



**RAVENSHAW UNIVERSITY
CUTTACK**

No. 3477 Date 21-10-2024

NOTICE INVITING TENDER

Sealed tenders addressed to Registrar Ravenshaw University, Cuttack are invited from eligible, qualified and authorized distributors / dealers of Original Manufacturer(OM) in two bid system (Technical and Financial bid in two separate envelopes), for supply and maintenance of hundred number (100) of desktop computer tables and chairs. The tender documents may be downloaded from the website: www.ravenshawuniversity.ac.in. **The Last Date for Submission of Tender documents is 12/11/2024 at 1:00 P.M.**

1.1 Important Dates

- Last Date for submission of Tender: **12/11/2024 at 1:00 P.M.**
- Technical Bid opening date: **12/11/2024 at 3:00 P.M.**
- Financial Bid opening date: **19/11/2024 at 3:00 P.M.**


1.2 Earnest Money & Tender Fees:

- The bidder shall submit the Tender fee of Rs. 1,000/- (Non-refundable) and EMD of Rs. 45,000/- in the form of Demand Draft in favour of 'Ravenshaw University' payable at Cuttack. The successful bidder will get back the EMD only after the warranty period is over.
- The Tender fee and EMD shall be submitted in the first envelope super-scribed as "Technical Bid". No cash towards EMD shall be accepted. The offers without Tender fee and EMD by the Bidders shall be rejected.
- The Ravenshaw University shall not be liable for payment of any interest on EMD.

1.3 Terms and Conditions:

1. The firm must be a company registered in India under Indian Companies Act 1956/2013/Partnership/Proprietorship and operating since last 2 years as on 31st March 2024. The firm must have GST registration and up-to-date Income Tax Return, PAN Numbers as on 31st March, 2024.
2. The average annual turnover of the firm during the last 2 financial years ending with 2023-24 should not be less than 50 lakh from IT/ITeS.
3. The firm should have a local office at Cuttack or Bhubaneswar
4. The intending bidder shall be an Authorized distributor/ dealer of the original manufacturer.

5. The company must have executed minimum two similar types of works i.e. supply and maintenance of furniture to Govt. /PSU during the last two Financial Years ending with 31st March 2024.
6. The successful bidder shall supply the 100 numbers of computer tables and chairs within 30 days after award of purchase-cum-work order.
7. The specification of the said items is mentioned at **Annexure-C** and Format for submission of Financial Bid at **Annexure-D**.
8. The bidder should submit the filled in tender application form (**Annexure-B**) with other relevant documents in Technical Bid (As per the enclosure list **Annexure-A**).
9. The bidder shall offer 1 year warranty on Desktop computer tables and chairs.
10. The successful bidder is responsible to provide services and replace the defective items by new ones without any additional charge within the warranty period.
11. Un-signed & un-stamped bid shall not be accepted.
12. Submission of any of the document asked in the tender after the last date will not be entertained under any circumstances. However, Ravenshaw University reserves the right to ask clarifications on the already submitted documents.
13. Upon verification, evaluation / assessment, if in case any information furnished by the firm is found to be false / incorrect, the bid shall be summarily rejected and no correspondence on the same shall be entertained.
14. Over-writing/over-typing or erasing of the figures are not allowed and shall render the tender invalid.
15. The technically eligible bidders will only be allowed to compete in the Financial Bid.
16. Least Cost Selection method shall be used to select the bidder on total quoted price.
17. The bidders who qualify the technical scrutiny shall give demo of the items. After due verification of the items, the financial bid will be opened for the successful bidder.
18. The bidder should submit all the documents on their firm/company letter head.
19. Ravenshaw University reserves the right to accept or reject any bid without assigning any reason thereof and RU's decision in this regard will be treated as final.


**Associate Professor in charge of
Stock, store & Purchase Office
Ravenshaw University
Cuttack**

ENCLOSURE IN TECHNICAL BID IN FOLLOWING ORDER

1. Filled in Tender application form.
2. Company Registration Certificate.
3. Proof of Local office Cuttack / Bhubaneswar.
 - a) Agreement with Land owner.
 - b) Electricity bill of last 6 months.
4. GST and PAN registration certificate.
5. Audited balance sheet of 2022-23 and 2023-24.
6. Self-declaration of the bidder as to not black listed by any Govt. dept. /PSUs.
7. Authorization letter from Original Manufacturer.
8. Copy of work order / work completion certificate from the Govt. Deptt. /PSU to which supply has been made in last two financial years.

Tender Application Form

| | | | |
|---|--|---------|---------|
| 1 | Registered Name of the Firm / Company | | |
| | Address of the Registered Office of the Firm / Company | | |
| | Telephone: | | |
| | Mobile Number: | | |
| | Email Id: | | |
| 2 | Company / Firm Registration No. & Date of Registration | | |
| | Year of Incorporation / establishment | | |
| | GST Registration Certificate Number | | |
| | PAN No. | | |
| 3 | Name of the Govt. Dept. / Public sector to which furniture has been supplied by the bidder in the last two years. (Attach Relevant Documents) | | |
| 4 | Turnover of the bidder generated from services related to supply of the furniture during the last two financial years | | |
| 5 | Whether Self-Declaration of the bidder as to not black listed by any Government Department/PSU submitted? Yes/No | | |
| 6 | Financials | 2022-23 | 2023-24 |
| | i. Profit | | |
| | ii. Whether Copies of Audited Balance Sheet & Profit and Loss A/c for the last two financial years are enclosed duly Countersigned / signed by Chartered/ Cost Accountant. | | |
| 7 | Demand Draft details | | |
| | Details of Demand Draft towards EMD and application fees (Issuing Bank Name and Place, DD No. and date of DD) | | |

Signature and Seal of the Bidder

Date:

Place:

Technical Specification

1. Tables: The computer tables should be designed for Laboratory purpose in which the students are supposed to sit facing by a single side in the room. The back side of the table should be six inches above the table top. There should be arrangement for electrical wiring and networking in a series from table to table. No drawer or foot rest or separate cabinet for CPU or Keyboard is required. The size of each table should be 950w X 600d X 750h mm. No partition is required between the tables.
2. Chairs: Overall Dimension: 460W \pm 10 x 560D \pm 10 x 845H \pm 10 mm with backrest and without handle. Each chair should have caution on the seat and backrest. It may be S shaped legs without wheels.

FORMAT FOR SUBMISSION OF FINANCIAL BID

1. Tender No with Date:

2. Company Name:

3. Name of the Bidder:.....

| # | Details | Unit price (In Rs.) | Quantity to be supplied (In No.) | Total price (Multiply column 2 and 3) (In Rs.) |
|----|---------------|------------------------|--|---|
| | 1 | 2 | 3 | 4 |
| a. | Tables | | 100 | |
| b. | Chairs | | 100 | |
| | | | GST | |
| | | | Total | |

Signature and Seal of the Bidder

Date:

Place: