

**Dr. Y. S. R. HORTICULTURAL UNIVERSITY  
VENKATARAMANNAGUDEM – 534 101.**

**TENDER DOCUMENT  
FOR**

**SUPPLY AND INSTALLATION OF  
FURNITURE**

**AT  
UNIVERSITY LIBRARY  
Dr. Y.S.R. HORTICULTURAL UNIVERSITY, CAMPUS,  
VENKATARAMANNAGUDEM, WEST GODAVARI DISTRICT,  
ANDHRA PRADESH**

**AND  
COLLEGE OF HORTICULTURE, ANANTHARAJUPETA,  
Y.S.R. KADAPA DISTRICT, ANDHRA PRADESH**



**Dr. Y. S. R. HORTICULTURAL UNIVERSITY  
VENKATARAMANNAGUDEM – 534 101  
WEST GODAVARI DISTRICT  
ANDHRA PRADSEH**

**Dr. Y S R HORTICULTURAL UNIVERSITY  
Administrative Office- Venkataramannagudem,  
West Godavari Dist.**

**TENDER Notice No** : B-1/UL/Dr. YSRHU/2018-19

**Date of Commencement of  
DOWN LOADING OF THE  
TENDER DOCUMENT** : 16.03.2019

**Last date for receipt of tenders** : 25.03.2019 at 12:00 PM  
at University Librarian,  
Dr. Y.S.R. Horticultural University,  
Venkataramannagudem.

**Time and Date of  
opening of Technical tender &  
financial bid** : 1:00 PM on 25.03.2019  
at University Librarian  
Dr. Y. S. R. Horticultural University  
Venkataramannagudem-534101  
West Godavari District

**ADDRESS FOR COMMUNICATION**

**UNIVERSITY LIBRARIAN  
Dr. Y.S.R. HORTICULTURAL UNIVERSITY  
VENKATARAMANNAGUDEM - 534 101  
WEST GODAVARI DISTRICT  
ANDHRA PRADESH  
Mobile No.: 7382633664**

**The tender document containing terms and conditions for the execution of this project along with specifications and EMD to be paid are appended.**

## PREAMBLE

This tender is for inviting suitable proposal for installing furniture in University Library at Dr. Y.S.R. Horticultural University Head Quarters, Venkataramannagudem, Tadepalligudem, West Godavari Dist and College of Horticulture, Anantharajuepta, Y.S.R. Kadapa district, Andhra Pradesh, India.

The interested specialized organizations/firms who are involved in supply and having experience in the library furniture of installation of furniture University Library, Venkataramannagudem & CoH, Ananatharajupeta.

### **TERMS AND CONDITIONS**

- I) The location of the installation of furniture (**Library Reading Table, Godrej S-Type cushion chairs & Godrej work chairs**) is at
- A) University Library, Dr. YSRHU, Venkataramannagudem, West Godavari district of A. P.  
B) College of Horticulture, Ananatharajupeta, Y.S.R. Kadapa district of Andhra Pradesh.
- II) The location of the installation of furniture (**Open racks & Display Notice Board**) is at University Library, Dr. YSRHU, Venkataramannagudem, West Godavari district of Andhra Pradesh.
- III) The tenderers are also required to furnish their experience certificate for the similar works along with details of firm registration documents.
- IV) All tenderers must quote the rates section wise, otherwise tender will be rejected.
- V) All taxes and duties to be paid to the government needs to be included in the price quoted.
- VI) Technical bid should be submitted separately along with processing fee and EMD. Technical and Financial bid should be submitted separately enclosed in separate covers and both are placed in a single cover addressed to the University Librarian.
- VII) The tenders should be submitted within specified time at the office of UNIVERSITY LIBRARIAN, Dr. Y.S.R. Horticultural University, Venkataramannagudem along with EMD (refundable after 3 months after successful execution) and processing fee (non-refundable) through DD **in favor of The Comptroller, Dr. YSRHU, Venkataramannagudem** on any nationalized bank payable at Tadepalligudem separately as specified here under. The absence of processing fee and EMD along with technical bid will lead to disqualification.
- VIII) The supply of equipment and installation should be completed within one month from the date of issue of the work order to the successful bidder.

