



॥ अंतरी पेटवू ज्ञानज्योत ॥

**Kavayitri Bahinabai Chaudhari  
North Maharashtra University, Jalgaon**

**E-TENDER NOTICE FOR THE ANNUAL RATE CONTRACT  
FOR SUPPLY OF ALL TYPES OF OFFICE FURNITURE**

Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites tender for **THE ANNUAL RATE CONTRACT FOR SUPPLY OF ALL TYPES OF OFFICE FURNITURE** from Manufacturer; Authorized Dealers/ Distributors to participate in the competitive bidding process. For the detailed tender documents, interested bidder should visit <https://mahatenders.gov.in> and [www.nmu.ac.in](http://www.nmu.ac.in)

The filled in tender must be submitted online on or before 27/11/2019 up to 15.00 hrs. Corrigendum regarding extension or change in schedule of tender or any change in tender will be published only in above mentioned websites.

REF :- NMU/8/ET/FURNITURE/761/2019

**(S.R. Gohil)**

Date : 06/11/2019

Offg. Finance & Accounts Officer

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'A' Grade  
NAAC Re-Accredied  
(3rd Cycle)

**KAVAYITRI BAHINABAI CHAUDHARI  
NORTH MAHARASHTRA UNIVERSITY, JALGAON**

POST BOX NO.80, UMAVINAGAR,

JALGAON- 425 001

Tel.No. (0257) 2257236 & 237

Fax No. (0257) 2258406

**E-TENDER DOCUMENTS FOR THE ANNUAL  
RATE CONTRACT FOR  
SUPPLY OF ALL TYPES  
OF OFFICE FURNITURE**

REF :- NMU/8/ET/FURNITURE/ 761/2019

**FOR MORE DETAILS VISIT THE PORTAL OF**

<https://mahatenders.gov.in> / [www.nmu.ac.in](http://www.nmu.ac.in)

Total Pages 01 to 15

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## Tender Schedule and Contact details

Sr.No.	Key Days of the tender	Start date & time	End date and time
01	Tender Release	06/11/2019 17.30 hrs.	----
02	Tender Documents Downloading	07/11/2019 10.00 hrs.	27/11/2019 12.00 hrs.
03	Online Submission	07/11/2019 10.00 hrs.	27/11/2019 15.00 hrs.
04	Technical Bid Opening	30/11/2019 16.00 hrs. (If possible)	----

### Contact below if any query

<u>Sr.No.</u>	<u>Name of the Contract Person</u>	<u>Mobile No.</u>
01	Sumit Katkar. For any Information / difficulty Regarding online submission of tender	7745827385  7843024910
02	Technical Query : Shri R.I.Patil, University Dy. Engineer, KBCNMU,Jalgaon.	0257-2257258
03	Tender Enquiry (Finance Dept.) Shri R.A.Patil, Asst.Section Officer, Purchase Office	0257-2257236, 237

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The filled in tender must be submitted online on or before **27/11/2019 up to 15.00** hrs. Corrigendum regarding extension or change in schedule of tender or any change in tender will be published only in above mentioned websites.

REF: - KBCNMU/8/ET/FURNITURE/761/2019  
Date: 06/11/2019

**(S. R. Gohil)**  
**Offg.Finance and Accounts Officer**

## Instructions for filling of E-Tender

The Finance and Accounts Officers, Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon invites E-Tender for THE ANNUAL RATE CONTRACT FOR SUPPLY OF ALL TYPES OF OFFICE FURNITURE from Manufacturers, Authorized Dealers/ Distributors. The details in this regard are given below.

1. Procedure to submit the tender: All eligible/ interested tenderer are required to be enrolled on portal <https://mahatenders.gov.in> before downloading tender documents and participate in e-tendering The vendors should submit online tender in two bid system i.e. Technical Bid and Commercial/ Financial Bid. (BOQ)
2. Technical Bid : The technical bid shall contain the following documents. The Bidder must Scan the documents and upload all these documents online with first page in technical bid Compulsorily. All the documents must be valid and self-attested by bidder Non-submission of following requested documents may lead to rejection of offers.

