



Gautam Buddha University

(Established by the Uttar Pradesh Gautam Buddha University Act 2002
UP Act No. 9 of 2002, passed by the Uttar Pradesh Legislature)

Greater Noida – 201 310

Website : www.gbu.ac.in

BID FORM

FOR THE FINALIZATION OF FIRM(S)/COMPANY(S) TO SUPPLY
& INSTALLATION OF FURNITURE ETC. AT VARIOUS
BUILDINGS OF THE UNIVERSITY

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TENDER FOR FINALIZATION OF FIRM(S)/COMPANY(S) TO SUPPLY/INSTALLATION OF FURNITURE AT VARIOUS BUILDINGS OF UNIVERSITY

Tender	Finalization of firm(S)/company(s) for the procurement of various furniture
Opening Date	31 st May 2011
Closing Date	29 th June 2011 upto 3.00 p.m.
Last date of Bid Submission	29 th June 2011 upto 5.00 p.m.
Technical Bid Opening Date, Time & Place	30 th June 2011 on 3.00 p.m. Venue : Conference Room of the Registrar Office, 1 st Floor, Administrative Building, G.B.U., Gr. Noida.
Estimated Value	Rs.2500 Lacs
Earnest Money Deposit	1% of the estimated value
Completion Period	Within two months from the date of Purchase Order issued
Bid System	Two Tier : 1) Technical Bid 2) Financial Bid
Technical Bid Shall Contain	i. All documents in support of commercial terms & conditions and eligibility criteria. ii. Bidders Proforma iii. EMD & Tender Fee demand drafts / pay orders.
Financial Bid	The Financial Bid shall contain discount offered.

“TECHNICAL BID (BIDDER’S PROFORMA)”
(To be submitted in separate envelope)

1. Name of the firm:
2. Date of incorporation and Registration No.
3. Type of the company – Government / Public Ltd. / Private Ltd. / Partnership /
Proprietorship :
4. Specify the number of years in this line of activity by the company:.....
5. Sales Tax/VAT registration No. (please attach certificate) :
6. Experience (in year) of supplying & installation for similar furniture to IITs, NIT’s or
Central/state Universities or any Academic Institute of National Repute (please
attached certificate/P.O.) :
7. Turnover in the last three financial years (Figures should be in Indian Rupees in
Lakhs; please attach the certified copies of balance sheet with trading, profit & loss
account) : (if the figures for 10-11 are not available then they may furnish balance
sheet of year 07-08)

2008-09	2009-10	2010-11

8. Provide the postal address, telephone & fax numbers, and email address of the
nearest service center :
.....
9. Mention delivery period from the date of the placement of an official purchase order :
.....
10. Enclose the list of customers to whom you have supplied /serviced during the last 3
years ending 31/03/2011 with full postal address and name of the contact person
with phone, FAX numbers, and E-mail-id, billing amount etc. Certificate regarding
satisfactory performance from the minimum three end users should be furnished.
11. Are you the manufacturer / authorized dealer / distributor/ reseller for the product
quoted (please attached relevant certificate):
12. Was there any lapse or delay in supplying the goods ordered or any service related
issue during the warranty period for the products supplied by your firm to different
Institutes/Universities during last three years? If yes, provide details.
13. Whether technical specification of furniture, interiors are attached with Technical
Bid or not. Yes/No

DECLARATION

1. The information given in the financial bid by the undersigned is correct.

(SIGNATURE OF THE BIDDER)
WITH SEAL

NAME :

ADDRESS :

:

:

Tel./Mobile No. :

Note: The financial bid is required to be submitted separately in a sealed cover superscribing as 'Supply/Installation of Furniture etc. for University's Buildings'.

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Tentative List of Furniture Required

1. Office Furniture

- a) Tables
- b) Chairs
- c) Almirah
- d) Racks
- e) Work Stations
- f) Sofa Sets
- g) Partition & Interiors

2. Hostel Furniture

- a) Beds
- b) Chairs
- c) Almirah
- d) Office Furniture
- e) Mattresses
- f) Book Racks
- g) Partition & Interiors

3. Collage/School Furniture

- a) Students Study Table
- b) Chairs
- c) Seminar Room Furniture
- d) Board (Notice/ Teaching)
- e) Computer Furniture
- f) Almirah
- g) Conference Room Furniture
- h) Partition & Interiors

4. Lab Furniture

- a) Table (Lab/Work Shops)
- b) Work stations
- c) Chairs
- d) Computer Furniture
- e) Partition & Interiors

5. Library Furniture

- a) Tables
- b) Chairs
- c) Work Stations
- d) Computer Furniture
- e) Book Racks
- f) Display Racks
- g) Conference Room Furniture
- h) Partition & Interiors

6. Auditorium/ Stadium Furniture

- a) Tables
- b) Chairs
- c) Desks
- d) Conference Room Furniture
- e) Partition & Interiors

GENERAL TERMS AND CONDITIONS

1. Detailed information about the tentative required furniture is available in tender document, which can be downloaded from the University website www.gbu.ac.in.
2. Two bids system of tender will be adopted.
 - (i) The bid containing technical specifications and EMD
 - (ii) Bid containing financial offer

Technical and financial bids should be submitted in separate covers. The envelopes should be marked as technical bid and financial bid with reference numbers. These two envelopes shall be sealed in a common cover and addressed to **The Registrar, Gautam Buddha University, Greater Noida, Gautam Budh Nagar -201310 (U.P.)** superscribing **"Tender against Notification Advt. GBU/S&P/06/2011, Name of supply: Finalization of firm(s)/company(s) to procure the furniture"** so as to reach us on or before last date of bid submission.

3. The Technical Bid and Financial Bid should be duly filled-up.
4. These bids will be opened in two stages. The bid containing technical specifications and EMD will be opened at first stage and if same is found according to required specifications, the bid containing financial offer shall be opened in second stage.
5. The **"Technical Bid"** shall contain all documents in support of quoted Equipments/Instruments, their specifications, commercial terms & conditions and eligibility criteria along with the page number for cited specifications in the company brochure for the particular item.
6. The **"Financial Bid"** shall contain discount offered schedule only. The discount shall not be overwritten in the price schedule. The discount offered shall be both in words and figures.
7. **Eligibility Criteria:** All the participating firm(s)/company(s) or principal manufacturer-should meet the following qualifying criteria. The firm should be a registered supplier for such supplies. Following documents are required to be submitted with Technical Bid, to qualify eligibility criteria:
 - (a) Sales Tax/VAT registration certificate.
 - (b) PAN and TIN number should be mentioned.
 - (c) The firm should have experience of supplying & installation for similar furniture to institute of National repute such as IIT, IIM or Central/State Universities. The company should also furnish a list of clients of last 3 years.
 - (d) Certified copy of balance sheet with trading, profit & loss account for the last three financial years should be submitted.
 - (e) Name of branch offices & service centres after sales arrangements.
 - (f) Earnest Money Deposit (EMD) **as 1% of the estimated value** is required to be submitted in the form of DD/Pay Order only drawn in favour of "Gautam Buddha University" payable at "Greater Noida/Noida/Delhi" along with the Technical Bid. If supply is not made within the prescribed period EMD would be forfeited.
 - (g) Authorized signatory should sign on all pages. Bids without authorized signature will be rejected.
 - (h) Average turnover of last three year of the firm should be Rs. Fifty Crore/annum.
 - (i) The bidder must be sole Manufacturer of the Furniture.

8. Offer should be sent in a sealed envelope, submitted either in person or by post on which name and address of the supplier/firm shall be written. Tenders received through E-mails or FAX will not be considered.
9. The technical bids will be opened on scheduled date and time in the presence of the vendors present possessing authorization letter from the respective companies/firms. Suppliers intending to attend the tender opening should intimate in advance.
10. The cost of the tender is Rs.5500/- (Rupees Five Thousand Five Thousand) inclusive of taxes (Non-refundable) and it shall be paid separately in the form of DD/Banker's Cheque only drawn in favour of "Gautam Buddha University" payable at "Greater Noida/Noida/Delhi" and should be attached with technical bid envelope.
11. The EMD of the successful bidder will be converted into the Security Deposit and the same will be released after the expiry of the warranty period of the last furniture supplied/installed. The EMD of the unsuccessful bidders will be returned to the concerned immediately after finalization of the tenders. No interest will be paid on EMD in any case.
12. Detailed specifications with the mention of make and model/Version of each item should be clearly given supported by the illustrated pamphlets wherever possible. Tender without specified make and Model/Version and other particulars may be rejected.
13. All legal proceedings, if necessity arises to the University may be any of the parties (University or Contractor/Supplier) shall have to be lodged in the courts situated at Gautam Buddha Nagar and not elsewhere.
14. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
15. Vendors are informed that once the firms are shortlisted based on the eligibility criteria and technical specifications, only then the financial bids of the firms meeting eligibility criteria, technical specifications / requirements would be opened.
16. Conditional tenders will not be accepted.
17. Any cutting and overwriting in the financial bid will not be accepted.
18. GBU reserves the right to place the order quantity or split the orders among multiple vendors without assigning any reason (s) whatsoever.
19. GBU reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

Registrar
Gautam Buddha University

ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly.

SIGNATURE OF THE AUTHORISED SIGNATORY :

NAME OF THE SUPPLIER :

ADDRESS :

:

:

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FINANCIAL BID

Discount offered in percentage (%)	
Warranty Period	

I abide by all the terms & conditions of the tender.

DECLARATION

1. The information given in the financial bid by the undersigned is correct.

SIGNATURE OF THE AUTHORISED SIGNATORY: _____

NAME OF THE SUPPLIER : _____

ADDRESS : _____
