



KALINDI COLLEGE

☎: 011-25787604

(University of Delhi)

East Patel Nagar, New Delhi - 110008

KC/PUR/2015-16/DESKS .

Date: 18th January, 2016


TENDER NOTICE

SUPPLY OF STUDENTS' DESK (SINGLE)

Sealed quotations (to be given in the format enclosed) under **TWO BID SYSTEM** (Technical Bid & Financial Bid) are invited by the Kalindi College from the manufacturers / suppliers to supply wooden class room desks as per specification enclosed herewith. The terms and conditions of the 'Quotations' are annexed herewith. The last date of receiving the sealed quotations is 08.02.2016 upto 04.00 pm.

Name of Work	Supply of Class Room Wooden Desks
No. of desks to be supplied	*500 (Approximately)
Estimated Cost	Rs.10.00 Lakh (Approximately)
Time Allowed for completing the supply	06 weeks
Earnest Money	Rs.30,000/-
Last Date for submission of the quotations	08.02.2016 Upto 4:00pm

*Note : - The College reserves the right either to increase or decrease the number of desks to be supplied, which shall be binding on the vendor.


Principal

Terms and Conditions for inviting quotations for supply of Class Room Desks:-

1. Eligibility criteria:-

- The vendor should have experience in executing the similar work of at least 10 lakhs during the last three years in any school /college.
- The firm should be registered with Govt. for all applicable Taxes in Delhi (TIN etc.). *Documentary evidence to be submitted.*

2. Material & Other Specifications:-

- The specifications are enclosed (Drawing is enclosed). However, the specifications mentioned in the drawing are indicative only and is subject to change as per actual requirement of the College. *The vendor is required to get satisfied with the kind and type of desk required in the college by visiting and inspecting the sample, before quoting the rate.*
- Wood to be used in the Desk should be **Seasoned Marandi**. **A certificate to the effect that the wood used in the desks is Marandi, has to be submitted by the Vendor, before the supply.** The desk should be finished with *polish of good quality* and should be completed in all respect.

3. Delivery Period:-

- The successful vendor should complete the supply of the entire order *within 06 weeks* of receipt of work order. *In case the supply is not completed within the prescribed period (06 weeks), the work order shall be cancelled and the security deposit will be forfeited. However, the college shall monitor the progress of execution of the work order as and when required.*

4. Two Bid System Quotation

- **Separate Technical Bids and Financial Bids**, duly sealed and superscripted '*Quotations for Classroom Desks for Kalindi College Technical Bids*' and '*Quotations for Classroom Desks for Kalindi College Technical Bids*' shall be submitted as per bid details given. Both the technical and financial bids should then be put into a single envelope superscribing "*Quotation for Student's Desk, Kalindi College*" *The quotation not submitted in the prescribed format or incomplete is liable for rejection.* Kalindi College is not responsible for non receipt of quotation within the specified date and time due to any reason including postal delays or holidays.

5. Envelope I (Technical Bid):

The technical bid should be complete in all respects and should contain all information asked for, *except prices*. The Technical bid should include all components asked for. The format for submission of technical offer is as follows:

- Index
- Covering letter
- The Company profile
- Documentary evidence of projects executed including completion certificate from where the project has been completed for the last three years
- Technical Bid with Specifications as asked.
- Earnest money (Rs 30,000/-) (Seventy Thirty Thousand Only) by demand draft in favour of "The Principal, Kalindi College."
- Confirmation letter accepting all terms & conditions.
- Deviation statement if any.
- Declaration on letter head of the company not been blacklisted in last 3 years.

6. **Envelope II (Financial Bid):-**

- The format of Financial Bid is enclosed. The Financial Bid should give all relevant price information as per specification asked, and must be filled in completely, without any errors, erasures or alteration.

7. **Opening of Bid:-** Firstly, the technical bids would be opened. Those vendors, who qualify in the technical bid, their financial bid would be opened.

Please note that the Financial Bid & Technical Bid should not contradict in any case. Any deviation may result in rejection.

8. **Earnest Money:-**

- The offer should be accompanied with the Demand Draft drawn in favour of "*The Principal, Kalindi College*" for Rs.30,000/- (Rupees Thirty Thousand only) towards earnest money. **Any offer received without earnest money will be summarily rejected.** *Please note that no interest on the Earnest Money shall be paid by the college.*

9. **Security Deposit:-**

- The successful bidder has to submit a security deposit valuing 10% of contract value by way of DD in favour of "Principal, Kalindi College" within 01 week of receipt of notification of award. ***The formal contract (work order) will be awarded only after receipt of Security Deposit.*** In case the successful bidder doesn't deposit the Security Deposit within the specified time period the earnest money deposited will be forfeited and no work order shall be issued. The security deposit shall be refunded after two months of successful completion of order *without any interest.* EMD shall be returned only after the successful bidder has deposited the Security.