Sr.No.	Name of Document
I	Information of the bidder as per <b>Annexure –A</b> . (The same should be submitted on letter head of bidder)
II	Certificate of incorporation of company issued under the company act or by any other competent authority in case of proprietary / partnership firm etc.
III	Copy of GST Registration certificate
IV	Copy of PAN card
V	Copies of Income tax returns filed during last three financial years.(2016-17, 2017-18, 2018-19)
VI	Copies of SSI/MSME/NSIC registration certificate. In case of Exemption in payment of Tender Fees/EMD is claimed. The related G.R./ circular must be uploaded
VII	Proof of annual turnover for the last three financial year as per <b>Annexure- B</b>
VIII	List of clients to whom the office furniture's supplied to various Government, Semi Government, Autonomous Bodies, Corporation, Universities etc. mentioning the name, contact person, address, Landline no's/Mobile no's etc. Copies of recent and major supply of purchase order should be uploaded. (Please refer condition no 05 given on page no. 07)
IX	Authorization letter from OEM in case of bidder is authorized Dealer/ Distributors of OEM. as per <b>Annexure -C</b>
X	ISO/ISI certification of the OEM/(s)for the product offered in the BID provided.(ISO 9001:2008, ISO 14001: 2004, OHSAS 18001:2007)
XI	An affidavit that the bidder has never been black listed by any government department / government under taking /any other agency as per <b>Annexure-D</b>
XII	Bidder's Declaration on letter head as per <b>Annexure-E</b>
XIII	Details of stores to be covered under Rate contracts- <b>Annexure-F</b>
XIV	Receipts of payment Cost of tender and earnest money deposit paid through Internet Banking
XV	Audited balance sheet & profit & Loss account of the company / firm duly audited by Chartered Accountant for last there financial years. (2016-17, 2017-18, 2018-19)
XVI	Certificates for after Sale Service and support for minimum 10 years
XVII	Full set of tender documents with seal and signature of bidder or his authorized representative on each page of the tender.

XVIII	Copy of BIFMA member ship certificate. Bidders should provide the documentary proof of their QAP (Quality Assurance Plan) such as testing of main raw material as per IS Standard in a NABL approved laboratory.
XIX	BIFMA member bidder should enclose test certificate of at least two products as per ANSI BIFMA Standard.
XX	Printed product catalogue and product specifications.
XI	Printed Price List of all product applicable on date of submission of tender.

Note :-

3. If the bidder is authorized dealer/distributor of manufacturer, then he has to submit the documents of O.E.M. for e.g. Price List, BIFMA and other certificates etc.
4. Hard Copies of Printed Product Catalogue and Price List may be submitted to Finance Deptt. Of K.B.C.N.M.U.Jalgaon. However the same should be submitted before last date of submission of tender.
5. Financial Bid: The tendering authority will first open the Technical Bid documents of all bidders and after scrutinizing these documents will shortlist the Bidders who are eligible for Financial Bidding process. Otherwise the tender may be disqualified. Financial bid should be submitted online by vendor in the form of BOQ excel sheet given over [www.mahatender.gov.in](http://www.mahatender.gov.in), the supplier shall fill up the column of rate per quantity offered by him.
6. Bidder should have valid Digital Signature Certificate (DSC) obtained from any Certifying Authorities.
7. The Technical and Financial bid shall be submitted online as per the schedule.
8. University has the right to award the rate contract to more than one vendor/firms on the basis of reputation of the brand name quoted by the bidder. Before this bidders may be invited for discussion in University, if needed/required.
9. The Bidders are strictly advised to follow the dates and times allocated to each stage. As indicated in the time schedule. All the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the Stage as defined in the tender schedule. At the sole discretion of the Tender Authority, the time schedule of the Tender stages may be extended.
10. Rate of discount on printed price list of the manufacturer should be quoted in Schedule (BOQ). More over the rate should not be quoted anywhere else in the tender booklet as well as in the blank pages.
11. The university reserves the right to decide whether to open or not open the commercial Bid of the supplier bidder and no objection of any supplier bidder shall be entertained on any ground what so ever it may be regarding this.
12. No Bid shall be accepted without payment by online earnest money deposit and cost of Tender. This condition is not applicable, if exemption is claimed on the basis of certificates provided as mentioned in the tender.
13. The University is not bound accept lowest tenders. The University will enter into rate contract considering the quality of furniture having brand name and trade mark registration like Godrej, Khira, Chandan, Jalaram, The University reserves the right to accept/cancel any or all tenders without assigning any reasons thereof.

**Offg. Finance and Accounts officer**

## **-: General Technical Terms and Conditions of the tender :-**

- 1) The bidder should be preferably the O.E.M. (Original Equipment Manufacturer) of premium quality furniture having trade mark registered brand like Godrej, Jalam, Khira, Chandan.
- 2) If the order is executed through authorized dealer, they should submit copy of OEM's latest warranty certificate along with endorsed delivery challan to ensure that products supplied are originally from the quoted brand.
- 3) The brand quoted by the bidder should have national level presence having offices/dealer network to provide timely pre or after sales service within 48 hrs.
- 4) Annual manufacturing turnover of the bidder should be more than Rs.10 crores (not trading turn over) for the last three financial year.
- 5) Bidder should have executed at least 2 single purchase orders worth not less than Rs. 1 Cr. to Govt. institutional/corporate customers for last five years and attested order copies and work completion certificates should be attached along with the tender towards proof of the capacity and past credentials.
- 6) The purchaser/committee will be visiting the manufacturing facility of the bidder (In case the tender is submitted by the authorised dealer or distributor the bidder will arrange the visit to manufacturer plant for which he has submitted the tender) before finalizing the rate contract. The University may also depute the concerned person for pre dispatch inspection (PDI). Therefore the bidder should be the original manufacturer and should agree to demonstrate their following production facilities.
  - (a) CNC machines for high precision punching and bending for manufacturing process.
  - (b) 10 tank anti-rust treatment plant with R.O. water plant, conforming to IS-3618 (1996) and IS-6005 (1998) to ensure at least B grade Phosphating before final finish.
  - (c) Conveyorised powder coating plant and high capacity baking oven (min 210 C°) to ensure timely delivery of bulk orders.
- 7) Finishing of the steel parts of products.

Should be finished in eco-friendly and fire retardant epoxy-polyester powder. Relevant fire retardant test certificate through powder supplier issued by Govt. approved laboratory is to be enclosed.
- 8) Liquid/Enamel paint finished products are not acceptable for in house furniture, in view of safety standards of BIFMA on environment pollution, flammable nature of liquid paint, its emission level as well as hazardous nature.
- 9)
  - a) The bidder should have valid Integrated Management System [IMS] for quality and environment such as ISO 9001, 14001, 18001 & valid copy of certificates should be enclosed
  - b) The ISO certified bidder should provide the documentary proof of their QAP (Quality assurance plan) as well as testing of main raw material certificates as per ISO standard in a NABL approved laboratory as envisaged in their quality management system (QMS).



- 10) The bidder should be a member of BIFMA International, Michigan (USA) and IGBC (Indian Green Building Council). BIFMA member bidder should enclose test certificates of at least two products of their own manufacturing as per ANSI /BIFMA standard.
- 11) The bidder should have their own product catalogue and product specification of the item quoted and same should be available in their website.
- 12) Bidder are compulsory required to submit all documents online as mentioned in Annexure-A If bidder fails to do so the financial bid of such bidder will not be considered/opened.
- 13) Earnest Money Deposit & Cost of Tender: - Vendors are required to pay Rs.13,000/-(Rs. Thirteen Thousand only) and Rs.1,30,000/-(Rs. One Lac Thirty thousand only) towards Tender Fee and EMD respectively through Net banking.
- 14) Security Deposit: The successful tenderer is given shall be required to deposit an amount Rs. 1,20,000/- (Rs. One Lack Twenty Thousand only) as security deposit within 7 days from the date of award of contract. The security deposit will not carry any interest which shall be refunded after completion of ARC Period. If the bidder fails to keep the security deposit,the University with holds the total authority for the necessary action to be taken.  
  
Cancellation of Rate Contract : University reserves the right to cancel the Rate Contract in case tenderer fails to supply of furniture as per purchase order within the stipulated time given in the purchase order.  
  