Sl. No.	Work/Equipment	EMD (in Rupees)
1	<b>Supply and installation of Furniture in</b> a) University Library, Dr.YSRHU Campus, Venkataramannagudem, West Godavari district b) College of Horticulture, Anantharajupeta, Y.S.R. Kadapa district of Andhra Pradesh.	15,000.00
2	Processing fee ( <b>Non-refundable</b> )	1,000.00

Tender documents without earnest money deposit (EMD) will be rejected. The EMD of the successful bidder will be refunded post execution after a period of 3 months.

- IX) Specifications given are indicative and the bidder is to give a detailed description and specifications on each section. The same would be given weightage in finalizing the tender.
- X) The equipment to be supplied by the tenderers should meet the quality standards and as per the laws and norms.
- XI) The bids invited on two-part basis, the Bidder shall seal the technical bid along with DD's of processing fee of EMD and the price bid in two separate envelopes duly marked as "Technical bid" and "Price bid". Both the envelopes shall then be sealed in one outer envelope.

All bids must be accompanied by a bid security / Earnest Money Deposit as specified in the tender details and must be delivered to the above office at the date and time indicated above. Bids will be opened in the presence of Bidders' Authorized representatives who attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed time.

**TERMS OF PAYMENT:**

After complete installation of the equipment/project.	100 % of the project cost.
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- XII) This Invitation for Bids is open to all suppliers.  
Bidders who have been blacklisted/suspended by the purchaser or sister concerns are ineligible to quote. The quotes of such firms shall be summarily rejected.

Prices shall be quoted in Indian Rupees for all offers as FOR –DESTINATION BASED and in case of offers received for supply from foreign countries may comply the offers to be convertible to Indian currency and customs duty as applicable to each item be given separately for parity during evaluation.

**ELIGIBILITY CRITERIA**

- (1) Preference would be given to manufacturer/ authorized dealer of the respective brand with experience of having under taken complete project on Turn-key Basis and having executed similar projects in reputed Agricultural Universities / private organizations or similar Government aided University or College in India.
- (2) The bidding company should be in the industry for at least 1 year in the same field. Tenderers should have authorized dealer/manufacturing certificate (Please attach certificate).
- (3) Tender should have total turnover of past three years as Rs. 30 lakhs or above for supply of similar equipments/ furniture. Audited financial statements duly certified by chartered accountant for the last three financial years ending March, 31<sup>st</sup>, 2018 should be submitted.
- (4) The university reserves the right to evaluate the tender based on Technical Presentation/ capabilities and is not bound to accept lowest tender / quotations.

**Evaluation of Bid:**

- 1) The Competent Authority reserves the right to accept or reject any tender without any reason thereof.
- 2) The Technical Bid Documents will be opened first and evaluated by the Tender Committee. Financial Bid Documents of only those bidders will be opened who have qualified in Technical Bid.
- 3) Prices to be quoted on FOR basis including all taxes including GST/VAT/freight/installation/commissioning charges etc in Indian rupees.
- 4) It is necessary to submit all the relevant documents like GST Registration, Users list, satisfactory completion certificate etc.
- 5) Bidder should submit the copies of supply orders in support of their genuineness in supplying the goods to reputed Universities / Colleges/ Departments/institutes/private organizations. The bidder should submit users list including for turnkey basis projects.

#### **DISQUALIFICATION:**

The Dr. YSRHU authority at its own sole discretion, at any time during the EOI process, disqualify any Interested party from the EOI process if:

- (a) The response to the tender is submitted after the dead line for submission.
- (b) The interested entity has made misleading or false representation in the forms, statements, attachments submitted in proof of eligibility.
- (c) The tender is not accompanied by required documentation.
- (d) The interested entity failed to provide clarifications related thereto, when sought.

**The Dr. YSRHU reserves the right to verify the claims made by the Bidder and to carry out the capacity assessment of the bidder and the decision of Dr. YSRHU authority shall be final in this regard.**

## Annexure – I (Part-1)

### TECHNICAL BID: Filling up of Proforma

The technical bid shall accompany with the enclosures for components as per proforma prescribed and is attached with the document along with the details as under:

S.No.	Intervention/Component	Annexure (With page nos.)
1	Company Profile	
2	Past Experience with certificates/work order /satisfactory/ manufacturers/ completion etc.	
3	No. of years of experience in this field	
4	Authorized dealer certificate	
5	Experience of Engineers/ technician and the capacity for service with service center	
6	Financial Strength of the Firm	
7	Office details	
8	GST, CST registration	
9	Any others as specified in the general bid document	

### General Terms & Conditions:

1. Technical quote / bid and price quote / bid, should be submitted separately.
2. A compliance statement in detail for each individual technical parameters / furniture including warranty etc., should be prepared by the vendor in the technical Bid.
3. GST no.37AAALD1843NIZZ of Dr.YSR Horticultural University, Venkataramannagudem.
4. GST declaration and Declaration for moving material – FOR will be provided by University Librarian, Admn. Office, Dr. YSRHU, Venkataramannagudem.
5. Each firm should submit separately technical specifications as at serial no.2 in one single envelope – technical quote. However, the price bids for the equipment quoted with the offer should be submitted separately.
6. Validity of quotations should be at least 3months form the last date of receipt of quotations/tenders.
7. Product brochures should be enclosed for furniture.
8. The service network team / persons with contact numbers, mailing address, e-mails preferably in AP should be given separately.
9. Installation should be at free of cost.
10. Warranty period should be 1 year from the date of installation of furniture or as specified by the product whichever is more.
11. All tenders for the equipment should have compliance report as per the specifications mentioned point wise.

12. The tenders should be submitted in a sealed cover super scribing “**Tender (TECHNICAL BID / PRICE BID) for supply and installation of furniture at University Library, Dr. YSRHU, Venkataramannagudem** ” and should reach the same to **University Librarian, Dr. Y.S.R Horticultural University, Venkataramannagudem, West Godavari district, Andhra Pradesh-534101** on or before due date.

**The Dr. Y.S.R.H.U reserves the right to verify the claims made by the Bidder and to carry out the capacity assessment of the bidder and Dr Y.S.R.H.U decision shall be final in this regard.**

**Annexure– I (Part-2)**  
**“DECLARATION OF THE BIDDER”**

- 1) That I/We am/are the authorized nominee (s) of the firm hereby submit tender to the University Librarian, Administrative office, Dr. Y.S.R Horticultural University, Venkataramannagudem, West Godavari Dist., Andhra Pradesh.
- 2) I am to state that the information provided in the tender form is true and correct
- 3) I/We may be punished as per law for any wrong information, misleading facts provided in the tender form besides rejection of my/our tender.
- 4) In case of any dispute, the Jurisdiction will be in High Court of Andhra Pradesh only.
- 5) I/We have carefully read all the general and specific terms and conditions of the tender and I solemnly declare that the same are acceptable to me/us and binding on me/us.

Place : Signature of Bidder :  
Date :

Name of Bidder :

Capacity in which signed :  
Full address of the Bidder : With seal & stamp:  
(Attach Identity card Xerox)  
Phone No. :  
Mobile No. :



**ANNEXURE – II  
FINANCIAL BID PROFORMA**

S. No.	Name of the Equipment	Specification	Qty		Total	Amount
			University Library, V.R.Gudem	CoH, Anantharajupeta		
1	2	3	4	5	6	7
1	<b>Library Reading Table</b>	<b>Specification</b> ✓ Library Reading Table Table made of a Engineered wood (Particle Board Interior Grade). Table top & Side legs thickness is 25mm with 2.0mm Rehau Edge banding finish, Center Modesty Panel thickness is 18mm with 0.8Rehau Edge banding finish & Using Hettich Hardware Size: Height – 0.74 cm; Length – 1.35 mm; Width – 0.90 cm ; thickness – 2 cm (24mm)	6	6	<b>12</b>	
2	<b>Godrej S-Type cushion chairs</b>	<b>Specification</b> ✓ Godrej S-Type cushion with arms 1007 model (Red colour)	20	20	<b>40</b>	
3	<b>Godrej work chairs</b>	<b>Specification</b> ✓ Godrej work chairs revolving with cushion without arms 4103 model	7	7	<b>14</b>	
4	<b>Open racks Main Unit</b>	<b>Specifications</b> ✓ Steel Double faced Library Book rack Main unit of size: 7'.6'' H x 3' L x 22'' D with 14 built in book stoppers Sliding type panels/shelves with range indicator.	4	-	<b>4</b>	
5	<b>Open racks Add on units</b>	<b>Specification</b> ✓ Steel Double faced Library Book rack Add on unit of size: 7'.6'' H x 3' L x 22'' D with 14 built in book stopper.	8	-	<b>8</b>	
6	<b>Display Notice Board</b>	<b>Specification</b> ✓ Display Notice Board Material - Sliding glass with aluminium frame and fabric Size = 4 feet x 3feet	1	-	<b>1</b>	