10. **Offer validity Period**

- The offer shall hold good for a period of 180 days from the closing date of the tender. Any offer falling short of the validity period is liable for rejection.

11. **Costs**

- Cost of the work should be inclusive of all taxes and Statutory levies including transportation Charges.

12. **Clarification of Offers**

- To assist in the scrutiny, evaluation and comparison of offers, Kalindi College may, at its discretion, ask some or all vendors for clarification of their offer.

13. **Verification**

- The Kalindi College reserves the right to verify any or all statements made by the vendor in the quotation and to inspect the vendor's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

14. **No Commitment to Accept Lowest or Any Tender**

- Kalindi College shall be under no obligation to accept the lowest or any other offer received in response to this quotation notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. Kalindi College reserves the right to make changes in the terms and conditions of the work. Kalindi College will not be obliged to meet and have discussions with any vendor, and or to listen to any representations with regard to execution of this work.

15. **Warranty/ Annual Maintenance**

- The vendor shall undertake to provide that any defect /problem noticed during the period of 01 year from the date of completion of completed supply will be attended by the supplier within 24 Hrs on receipt of complaint on free of cost basis.

16. Order Cancellation

- Kalindi College also reserves the right to cancel the order in the event of one or more of the following circumstances:
- Delay in initiation of the supply beyond 04 weeks from the date of issue of the work order or non-completion of supply within the prescribed period.
- Serious discrepancy in the supply being noticed during inspection by our experts.
- Breach by the vendor of any of the terms and conditions of the tender.
- Any action by the vendor which is in breach of law or un- accepted practices in the commercial transactions.
- If the Vendor goes into liquidation voluntarily or otherwise.

The list is not exhaustive but only illustrative. There may be some more circumstances for cancellation of the order.

17. Resolution of Disputes

- Kalindi College and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, Kalindi College and the Vendor have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. The Vice Chancellor, University Of Delhi, shall appoint a sole Arbitrator for the settlement of dispute, who will not be related to the contract and whose decision shall be final and binding.

18. Jurisdiction

- The jurisdiction of the courts shall be Delhi

19. Income Tax/Statutory Taxes may be deducted at source as per rules

Please note: The College reserve the right to cancel this quotation at any point of time.

Principal
Kalindi College

For Quotation, this Format is to be used on Company's letter head only

To

The Principal
Kalindi College
East Patel Nagar,
New Delhi - 110 008

Sub:- Supply of Wooden Class Room Desks

Madam,

This is with reference to the quotation called by the Kalindi College dated 18.01.2016 for the supply of Wooden Class Room Desks. I hereby accept all the Terms and Conditions as mentioned in the Quotation. I hereby Quote the rates as mentioned below: -

S. No.	Description of Items	Qty	Rate/Unit (Rs.)	Statutory Taxes (Rate & Amount)	Total Amount (Rs.)
1	Supply of Wooden Desk	500			

Total amount in figures (Rs.)

Total amount in words (Rs.)

EMD of Rs.30,000/- (Rs. Thirty thousand only) is enclosed vide DD No.....