If due to the above mentioned reason ARC/Purchase order is canceled, earnest money/security deposit shall be forfeited and also the tender may be allotted to other bidder and or the university reserves the right to take any other appropriate decision including legal action against the bidder to whom ARC is awarded or purchase order was given.
- 15) The Bid E.M.D. will be forfeited :
  - a) If the bidder withdraws his bid during the period of bid validity specified in the bid.
  - b) In case of successful bidder, if the bidder
    - i) Fails to sign the contract/ agreement in accordance with the terms of the tender documents.
    - ii) Fails to furnish required performance security in accordance with the terms of tender document within the time frame specified by the client.
    - iii) Fails or refuses to honor his own quoted price for the product offer.
- 16) The successful bidder is required to execute an agreement on Rs.100/- stamp paper within 07 days from the date of awarding the rate contract. The agreement should be registered with notary. The same should be submitted along with security deposit.
- 17) Conditional tender shall not be accepted.
- 18) Delivery: - F.O.R. Jalgaon (University Campus) The rate quoted by the bidder should be exclusive of GST but inclusive of freight, forwarding, Insurance, loading, unloading, fitting,Installation etc.

- 19) Payment : 100% payment shall ordinarily be made within 30 days after satisfactory delivery of furniture as per purchase order and inspection of supplied furniture concerned department. The payment will be made through RTGS/Cheque mode only.
- 20) Performance Bank Guarantee: The Successful bidder will have to submit the performance Bank guarantee along with invoice equivalent to 5% of total value of invoice towards performance bank guarantee for the period of one year from the date of supply and installation of furniture.
- 21) Delivery Period:- The delivery of furniture should be given within 6 to 8 weeks from the date of receipt of purchase order. If the bidder fails to deliver the order material within the stipulated time mentioned in the purchase order the University will entitle to recover penalty as liquidated damages @ 0.5% of total value of invoice each week or parts thereof during which the delay of such stores delays subject to maximum in limit of 10% if the order value not exceeding Rs.2,00,000 and 5% if the order value is above Rs.2,00,000.
- 22) The tenderer should install all the materials supplied within stipulated time given in P.O. from the date of purchase order placed on them. Delay beyond this period will attract penalty at the rate of 0.1% of the purchase order cost per day of delay subject to maximum 5% of the purchase order cost and it would be deducted from subsequent payment. The universities reserve the right, without liability, to cancel the order in such cases and it will be free to place order on any other party.
- 23) All material covered in this tender may be inspected and tested by the university or its designee at tender's cost. If deemed necessary by the university, the successful tenderer shall provide without charge, all reasonable facilities and assistance for such inspection and test.
- 24) The University is not bound to accept the lowest tender and reserves the right to accept or reject any or all tenders without assigning any reasons thereof.
- 25) Warranty:- The bidder should clearly mention the period of warranty of all types of furniture. However, minimum five years warranty is essential.
- 26) Safety & Security: - Safety & Security of all types of furniture shall be responsibility of the vendor till the completion of work as per purchase order.
- 27) Only online tender submitted through Government of Maharashtra portal for e-procurement will be consider. ( <https://mahatenders.gov.in> )
- 28) Tender offer must be valid for a period of minimum 120 days from the date of opening of commercial/Financial bid. Any offer failing short of the validity period is liable for rejection.
- 29) Jurisdiction: The courts at Jalgaon alone will have the jurisdiction to try any Matter, dispute or reference between parties arising out of this tender/contract. It is specifically agreed that no court outside and other than Jalgaon court shall have Jurisdiction in the matter.
- 30) Rate Contract will be accepted only from the manufacturers or their Authorized Distributors.
- 31) The period of contract will be One Year from the date of signing of Contract / Agreement.

- 32) The rates of the products shall be FOR Destination (FOR) KBCNMU, Jalgaon and University satellite centres (Amalner/Dhule/Nandurbar). Rates offered at the time of entering into Rate Contracts will be final, it will include delivery, freight, packing, forwarding installation, proper furniture fixing at site but exclusive of GST etc.
- 33) The technical qualification of bidder does not give right to vendor or manufacturer to have any confirm order from KBCNMU, Jalgaon.
- 34) NMU, Jalgaon reserves the right to have selection of item listed in the price lists from any company/manufacturer depending upon the design, requirement of item by end user and technical specification and quantity of the item. No claim from any vendor shall be entertained by KBCNMU, Jalgaon.
- 35) Depending upon the requirement, order will be placed by KBCNMU, Jalgaon
- 36) The order may be placed with multiple vendors. KBCNMU, Jalgaon is not bound to place order with vendor giving high discount on price list under commercial bid.
- 37) In case of order value is below Rs.1,00,000 (One lakh) the amount of performance security will be deducted from the amount of invoice at the time of payment and will be kept for the period as mentioned above.
- 38) The KBCNMU, Jalgaon shall have the right to enter into parallel rate contract with multiple vendors and for multiple makes of the same product. The order may be placed with multiple vendors. KBCNMU, Jalgaon is not bound to place order with vendor giving high discount on price list under commercial bid.
- 39) Offer should be complete in all respect. Incomplete offers would not be entertained.

**Offg. Finance and Accounts Officer**



**Certificate of Annual Turn Over**

Sr. No.	Financial year	Annual turnover (In Lac)
1	2016-17	
2	2017-18	
3	2018-19	

Seal & Signature of the  
Chartered Accountants

Seal & Signature of the  
bidder authorized representative

Manufacturers Authorization Form

Ref.No./ /2019

Date: / /2019

To,  
The Finance & Accounts officers,  
Kavayitri Bahinabai Chaudhari North Maharashtra University, Post Box No.80,  
Umavinagar, Jalgaon.

Subject :-Authorization letter for tender for Annual Rate Contract for  
Supply of All Types of OFFICE Furniture

Ref.No. : KBCNMU/8/ET/Furniture/761/2019

Dear Sir,

This is with reference to above subject of Annual Rate Contract for Supply of All Types of OFFICE Furniture. We would like to authorize M/s. ----- who is a business associate / partner of OEM/ authorized distributors /authorized dealers in India to participate in the above tender and execute the same if awarded.

We here by extended our full support as per terms and conditions of the tender and the contract for the services offered against this invitation for tender offered by the M/s. \_\_\_\_\_

We here by commit to the tender terms and conditions and will not withdraw our commitment during the process and or during the period of rate contract.

Thanking you,

Yours faithfully,

Name of the company and seal  
Name, Signature and Designation  
of the person

(The above authorization letter must be submitted on letter head of the company and to be signed by only by authorized / competent authority)

**Annexure –D**

(On Rs.100/- Stamp Paper)

**DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.**

**(To be executed & attested by Public Notary / Executive Magistrate on Rs.20/- non judicial Stamp paper by the bidder)**

I / We \_\_\_\_\_ Manufacture / Partner(s)/ Authorized Distributor /agent of M/S. \_\_\_\_\_ hereby declare that the firm/company namely M/s. ----- has not been blacklisted or debarred in the past by Union / State Government or by any other organization from taking part in tenders in India.

Or

I / We \_\_\_\_\_ Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. -----hereby declare that the Firm / company namely M/s.----- was blacklisted or debarred by Union / State Government or any Organization from taking part in tenders for a period of \_\_\_\_\_ years w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/company is entitled to take part in tenders.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected/cancelled by University and EMD / SD shall be forfeited. In addition to the above University will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Name \_\_\_\_\_

Address \_\_\_\_\_

Attested:

(Public Notary / Executive Magistrate)

**Bidder's Declaration**

**ANNUAL RATE CONTRACT FOR SUPPLY OF  
ALL TYPES OF OFFICE FURNITURE**

**Ref.No.. : KBCNMU/8/ET/Furniture/761/2019**

We hereby certify that we have gone through all the information and terms and conditions stipulated in the tender documents and hereby confirm to abide by the same. we also hereby certify that the rates of discount offered in financial/ commercial bid (BOQ) are not less than the discount offered to any other Institution/ Department / Organization.

Signature : -----

Name of authorized signatory : -----

Seal of the bidder



**Annexure-F**

Details of stores to be covered under Rate contracts

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Make</b>	<b>Warranty</b>
01	All Types of Office Furniture		

(Note : Make and warranty to be specified by the tenderer )

Date :  
Place :

Signature & Seal of  
the Tenderer