**Annexure– III**  
(General Conditions)

**Submission of Tender and Deposit of earnest money**

- 1) Quoted rate should be written legibly in ink or type written. No alterations should be made to any of the terms and conditions of the tenders by scoring out, altering or overwriting; similarly no alterations are permitted in the rates quoted by them. No alterations will be allowed after this Office receives the tender. Ambiguity must be avoided in filling the tenders. However, any corrections etc., made will have to be duly attested with dated signatures and official seal. The tenders not complying with these conditions will be rejected summarily.
- 2) The tenders not conforming to the prescribed terms and conditions of Dr. Y.S.R. Horticultural University or conditional Tenders or Tenders which cannot adhere to the prescribed time schedule are liable for rejection.

**Validity of rates and other Conditions:**

1. The defect liability period for the furniture shall be given for 12 months or as per the specified warranty of the particular furniture, whichever is more from the date of installation. In the event of any correction or defects or replacement of defective material done during this period, it should be corrected replaced at the cost of the bidder/ agency.
2. Tenders shall remain valid for a period of 90 days from the date of opening of the tender prescribed. In exceptional circumstances, the University may solicit the tenderer's consent for an extension of the period of validity. The request and response shall be made in writing / cable / telex / fax / e-mail.
3. The bid document (Annexure-I & II) should be sealed in separated covers and sent to the undersigned along with all the relevant document of proof.
4. The inner and outer envelop shall bear the following address:

**THE UNIVERSITY LIBRARIAN**  
**Dr. Y. S. R. HORTICULTURAL UNIVERSITY**  
**VENKATARAMANNAGUDEM-534101,**  
**WEST GODAVARI Dist., ANDHRA PRADESH**
5. The inner envelops should also contain the Name and Address of the bidder.
6. Telex, cable, e-mail or facsimile tenders will be rejected.
7. Tender Documents must be received by the University at the address specified not later than the time and date specified in the invitation (Notification) for tenders. In the event of the date specified being declared as a holiday for the University, the tenders will be received up to the appointed time on the next working day.
8. The tenderer's representatives who are present shall sign in the register evidencing their attendance.

9. During evaluation of tenders subsequent to opening, the University may at its discretion, to ask the tenderer for clarification of its tender. The request for clarification and the response shall be in writing and no change in the tender will be entertained.
10. The evaluation of the tender will take into account, the past experience in addition to the tender price. Such price should include all duties and taxes to be paid or payable on components of works.
10. The successful tenderer(s) will be intimated by letter (s) or other means of communication and the tenderer (s) so informed shall be bound from the time of transmission of such acceptance by the University. Formal acceptance of the tender (s) will be forwarded to successful tenderer (s) in due course but it will serve merely as a confirmation of the initial information and shall not affect the time from which the offer is/are bound by the contract(s).
11. The University is not bound to accept the lowest tender. Any or all the quotations may be rejected without assigning any reasons. It reserves the right of acceptance in whole or part of the offer made. The decision of the Dr. YSR Horticultural University in the matter shall be final and binding on the tender.

## **TENDER EVALUATION**

### **Tender Evaluation:**

The unit cost of the items quoted by the tenderer would be considered for financial tender evaluation.

### **Committee:**

- a. The committee shall do the above evaluation based on the quoted prices. The committee shall determine the approach and methodologies for the issues, which may arise during the above, referred evaluation process and their decision is final. The decision of the committee to reject or accept shall be final and binding on all the tenderers.
- b. The successful tenderer shall be responsible for the supply of all the inputs

### **Other contractual obligations**

1. The contract shall not be deferred/ modified except by written consent by both the Dr. YSRHU and the tenderer.
2. The tenderer shall not sublet or delegate this contract or part thereof without the written consent of the Horticultural University.

### **Consequence of non-supply and damages**

1. Assuming that the tenderer fails to deliver any service covered by the contract, the Horticultural University reserves the right in addition to other legal remedies, to cancel the contract or any portion thereof and hold the tenderer liable for all damages sustained by the university by virtue of the tenderer failing to perform the contract and consequent cancellation of the contract.
2. The time allowed for delivery of services shall deemed to be the essence of the contract. The University also reserves the right to cancel the work order in case any service is delayed beyond the scheduled date of operation and to make such arrangements as it may think fit for the completion of activity on account and at the risk of the successful tenderer. The additional expenses thus incurred together with the consequential losses shall be recovered from the successful tenderer out of his / their security deposit / earnest money deposit and any other amount due to him / them. The balance still, if any, payable by the successful tenderer shall be paid by him/them within 7 days of notice by the Dr. YSR Horticultural University.

### **FORFEITURE/REFUND OF THE EARNEST MONEY DEPOSIT (EMD)**

1. Earnest Money of the unsuccessful tenderer (s) shall be refunded within three months from the date of decision regarding the tenders. No interest is payable by the University on such deposit.
2. On due performance and satisfactory completion of the order in all respects during the contract periods, the Earnest Money Deposit(Security Deposit) will be refunded to the Contractor(s) without interest within a period of 3 months with effect from the date of receipt of a request to this effect from the tenderer.

## **SETTLEMENT OF DISPUTES**

1. Any difference or dispute arising out of or in connection with this tender or acceptance thereof or the contract that may be entered in consequence thereof, shall be decided by arbitration. The University Librarian, Administrative office, Dr. YSR Horticultural University or his nominee shall be the sole arbitrator and the arbitrator's decision shall be final and binding on the parties. The tenderer (s) will have no objection to such appointment on any ground whatsoever including that such nominee, in his official capacity dealt with this matter at any stage.
2. The parties hereby agree that in the event of any dispute no cause of action shall arise in their favor to approach any court unless they have restored to and exhausted the remedy of arbitration as envisaged above.
3. The parties also do hereby agree that the contract envisaged by these terms and conditions shall be deemed to have been entered into at Dr. YSRHU, Venkataramannagudem and the courts at District Court, Eluru, W.G.Dist., Andhra Pradesh alone will have jurisdiction to try and legal proceedings which may arise out of this contract. Neither party shall file any proceedings in any other Court.

**TENDER FORM**  
**(Should be included in Financial bid only)**

From :  
To  
The University Librarian  
Dr Y.S.R.Horticultural University  
Venkataramannagudem – 534 101,  
West Godavari district (A.P)

Ref: 1.Your TENDER Notice No: B-1/UL/Dr.YSRHU/2018-19 Dated:  
2.EMD – D.D. No. ....Dated.....for Rs.....

I/We have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We hereby offer for furniture at University Library, V.R.Gudem, Tadepalligudem, West Godavari district and College of Horticulture, Anantharajupeta, Y.S.R. Kadapa district.

I/We agree to hold this offer open for a period of 30 days from the date of acceptance of TENDER and shall be bound by communication of acceptance dispatched within a period of 15 days from the date of accepting the tender of the tenderer.

I/We have carefully considered all terms and conditions in Annexure I, II and III and particulars regarding settlement of disputes and we have signed the same in token of consciously accepting the same and do hereby state that we accept them without any reservations and accordingly I/We quote the rates inclusive of all taxes, duties, transportation, insurance etc., as below.

Name of the item Unit Price

The articles will be ready for delivery within 30 days from the date of receipt of firm orders.

Yours faithfully,

Proprietor  
(Signature and stamp of the tenderer  
State legal status, whether Prop./  
Partner / Registered firm / Company etc.)

Encl: Samples enclosed

EMD-DD No.....dated.....for Rs.....