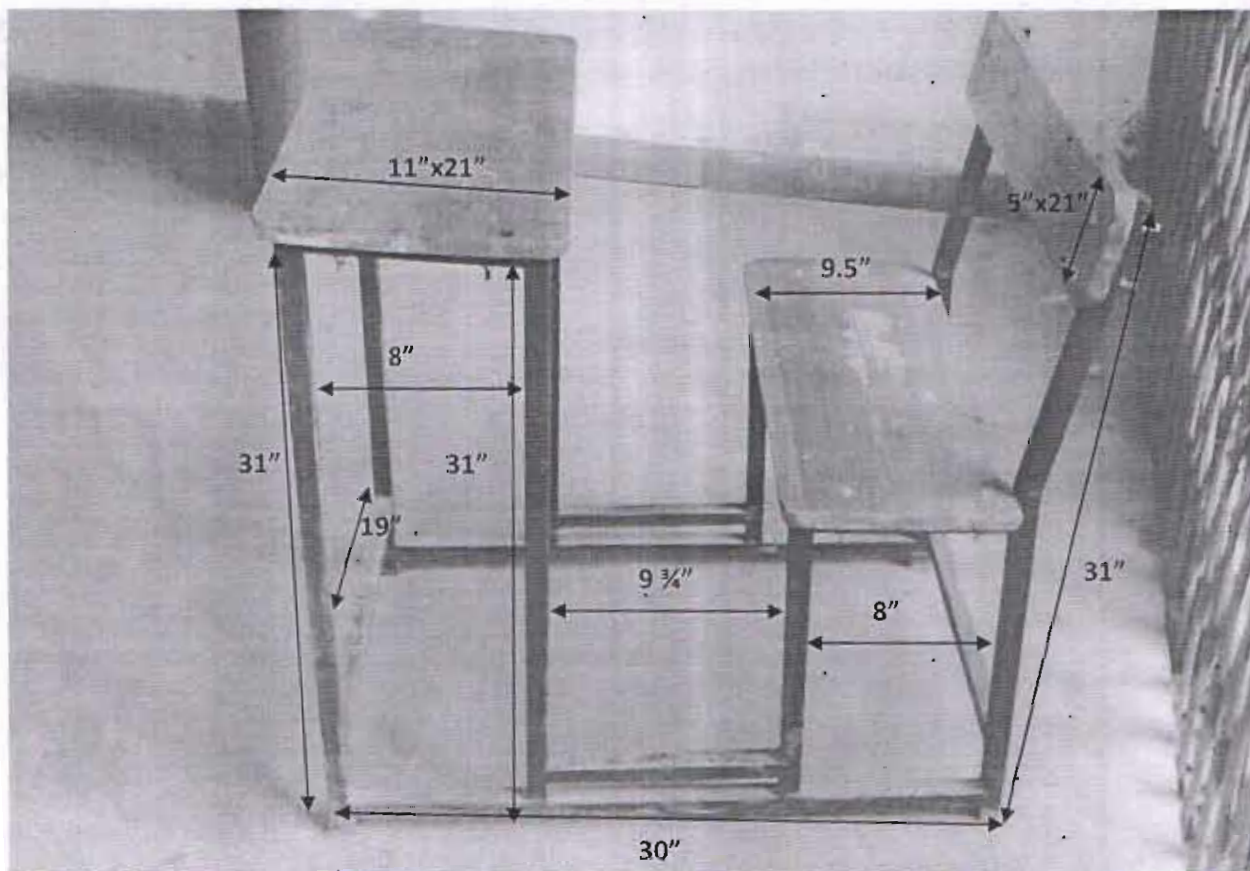
dated drawn on(bank)

Date :

.....

(Signature of Vendor with seal)

Specifications of Class Room Desk



Wood: Seasoned Marandi (Thickness $\frac{3}{4}$ ") (Seat, Top & Back should be in single piece)
 MS Square Pipe - 1"x1" (18 guaze) (Appox. weight of the frame: 10 Kg, Appox. Weight with wood : 15 Kg)

Note : The dimensions are not to scale but indicative only.

1. **Seasoned marandi wood:** Single piece plank having thickness $\frac{3}{4}$ " well polished and properly shaped round corners.
2. **MS square pipe (1 ¼ mm thickness):** The pipe should be well straight, of uniform thickness all around, well grinded and finished in welding and joints and end pieces. It should be painted with approved primer and synthetic paint.
3. **Joint :** The Joint in wood and pipe should be with headless screw / nut bolt flushed with the wooden surface.



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KC/

Date: 19th January, 2016


TENDER NOTICE

ENGAGEMENT OF SECURITY AGENCIES

Sealed tenders are invited from reputed and experienced Security agencies / Organization to provide round the clock security in the Kalindi College for a period of one year and renewal again subject to satisfactory performance by the agency.

Date of issue of Tender Document	19 th January, 2016 (Tuesday)
Last date and time for submission of tender	11 th February, 2016 (Thursday) up to 05:00 p.m.
Address for communication	Principal, Kalindi College, University of Delhi, East Patel Nagar, New Delhi-110008
Contact Official	Principal
Contact Details	Phone :- 011-25787604 Fax :- 011-25782505
Earnest Money	Rs. 2000/-

***Note:** - Any change/corrigendum/amendments/alterations/modifications would be posted on the college website and vendors are requested to check the website time to time.


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Security Arrangements

The College is divided into different parts spread over 8.25 acres. For the detail of the building the vendor are requested to visit the college to assess actual infrastructure.

