** The firm is to be selected on lowest quoted basis. The firm selected will be required to supply the Class room furniture as and when required for a period of one year. The quantity may increase or decrease.
5. **Registration:** The bidders are to enclose the copies of the certificates of registration for sales tax & service tax and incorporation etc, issued by appropriate government authority for the required services.
6. **Validity of quotation:** All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. The bid shall be valid for 90 (ninety) days from the date of opening.

Handwritten signature

7. **Rejection of tender:** The tender documents are not transferable. Tender without required documents, incomplete in any form will be rejected outright. The conditional tenders will not be considered. Tender containing false / misleading documents / information will be rejected and on such bids any query / intimation will not be entertained. The decision of the University will be final in this regards.

8. **EMD:** The firm will be required to submit the EMD of **Rs. 40,000/-** through FDR favouring Central University of Jammu. The EMD of the unsuccessful bidder will be returned without interest after finalization of tender. The EMD of successful bidder will be returned without interest on receipt of performance guaranty equal to 10% amount of the purchase order.

9. **Cost:** The quoted rates should be inclusive of all charges, taxes, installation, maintenance etc at the destination and valid for a period of one year. All the columns in annexure are to be filled in words and figures. The variation in words and figures, if any, the lowest shall be taken into account.

10. **Management services:** The firm would be required to provide the management / consultation services etc. in respect of the furniture to establish any labs / hall, free of cost as and when required. The firm would provide consultancy to CUJ on Products & technologies that would provide more efficiency in working. The firm should also share best practices adopted in the industry free of cost.

11. **Period of procurement:** The period of procurement will initially be for one year, which can be extended based on performance with or without modified / amended terms and conditions based on mutual agreement.

Acceptance of tender: The University does not pledge itself to accept the lowest or any tender, reserves the right to accept the whole or any part of tender or rejecting completely, the bidders shall undertake the same / execute the work at the rate quoted by them. The University reserves the right to accept or reject any or all tenders in part or full without assigning any reason.

12. **Payment:** 100% payment will be made on receipt, installation of furniture duly agreed by the University. Taxes deduction at source as per provision will be made by the University.

13. **Scope of Services:** Attending of jobs related to furniture class room or any other service which may be instructed by CUJ as required from time to time.

14. **Experience:** The bidder should be OEM/authorized dealer for procurement of Furniture, bidder must have their own office at Samba / Vijaypur / Jammu etc with customers support Engineers (CSEs) and necessary call booking, escalating and follow up mechanism.

15. **Visit Schedule:** The firm will be required to place service employee at site to attend all the maintenance on half yearly basis at University campus.

16. The firm should attend all the calls in respects of the fault, efforts should be made to rectify the major fault within 48 hours. The firm is to provide one single point of contact for effective communication to book the fault for users to seek timely support.

17. All the furniture should have warranty of one year.

18. **Acceptance of terms and conditions:** The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.

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19. **Termination of contract:** If supply of furniture is not found satisfactory, the P.O. will be canceled by the University at any stage.

20. The CUJ reserves all the rights including to accept / rejects any or all tenders tender in whole, or in part and can split the work among two or more tenders without assigning any reason what so ever.

21. The University reserves the right to decrease or increase the quantity at the time of placing the work order; the firm will undertake the same at the quoted rates.

22. **Settlement of dispute:** In case of any dispute, Jammu will be the jurisdiction and the Registrar, Central University of Jammu, shall decide the issue and his decision will be final and shall be the binding on both the parties.

23. In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contract agreement, the Central University of Jammu shall have the discretion for settlement of such disputes by appointing a sole arbitrator and the award so made by the arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu courts only, for any dispute.

Place: Bagla-Jammu (J&K)
Date: 19th May 2015
Encl: Annexure-I (1 page)


Deputy Registrar
Central University of Jammu,
Jammu

M. Kalin

Annexure-I

Price schedule: To be utilized by the bidders for quoting their prices, item wise and to submit to Central University Jammu in sealed envelope.

| Sl. No | Item and Specification | Qty. Req. (Approx) | Unit cost (including all charges & taxes) | Total cost (including all taxes & charges) |
|--------|--|--------------------|---|--|
| 1 | Student duel desk size 4'x18"x30" frame made of 1"x2"x16 Gauge rectangular pipe and 1"x1" square pipe of 16 Gauge with shelf and side covered with 17 mm pre-laminated board top of 25 mm thick MDF pre-laminated board covered with PVC edge bending tape fixed with hot melt glue with two chair without arm fixed with frame of 3/4"x16 Gauge pipe with cushion seat and back bend to shape with fine painted as per sample. Dimensions variation: + 10%(approx) | 252 | | |

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Declaration: I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I 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 University in future.

The firm is not black listed by any Government / reputed Organization.

Signature with date & seal of the agency :

Name :

Designation :