



# 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](http://www.gbu.ac.in)

## BID FORM

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

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## Greater Noida – 201 310

### **TENDER FOR FINALIZATION OF COMPANY(S) TO SUPPLY/INSTALLATION OF FURNITURE IN VARIOUS BUILDINGS OF UNIVERSITY**

<b>Tender</b>	<b>Finalization of company(s) for the procurement of various furniture</b>
<b>Opening Date</b>	20 <sup>th</sup> April 2012
<b>Closing Date</b>	10 <sup>th</sup> May 2012 upto 3.00 p.m.
<b>Last date of Bid Submission</b>	10 <sup>th</sup> May 2012 upto 5.00 p.m.
<b>Technical Bid Opening Date, Time &amp; Place</b>	11 <sup>th</sup> May 2012 on 3.00 p.m.  Venue : Conference Room of the Registrar Office, 1 <sup>st</sup> Floor, Administrative Building, G.B.U., Gr. Noida.
<b>Estimated Value</b>	Rs.4000 Lacs
<b>Earnest Money Deposit</b>	Rs.40.00 lacs (Forty Lacs Only)
<b>Completion Period</b>	Within two months from the date of Purchase Order issued
<b>Bid System</b>	Two Tier : 1) Technical Bid 2) Financial Bid
<b>Technical Bid Shall Contain</b>	i. All documents in support of commercial terms & conditions and eligibility criteria. ii. Bidders Proforma iii. EMD(F.D.R. OR B.G.) & Tender Fee (DD / pay orders)
<b>Financial Bid</b>	The Financial Bid shall contain discount offered.

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### **“TECHNICAL BID (BIDDER’S PROFORMA)”**

**(To be submitted in separate envelope)**

1. Name of the manufacturer company:.....
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./Rate contracts) : .....
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 11-12 are not available then they may furnish balance sheet of year 08-09)

2009-10	2010-11	2011-12

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 31/03/2012 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.

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11. 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.
12. Whether technical specification of furniture, interiors are attached with Technical Bid or not. Yes/No

### DECLARATION

I/We hereby declare that the information given in the technical bid by the undersigned is correct.

(SIGNATURE OF THE BIDDER)  
WITH SEAL

NAME : .....

ADDRESS : .....

: .....

: .....

Tel./Mobile No. : .....

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**Greater Noida - 201310**

## **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. College/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

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### 4. Lab Furniture/Computer Lab Furniture

- a) Table (Lab/Work Shops/Computers)
- b) Work stations
- c) Chairs
- d) Lab 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

### 7. Guest House Furniture

- a) Beds
- b) Tables
- c) Chairs
- d) Almirah
- e) Sofa Set
- f) Mattresses
- g) Dining Tables & Chair

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### GENERAL TERMS AND CONDITIONS

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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](http://www.gbu.ac.in).
2. Two bids system of tender will be adopted.
  - (i) The bid containing technical specifications, EMD and Tender Fee.
  - (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/01/2012 Opening Date :11-05-2012, Name of supply: Finalization of 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, EMD and Tender Fee 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 items their specifications, 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 manufacturer company(s) should meet the following qualifying criteria. The company 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 bidder should have sufficient experience for the similar type of work and submit at least copies of three POs issued by Central/State Govt./Universities/IITs/Reputed Educational Institutes with satisfactory completion report. The order value of each should not be less than one crore.
  - (d) Certified copy of the Audited 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) **Rs.40 lacs (Forty Lacs)** is required to be submitted in the form of FDR/Bank Guarantee in favour of “Gautam Buddha University” for the whole warranty period 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 and have its own manufacturing facility/commercial establishment.
  - (j) ISO certifications other certifications by an authority in support of the manufacturer.
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. Suppliers intending to attend the tender opening should intimate in advance.
  10. The cost of the tender is Rs.5000/- (Rupees Five Thousand) plus S.T. @12.36% (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 "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 returned 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.
  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. Offered discount or prices should be valid at least for 180 days from the last date of submission of tenders.
  14. The warranty period would be of two years from the completion of particular purchase order.
  15. The applicable taxes will be paid extra as per prevailing government rules.
  16. 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 Distt. Gautam Buddha Nagar and not elsewhere.
  17. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
  18. Bidders 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.
  19. Conditional tenders will not be accepted.
  20. Any cutting and overwriting in the financial bid will not be accepted.
  21. GBU reserves the right to place the order quantity or split the orders among multiple vendors without assigning any reason (s) whatsoever.
  22. GBU reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

**Registrar**  
**Gautam Buddha University**



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### ACCEPTANCE

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

(SIGNATURE OF THE BIDDER)  
WITH SEAL

NAME OF THE SUPPLIER

: .....

ADDRESS

: .....

: .....

: .....

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## **FINANCIAL BID**

<b>Discount offered in percentage (%)</b>	<b>Figures :</b> _____ <b>Words :</b> _____
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## **ACCEPTANCE**

I/We accept the above and shall comply with them strictly.

## **DECLARATION**

The discount offered/rate quoted is at F.O.R University Stores/site.

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

(SIGNATURE OF THE BIDDER)  
WITH SEAL

NAME OF THE SUPPLIER : .....  
ADDRESS : .....  
: .....  
: .....