The security services provider will have to provide, inter-alia, the following services in the colleges on on-going basis:-

1. To provide security services in the College. Extra guards may be requested as and when required in College.
2. The security service provider would have to restrict the entry of unauthorized persons and also ensure that general discipline is maintained in the college.
3. The agency would also have to ensure the general discipline of the guards and take up night checks as well as provide on job training schedules for the guards to make them acquaint with the security requirements of the college as per the academic and administrative schedule of the college.
4. Penalty will be imposed in case the guards are found sleeping on duty or performing duties more than the shift hours. Security guards may also be asked to perform such other duties, which may essential for maintenance of secured and disciplined environment in the college.
5. No security guard would be allowed to reside in the college.
6. The security guards would be properly dressed in the specified uniform of the agency and would be in possession of essential things like torch, walkie-talkie, etc.

Principal

Terms and Conditions of the Tender

1. Eligibility Criteria

Mandatory requirements:

The security agency should meet the following mandatory requirements: -

- Certificates of statutory Registrations: -
 - a. Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952.
 - b. Registration under Employees State Insurance Act., 1984
 - c. Registration under the contract labour (Regulation & Abolition) Act., 1970
 - d. Registration under Delhi shops & establishment Act., 1954
- Registration under the Private Security Agencies Regulation Act, 2005
- Registration under Service Tax.
- Registration with Labour Department of the State / Central Government.
- Bidder should have at least 3 years satisfactory experience of providing Security service in reputed training or educational institutes/ PSUs/ Central/state government establishments. (Please enclose proof).
- Bidder should not have defaulted on any bank / financial institute loans in the past. There should not be any statutory dues or undisputed liability.

2. Documentation

- (a) Earnest Money Deposit (EMD)- EMD of Rs. 2000/- in form of Demand Draft in favour of Principal, Kalindi College payable at Delhi.
- (b) Experience Details-3 years experience of providing Security service in reputed training or educational institutes/ PSUs/ Central/state government establishments.
- (c) Declaration on the company letter head that vendor has never been blacklisted and default of any payment.

3. Earnest Money

- The offer should be accompanied with the Demand Draft drawn in favour of "*The Principal, Kalindi College*" for Rs.2000/- (Rupees two thousand only) towards earnest money. Any offer received without earnest money will be summarily rejected. *Please note that no interest on the Earnest Money shall be paid by the college.*

4. Performance Guarantee

- The successful bidder has to submit performance guarantee valuing 10% of agreed value of one year by way of Demand Draft in favour of "Principal, Kalindi College" within 01 week of receipt of notification of award. *The formal contract (work order) will be awarded only after receipt of Performance Guarantee.* In case the successful bidder doesn't deposit the Performance Guarantee within the specified time period the earnest money deposited will be forfeited and no work order shall be issued. The performance guarantee shall be refunded after two months of successful completion of order without any interest. EMD shall be returned only after the successful bidder has deposited the performance guarantee.

5. Offer Validity Period

- The offer shall hold good for a period of 180 days from the closing date of the tender. Any offer falling short of the validity period is liable for rejection.

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- Delay in initiation of the work beyond 04 weeks from the date of issue of the work order or non-completion of engagement with the college.
- Serious discrepancy being noticed during inspection of records by our experts.
- Breach by the vendor of any of the terms and conditions of the tender.
- Any action by the vendor which is breach of law or un-accepted practices in the commercial transactions.
- If the Vendor goes into liquidation voluntarily or otherwise. *The list is not exhaustive but only illustrative. There may be some more circumstances for cancellation of the order.*

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9. Jurisdiction

- The jurisdiction of the courts shall be Delhi.

10. Statutory Taxes may be deducted at source as per rules

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Bid Documents

To be submitted by the vendor on its Letter Head

The vendor is required to provide bid for the security arrangement for 8hrs. The shifts would be for 8 hrs. The plan should be based on this consideration.

Particulars				
S.No	Statutory Components	%	Proposed rates	
			Charges per security guard	Charges per security supervisor
A	Wages for 8 hrs. Duty (Basic) :-			
B	P.F. :-			
C	E.S.I.			
D	Sub Total (A+B+C)			
E	Relieving/Cost of weekly off Charges:-			
F	Total (D+E):-			
G	Service Charge @:-			
H	Any other Charges please specify:-			
I	Cost per UNIT (including Service Charge) for 8hrs. duty (F+G+H):-			
F	Walkie-Talkie (Optional)			

The rates given above should give a detailed breakup of the charges proposed including wages that would be paid to the guard/supervisor in addition to other components.

Signature

(Name and Designation)

Authorized Signatory

Date: