



Date: 06/11/2019

Tender Document

**Supply and Installation of Modular Furniture for CAD/CAM lab in
Mechanical Engineering Department, University College of
Engineering Vizianagaram, UCEV (JNTUK), Vizianagaram.**

Tender No: JNTUK/UCEV/ME/ Modular Furniture/2019-20/1 Dated: 06/11/2019

Bid Document Downloading Start Date: 06/11/2019

Last date for submission of bids: 20/11/2019

Opening of Financial bids: 21/11/2019

**The tender document is available for downloading at
www.apecurement.gov.in**

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SECTION I: INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the www.apecurement.gov.in Web Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the www.apecurement.gov.in Web Portal, prepare their bids in accordance with the requirements and submitting their bids online on the www.apecurement.gov.in Web Portal. More information useful for submitting online bids on the www.apecurement.gov.in Web Portal may be obtained at:

1. Registration

- a. Bidders are required to enroll on the AP e-Procurement Web site: www.apecurement.gov.in.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the www.apecurement.gov.in.
- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others, which may lead to misuse.
- f. Bidder then logs in to the site through the secured login by entering their user ID / password and the password of the DSC / e-Token.

2. Searching for Tender Documents

- a. There are various search options built in the www.apecurement.gov.in Web Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the www.apecurement.gov.in Web Portal
- b. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. This would enable the www.apecurement.gov.in Web Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. Preparation of Bids

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bids, please submit two covers separately ie.1). Technical Specifications Bid and 2). Price/ Financial Bid and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option, which helps in reducing size of the scanned document.

- d. To avoid the time and effort required in uploading the same set of standard documents, which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders.

4. Submission of Bids

- a. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- d. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- e. Bidders are requested to note that they should necessarily submit their Technical and Financial Bids should be uploaded in www.apecurement.gov.in web site. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
- i. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

5. Assistance to Bidders

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 www.apecurement.gov.in Web Portal Helpdesk.

END OF SECTION I

SECTION II: INVITATION FOR BIDS (IFB)

Jawaharlal Nehru Technological University Kakinada, Kakinada invites Online Bids on Modular Furniture (35 Units in CAD/CAM Laboratory) for **Supply and Installation of Modular Furniture (35 Units in CAD/CAM Laboratory) in Mechanical Engineering Department at University College of Engineering Vizianagaram, Vizianagaram**. Please note that physical bids shall not be accepted.

1. Contact information

The Principal,
UCEV JNTUK,
Dwarapudi (P.O) -535003
Phone No: 08922-277911(O)
email:principal.ucev@gmail.com
principal@jntukucev.ac.in

2. Critical Tender Details

Tender documents may be downloaded www.apecprocurement.gov.in as per the critical date sheet below:

1)	Name of the work	:	Modular Furniture (35 Units in CAD/CAM Laboratory) in Mechanical Engineering Department at University College of Engineering Vizianagaram, Vizianagaram
2)	Estimate item value of work put to tender	:	0
3)	Period of completion of work	:	3 Months
4)	E.M.D. to be paid in the shape of Demand Draft in favour of The Principal, UCEV JNTUK, Vizianagaram payable at Vizianagaram obtained from any Nationalized Bank at 1% of the estimated contract value of work along with bid documents.	:	Rs 5000/-
5)	Bid Document Downloading Start Date		From 06/11/2019 (06:00 PM)
6)	Bid Document Downloading End Date	:	20/11/2019 up to 04:30 PM
7)	Last Date & Time for Receipt of Bids	:	20/11/2019 up to 05:00 PM
8)	Price Bid Opening Date (Financial Bid Stage)	:	21/11/2019 11:00 AM
9)	Tender Processing Fee to be paid in the shape of Demand Draft in favour of The Principal, UCEV JNTUK, Vizianagaram payable at Vizianagaram obtained from any Nationalized Bank	:	Rs.500/--

3. Two Bid System

The two bid system will be followed for this e-tender. In this system, the bidder shall submit his offer online in two parts viz. Technical Bid and Commercial Bid.

The offers submitted by telegram/ fax/ e-mail/ by hand or any other mode except e-tender shall not be accepted. No correspondence will be entertained in this matter.

Part 1: "Technical Bid" shall be uploaded in the form of following documents:

- a) Copy of Tender Fee (Non-Refundable) in the form of **Demand Draft** for **Rs. 500/-** (Rupees Five Hundred only) drawn on any **Nationalized/ Scheduled Bank**, in favour of **‘The Principal, UCEV JNTUK, Vizianagaram** payable at **Vizianagaram**.
- b) Copy of **Earnest Money** in the form of **Account Payee Demand Draft towards** Earnest Money Deposit of **Rs.5,000** from any **Nationalized/ Scheduled Bank**, in favour of **‘The Principal, UCEV JNTUK, Vizianagaram** payable at **Vizianagaram** as mentioned at Para 6 (Section III).
- c) The original instrument in respect of Earnest Money Deposit & Tender Fee must be submitted to the address mentioned above on or before bid submission date/ time as mentioned in critical date sheet. **In case of non-submission of original payment instrument for EMD and tender fee, the bid shall be rejected. The Demand Draft submitted towards tender fee is non-refundable.**
- d) Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid submitted. The person signing the bid should be the duly authorized representative of the Firm/ Company whose signature should be verified and certificate of authority should be scanned and submitted as per format given at **Annexure I**. The power or authorization or any other document consisting of adequate proof of the ability of the signatory to bind the firm/ company should be scanned and annexed to the bid.
- e) The firm/ company Registration certificate under AP Government.
- f) Copy of **GST** and **PAN/** Registration certificate, as applicable shall be uploaded.
- g) Copy of Last Three years IT Returns.
- h) Copy of all documents related with Firm Registration/ Partnership Deed/ Articles of Memorandum of Association or Proprietorship Deed, Certificate of Incorporation shall be uploaded.
- i) Bid Form as per format given at **Annexure II** must be uploaded by the bidder along with Technical Bid.
- j) Declaration as per the format given at **Annexure III** must be uploaded by the bidder along with Technical Bid for undertaking that the IT infrastructure that shall be supplied at **University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** will not be refurbished /duplicate or acquired illegally in India / Third Country.
- k) The installation and warranty services are required. The bidder should upload the signed and scanned copy of the detail for providing warranty services at delivery location. The bidders should have its own Branch Office/ Service or arrangement to provide service through local dealer/ service provider. In either case, a signed and scanned undertaking to this effect should be uploaded along with the technical bid as per format given at **Annexure IV**. The details viz. name, address, contact person, telephone / fax, email etc. should be provided along with an undertaking from this local dealer/ service provider within 30 (thirty) days of the receipt of Supply Order from **University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram**.
- l) Technical Compliance in the form of **Tech_Comp_Doc.pdf** with detailed technical specification, make, model and cross reference with the **Data Sheets** should be uploaded in the technical bid. as per format given at **Annexure-V** must be uploaded by the bidder along with Technical Bid, failing which may lead to the rejection of the bid.
- m) Signed and scanned copy of the Checklist as per format given at **Annexure VI** must be uploaded along with Technical Bid.

- n) Signed and scanned copy of other related documents, mentioned in the tender document but not listed here.

Part 2: “Commercial Bid” shall be uploaded in the form of following documents:

- a. Price schedule should be submitted online only in the form of **BOQ_XXXX.xls**.
- b. The prices should be mentioned in figures as well as in words wherever mentioned in the **BOQ_XXXX.xls**. The bidder should carefully cross check the prices entered in figures with corresponding figures converted in words.

4. Pre-Bid Meeting- Deleted

5. Submission of bids and opening of the Technical bids:

Last date for submission of bids will be as per schedule mentioned in critical date sheet above.

Online Technical bids will be opened as per schedule mentioned in critical date sheet above at:

The Principal,

**University College of Engineering JNTUK Vizianagaram
Vizianagaram**

The bids should be submitted online only at www.apecurement.gov.in. The bidders' authorized representative (maximum two) may choose to attend the bid opening/s, if desired so. Bids will be opened online as per date/time as mentioned in the Tender Critical Date Sheet.

The technical bids will be evaluated to shortlist the eligible bidders. The technical bids of only the short listed bidders shall be considered for further processing i.e. technical evaluation.

Bidders whose technical bid is found to be acceptable and meeting the eligibility requirements as specified in this tender will be informed about the date and time of the opening of the commercial bid.

Charges payable to M/s Vupadhi Technologies Pvt. Ltd.,

The service charges payable to M/s C1 India Pvt. Ltd., are as indicated below.

The participating bidders will pay transaction fee @ 0.03% of ECV (Estimated contract value) + 15.00% service tax on 0.03% **ECV**

All the participating bidders shall electronically pay the transaction fee to the Service provider through Payment Gateway service on e-procurement platform. Payment of transaction fee by the participating bidders through the Electronic Payment Gateway is made mandatory for tenders with estimated cost value above Rs. 50.00Lakhs with effect from 15.07.2006 and for tenders with Estimated cost value below Rs.50.00 with effect from 01.08.2006

Charges payable to APTS

The successful bidder will pay further fee @ **0.04% of ECV** to create e-procurement corpus fund to be administered by APTS. The above fee is payable by the successful bidder through a DD drawn in favour of Managing Director APTS, VIJAYAWADA at the time of conclusion for the agreement. The said DD shall be sent to Managing Director APTS Principal, UCEV, JNTUK who is entering in to agreement with the successful bidder.

6. Opening of Commercial Bids

The online commercial bids of the bidders who are short listed after Technical Evaluation only will be opened in the presence of the bidders or their authorized representative (maximum two), who choose to attend, at the **time place and date** to be informed later.

The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance sheet as a proof of having attended the online commercial bid opening.

The bidder's name, bid prices, discounts and such other details considered as appropriate by **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** will be announced at the time of the opening of the bids.

Note: Technically accepted online competitive bids ONLY will be considered for the opening of online Commercial Bids.

END OF SECTION II

SECTION III: INSTRUCTIONS TO BIDDERS (ITB)

1. Project Timelines

The bidder is required to **Supply and Installation of Modular Furniture (35 Units in CAD/CAM Laboratory) in Mechanical Engineering Department at University College of Engineering Vizianagaram, Vizianagaram.** The delivery and installation at **Mechanical Engineering department, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** must be completed within **60** days from the date of placement of supply order by **Mechanical Engineering department, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram.** The shipment from India/ third country is required to be done by sea/ air/ road. The delivery at site must be completed within **60** days including the custom clearance & local transportation to the site by the bidder. Thereafter, the installation at site must be completed within the balance 30 days. It is mandatory for the bidders who respond to this bid to meet these expectations as time is the essence of this contract and is tightly linked to **Mechanical Engineering department, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** for completing the Supply and Installation within the available time frame.

2. Locations for the Supply, Installation & Warranty Services

The items as detailed in this document are required to be supplied and installed at **CAD/CAM Lab in Mechanical Engineering department, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram.** The detail of consignee & firm address of the site(s) for supply and installation support will be communicated in the Supply Order.

3. Order Placements and Release of Payment

**Principal,
University College of Engineering JNTUK Vizianagaram,
Vizianagaram, Vizianagaram District, Andhra Pradesh**

4. Eligible Bidders

4.1 **Bidder must be a competent firm in Andhra Pradesh.** The bidder should be in the similar business for at least last **3 (three) years** prior to the date of issue of this tender.

4.2 The bidder should have completed at least **ONE** similar work

The bidders are required to submit supporting document for the past experience i.e. copy of the purchase order and work completion report etc. duly notarized along with contact details of the end user. These documents would be subject to further verification by the client, if required. Submission of any false information would lead to forfeiture of EMD.

4.3 **Deleted**

4.4 The bidder should be an **Authorized distributors/ resellers** for the items mentioned in the Scope of Supply of the tender document in India/ abroad.

4.5 The bidders should have its **own branch office/ service centre** for arrangement to provide onsite support through local dealer/ service provider.

4.6 Bidder should be registered with Sales Tax/ Income Tax Department of Government of India and should possess a valid **GST and PAN Registration/ Certificate.**

4.7 Bidders should not be under a declaration of ineligibility for **corrupt and fraudulent** practices.

Note : **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** reserves the right to award/ reject the orders to any particular bidder without assigning any reason thereof.

5. Amendment of Tender Document

- 5.1 At any time prior to the deadline for submission of bids, **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder, modify the bid document.
- 5.2 All prospective bidders who have purchased the bidding document will be notified of the amendment in writing, and such amendments/ modifications will be binding on them.
- 5.3 **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** at its discretion may extend the deadline for the submission of bids if the bid document undergoes changes during the bidding period, in order to give prospective bidders time to take into the consideration the amendments while preparing their bids.
- 5.4 Bidders should keep viewing the above-mentioned websites for any corrigendum/ change. There wouldn't be any newspaper advertisement towards the same. If any bidder misses the information published on the website and their bid is rejected, no complaint would be entertained.

A. PREPARATION OF BIDS

Bids shall be submitted online only at Portal: www.apecurement.gov.in. Bidders are advised to follow the instructions provided in Section-I above for the e-submission of the bids online through Andhra Pradesh Portal for e-Procurement at www.apecurement.gov.in.

Bid documents may be scanned with **100 dpi** with black and white option, which helps in reducing size of the scanned document.

Bidder who has downloaded the tender from the www.apecurement.gov.in. Website shall not tamper/modify the tender form including downloaded commercial bid template in any manner. In case if the same is found to be tampered/ modified in any manner, bid will be summarily rejected and EMD would be forfeited and the bidder would be liable for **suitable penal** action.

Bidder should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the bid documents. In case however any corrections, alterations, changes, erasures, amendments and/or additions have to be made in the bids, they should be supported by dated signatures of the same authorized person signing the bid documents.

6. Earnest Money Deposit (EMD)

- 6.1. The tender documents must be accompanied by Earnest Money Deposit of **Rs. 5,000/- (Rupees Five Thousand Only)** in the form of a **Demand Draft** drawn on any **Nationalized/ Scheduled Bank**, in favour of **The Principal, UCEV, JNTUK, Vizianagaram** payable at **Vizianagaram** valid for **8 months** from the last date of submission of bids as per the format provided in **Annexure V** from any **Nationalized/ Scheduled Bank**.
- 6.2. Bids submitted without EMD will stand rejected. EMD will not be accepted in the form of cash or cheque except Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any Nationalized/ Scheduled Bank. No interest shall be payable on EMD.
- 6.3. **Tender Fee and EMD shall be exempted in case of Micro & Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small & Medium Enterprises (MSME) or are registered with the Central Purchase Organization of the concerned Ministry or Department or Start-up as recognized by Department of Industrial Policy & Promotion (DIPP).**
- 6.4. The bidders registered with MSME/ DIPP should submit a copy of valid Registration Certificate along with the technical bid. The certificate should be specifically applicable for supply, installation in India/ abroad.
- 6.5. The EMD will be returned to the bidder(s) whose offer is not accepted by **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** within 30 days from the

date of opening of commercial bids. In case of the bidder(s) whose offer is accepted the EMD will be returned on submission of Performance Bank Guarantee (Refer Clause 8 of Section IV). However, if the return of EMD is delayed for any reason, no interest/ penalty shall be payable to the bidder.

6.6. The successful bidder, on award of contract/ order, must send the contract/ order acceptance in writing, within 7 days of award of contract/ order, failing which the EMD will be forfeited.

6.7. The EMD shall be forfeited:

6.7.1 If the bidder withdraws the bid during the period of bid validity specified in the tender.

6.7.2 In case a successful bidder, fails to furnish a Bank Guarantee (Clause 8 of Section IV) in lieu of Performance Guarantee.

6.7.3 If the bidder fails to furnish the acceptance in writing, within 7 days of award of contract/ order.

6.7.4 If the bidder fails to supply the material.

7. Period of validity of bids

7.1. Bids shall be valid for minimum **90 days** from the date of submission. Bid valid for a shorter period shall stand rejected.

7.2. **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. The bidder is free not to accept such request without forfeiting the EMD. A bidder agreeing to the request for extension will not be permitted to modify his bid.

B. SUBMISSION OF BIDS

The online bid shall be neat, plain and intelligible. **The authorized person should sign each page of the bid.** They should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid. The conditional bid will be summarily rejected. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.

8. Deadline for Submission of Bids

8.1 Bids must be submitted online before the due date and time as specified in the critical date sheet.

8.2 **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** may extend this deadline for submission of bids by amending the bid documents and the same shall be suitably notified on the websites only.

9. Late Bids

The online bid submission would not be possible after the deadline for submission of bids.

C. BID OPENING AND EVALUATION OF BIDS

10. Opening of Bids

10.1 The technical bids will be evaluated to shortlist the eligible bidders. The technical bids of only the eligible bidders shall be considered for further processing (technical evaluation).

10.2 Bidder whose technical bid is found to be acceptable and meeting the eligibility requirements as specified in this tender will be informed about the date and time of the opening of the commercial bid.

10.3 **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** will open commercial bids of only the technically short-listed bids at the time and date to be informed later.

D. AWARD OF CONTRACT

11. Evaluation of Proposals & Award Criteria

11.1 **The bidder must quote for all the items mentioned under Section V – Schedule of Requirement.** The lowest price criteria shall be applied on the total composite amount (inclusive of all) of all items taken together.

11.2 Preliminary scrutiny of the proposal will be made to determine whether they are complete, required processing fee (Tender Fee) and bid security (EMD) have been furnished, whether the uploaded

documents have been properly signed and whether the bids are generally in order. Proposals not conforming to such preliminary requirements will be prima facie rejected.

- 11.3 Bids complying with all the eligibility requirements mentioned under Section III Clause 4 of this tender document and fulfilling the specifications and schedule of requirements mentioned in Tech_Comp_Doc.pdf and Section V shall be treated as substantially responsive bids. Responsiveness of the bids shall be determined on the basis of the contents of the bid itself and shall not be determined by extrinsic evidences.
- 11.4 **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** if required, may ask bidders for to arrange the presentation on the date & place fixed, if failed to present the presentation as mention then it shall result in the rejection of technical bids and financial bids of these bidders shall not be opened. Also, if it is found after presentation that is not meeting the specifications prescribed by, such bidders shall be treated as substantially non-responsive. **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** decision shall be final in this regard. The place for presentation shall be conveyed to the bidders at an appropriate date.
- 11.5 Commercial bids of only those bidders will be opened who are found to be substantially responsive and the work shall be awarded to the commercially lowest bidder.
- 11.6 Bidder should quote their rates by uploading in prescribed Performa in BOQ_XXXX.xls only. Commercial bids/ prices/ rates other than the format provided or elsewhere in the Bid Document shall be rejected by **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram**.
- 11.7 The rates quoted in figures would be automatically converted in words in BOQ_XXXX.xls. The bidder should carefully cross check the prices entered in figures with corresponding figures converted in words. In case of discrepancy between words and figures, the rates quoted in words shall be treated as final. The correct amount will be calculated by multiplying unit price with quantity and in case of any discrepancy, the corrected amount shall be considered and total of all corrected amount shall be bidder's total quoted amount.
- 11.8 In the copies of supply order/ contract/ agreement/ experience certificate submitted by the bidder, if the currency is other than Indian Rupees, the value of work in Indian Rupees shall be determined by using the exchange rate declared by Reserve Bank of India as on the last date of submission of technical/ commercial bids and the eligibility of the bidder shall be determined accordingly.
- 11.9 If more than one bidder happens to quote the same lowest price, **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** reserves the right to split the order and award the contract to more than one bidder. The splitting in such case will be done on the basis of item wise lowest price quoted by the bidders.

12. Purchaser's Right to amend Scope of Work

- 12.1 If, for any unforeseen reasons, **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** is required to change the Scope of Supply, this change shall be acceptable to the bidder without change in the unit price quoted.
- 12.2 **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** reserves the right to reject one/ all the bids or cancel the tender without assigning any reasons there for.
- 12.3 **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** reserves the right to accord relaxation uniformly to all the bidders in case the bids submitted by all the bidders are found to have minor deviation.

13. Corrupt or Fraudulent Practices

- 13.1 It is expected that the bidders who wish to bid for this project have highest standards of ethics.
- 13.2 **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** will reject bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- 13.3 **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract.

14. Interpretation of the clauses in the Tender Document / Contract Document

- 14.1 In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Tender Document; **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** interpretation of the clauses shall be final and binding on all parties.

END OF SECTION III

SECTION IV: SPECIAL CONDITIONS OF CONTRACT (SCC)

1. Prices

- 1.1. The price quoted shall be considered firm and no price escalation will be permitted.
- 1.2. Bidders must quote the prices in INR only and as per the prescribed Performa in **BOQ_XXXX.xls** only.
- 1.3. The prices quoted should be inclusive of freight, insurance, packing and applicable taxes till destination. The packing shall be transport worthy so as to prevent their damage or deterioration to goods during transit to their final destination as indicated in this document. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, and the remoteness of the Goods final destination and the absence of heavy handling facilities at all point in transit. However risk in good shall continue with supplier till goods are delivered in good condition and installed at end user's site duly certified by **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram**, end-user in **Mechanical Engineering department, University College of Engineering Vizianagaram, Vizianagaram**.

2. Taxes and Duties:

- 2.1. The basic price & all applicable taxes and/ or duties except customs duty should be included in the price quoted. The items being imported in Samoa from India/ third country in connection to this project will be exempted from payment of Custom Duty. The Government of Samoa/ end user on the request of supplier shall provide necessary Custom Duty Exemption Certificate but the custom clearance will be the responsibility of the successful bidder. No Concession Tax Form (C/D) will be given by **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram**.
- 2.2. Bidder shall arrange to clear the consignment after following customs formalities at Samoa and shall arrange to deliver the consignment to the end user site. The cost and risk of the consignment rests with the bidder till it is delivered to the end user & accepted.

3. Software Licenses: Should provide original license as per tender specifications.

4. Chartered Engineer Certificate: Deleted

5. Completeness Responsibility:

Notwithstanding the scope of work, supply and services stated in bid document, any equipment or material, technical services which might not be even specifically mentioned under the scope of supply of the vendor and which are not expressly excluded there from but which are necessary for the performance of **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram**. In accordance with the specifications and executing the contract to establish achievement of performance guarantee parameters, are to be provided for and rendered by the vendor without any extra charge so that the said project is completed in all respect.

6. Warranty and Support:

All the items covered in the schedule of requirements, shall carry **minimum 3 (three) years on site comprehensive warranty** from the date of its installation & commissioning. The bidder must undertake to provide the on-site support during the warranty in **Mechanical Engineering department, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram**. The repairing/ rectification/ replacement/ configuration required, if any, must be done at site only. During the warranty, all complaints should be attended within 24 (twenty four) hours and rectified within 3 (three) working days from the time of complaint. In case the rectification of fault involves replacement of hardware the same should be carried out within 14 (fourteen) working days from the date of intimation. Failure to do so would result in the levy of penalties. The PBG will be released by **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** only after the submission of satisfactory performance certificate issued by

end-user **Mechanical Engineering department, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** after the completion of warranty period.

7. Payments:

Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram shall release of the order value to the supplier on delivery of all the items at site after due verification by **Mechanical Engineering department, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** (end user). The payment will be released as per terms and condition of tenderer after submission of Original Invoice along with Installation Certificate of the Item for which the vendor has been provide the work order.

8. Performance Bank Guarantee (PBG):

Guarantee in lieu of Performance Guarantee within the stipulated time, EMD will be forfeited and the supply order will be cancelled.

9. Transport/ Shipping Documents:

After the consignment is ready for dispatch, the successful bidder shall be required to furnish the following documents:

- i. Chartered Engineer's Certificate
- ii. Bill of Lading/ Air Way Bill (booking details)
- iii. Packing List
- iv. Insurance Policy (in the name of **University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** for 110% value of the Invoice)
- v. Invoice & other relevant document(s)
- vi. Declaration Letter from as per Annexure III of the tender document

Actual shipment should be done only after receipt of concurrence from **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** based upon the above-mentioned documents.

10. Penalty for delayed Services:

Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram reserves the right to levy penalty @ 1% of order value per week of delay beyond the scheduled delivery and/ or installation at site and onsite support towards resolution of complaint during warranty period subject to maximum of 10% of the order value. Delivery of all items sent at site must be completed within 120 days and installation & commissioning within balance 30 days from the date of receipt of supply Order. During the period of warranty, all complaints should be attended within 24 (twenty four) hours and rectified within 3 (three) working days from the time of complaint. In case the rectification of fault involves replacement of some hardware the same should be carried out within 14 (fourteen) working days from the date of intimation. **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** reserves the right to cancel the order in case the delay in delivery and/ or installation of more than 10 (ten) weeks. The penalties, if any shall be recovered from EMD submitted by the successful bidder/ balance payment. **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of circumstances not attributed to the bidder. For any such relaxation, the bidder should sought prior written approval from **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** by submitting proper justification with documentary evidences.

11. Jurisdiction:

The disputes, legal matters, court matters, if any shall be subject to Vizianagaram, **Vizianagaram District** jurisdiction only.

12. Force Majeure:

Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of a Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful bidder's premises.

13. Arbitration:

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc., shall be referred by either party (**Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** or the bidder) after issuance of 30 (thirty) days' notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be specified in the purchase agreement. The jurisdiction of the courts shall be specified in the purchase agreement. The Arbitration and Conciliation Act 1996 and the rules made there under with all/ any modifications or amendments thereof for the time being in force shall apply to the arbitration proceedings.

14. Please quote your lowest rates for each item described. The quotation should reach this office **on or before 20/11/2019 by 04:30 PM hrs.** Sealed covers should be submitted for the items super scribing as "**Tender No.**", "**Date of opening:**". The sealed covers should be sent by the Registered Post or to be dropped in the sealed box provided in the office of the Principal. The tender will be **opened on 21/11/2019 at 11:00 AM hrs.** by the undersigned/his nominee in the presence of the committee members and available bidders or their representatives.

- a) **E.M.D:** The tender documents should be submitted along with earnest money deposit **Rs.5000/-** in the form of Demand Draft in favor of "**The Principal, UCEV, JNTUK, Vizianagaram**" payable at **Vizianagaram**. The Demand Draft pertaining to E.M.D. of unsuccessful party will be returned.
- b) **PRICES:** The price should be F.O.R. destination inclusive of taxes, packing & forwarding charges, freight, delivery and installation charges. Items on rate contract, if any together with the terms and conditions may please be furnished.
- c) **PAYMENT:** 100% payment will be made within a reasonable time only after the receipt of all items in good condition and installation as per given specifications and after testing for satisfactory working and on receipt of the company's invoice with all Supporting vouchers such as copy of GST Registration certificate etc. **No advance will be paid in any case either in part or in full.**
- d) **ACCEPTANCE:** It is not binding on the university/ institution to accept the lowest of the tenders. The university/ institution reserves the right to place orders for individual items with different bidders.
- e) **SPECIFICATIONS:** Detailed specifications along with the description and make should be mentioned in the bid.
- f) **Warranty/Guaranty:** Warranty/Guaranty period should be mentioned by the bidder.

- g) **DELIVERY:** The period of delivery and completion of work at destination from date of placing orders is **EIGHT WEEKS**. If the bidder is unable to supply the items within the delivery period, the purchase order stands void and the EMD will be forfeited.
- h) **VALIDITY:** The quotations should be valid for at least 90 days. The Institution reserves the right to cancel the tender without assigning any reason.
- i) Those that purchased tender schedule officially by paying **Rs. 500/-** in the form of Demand Draft drawn in favor of “**The Principal, UCEV, JNTUK, Vizianagaram**” payable at **Vizianagaram** are only eligible to participate in the tender. Those who have downloaded the tender schedule from the www.apecurement.gov.in and JNTUK website (www.jntuk.edu.in) should submit a separate DD for **Rs.500/-** along with the quotation.
- j) This Institution being Government educational institution is exempted from payment of Central/State Excise Duty.
- k) Since the college is Government institution whatever conditions are applicable to any Government institute shall be applicable even if not specified.
- l) Any tender that is received after due date will not be accepted. The University is not responsible for any postal delay.
- m) List of Major Customers should be provided.

Encl: Items with Description

END OF SECTION IV

SECTION V – SCHEDULE OF REQUIREMENT (Bill of Material)

Item No.	Items to be supplied	Qty.
1.	Linear Work station -Modular Furniture	35

TECHNICAL SPECIFICATION OF INDIVIDUAL ITEMS

S.No	Name of the Equipment	Specifications
01	Linear Work station - Modular Furniture for 35 Units in CAD/CAM Laboratory	<p>Linear Work station Size 900W X 600 D X 1200 HT</p> <p>Specifications: System 50+33mm slide on system</p> <p>Partition: 50+33mm thick slide on based partition</p> <p>Main partition- 50mm thick tile slide on tile based partition finished with fabric above table top and laminate tile below table top with approved shades</p> <p>Return partition – 33mm thick slide on tile based partition finished with fabric above table top and laminate tile below table top with one magnetic board tile with approved shades</p> <p>Table top: 25mm thick prelaminated particle board all the exposed edges finished with 2mm edge lipping</p> <p>Wire Management: 2 level MS raceway is considered for main spine for wire management.65 mm dia Gronment cut-out with ABS Cap.</p> <p>Accessories: ABS Key board Tray without mouse pad, Movable CPU trolley with castors</p>

END OF SECTION V

Annexure – I

(On company Letter Head & to be signed by MD/ CEO/ Proprietor)

To

Date:

The Principal,
UCEV JNTUK,
Dwarapudi (P.O), Vizianagaram-535003
Phone No: 08922-277911(O)
email:principal.ucev@gmail.com
principal@jntukucev.ac.in

Dear Sir,

Subject: **Authorization to sign the bid document**

This has a reference to your tender no. dated for **Supply and Installation of Modular Furniture (35 Units in CAD/CAM Laboratory) in Mechanical Engineering Department at University College of Engineering Vizianagaram, Vizianagaram.**

It is hereby confirmed that, Sh./ Smt.working as is entitled to act on behalf of our corporation/ company/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

The specimen signature of Sh./ Smt..... is as given below.

(Signature 1)

(Signature 2)

I,, certify that I am <designation> of <company>, and that Sh./ Smt. whose specimen signatures are given above is authorized to bind the corporation by authority of its governing body.

For M/s _____ (Name of the bidder)

Signature & company seal

Name :
Designation:
Email :
Mobile No :

Annexure – II

(On company Letter Head)

Date:

To

The Principal,
UCEV JNTUK,
Dwarapudi (P.O), Vizianagaram-535003
Phone No: 08922-277911(O)
email:principal.ucev@gmail.com
principal@jntukucev.ac.in

Dear Sir,

Subject: **Declaration of Bid Form**

This has a reference to your tender no. dated for setting up of **Supply and Installation of Modular Furniture (35 Units in CAD/CAM Laboratory) in Mechanical Engineering Department, University College of Engineering Vizianagaram, UCEV (JNTUK), Vizianagaram.**

Having examined the 'Invitation for Bids', 'Instructions to Bidders' 'Special Conditions of Contract', 'Technical Compliance Document', 'Schedule of Requirements' and the Annexure for the above referred tender, we the undersigned offer to supply, install& commission and guarantee the whole of the said 'Scope of Work' in conformity with the said Special Conditions of Contract and Technical Specifications for the sum mentioned in Commercial Bid submitted separately, or such other sum as may be ascertained in accordance with the conditions. The details of the items/services for which we have submitted our Technical Bid and for which we have quoted the rates in our Financial Bid are given in required formats.

1. We have independently considered each and every clause of this tender document and given our informed consent to them.
2. We undertake, if our Bid is accepted, we shall commence the supply of items/services/manpower as per delivery schedule offered by us so as to fulfill our obligations as per this Tender Document to full satisfaction of purchaser.
3. If our Bid is accepted we will furnish a Bank Guarantee of 10% order value with a validity of **36months** to cover delivery, installation & warranty period.
4. We have independently considered the amount shown in 'Special Conditions of Contract' as per-estimated liquidated damages and agree that they represent a fair estimate of the damages likely to be suffered by you in the event of the work not being completed in time.
5. We agree to abide by this Bid for a minimum period of **60 days** from the date of opening and it shall be remain binding upon us and may be accepted at any time before the expiration of that period or any extended period mutually agreed to.
6. This bid, together with any further clarification/confirmation given by us and your written acceptance thereof, shall constitute a binding contract between us.
7. We understand that you are not bound to accept the lowest or any offer you may receive against this bid.
8. If our Bid is accepted, we understand that we are to be held solely responsible for the due performance of the Contract.
9. All enclosures and relevant documents forming a part of the proposal are complete and attached herewith duly verified by officials authorized to do the same. All documents submitted are genuine and if, **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** finds

that we have submitted any forged document, **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** may reject our bid; forfeit the EMD/ BG and take stringent action against us as per Government of India guidelines.

10. We accept that all doubts, concerns or ambiguity in the tender document (if any) would be uploaded by us on www.apetprocuremnt.gov.in Portal. If we raise any doubt, concerns, ambiguity issues, interpretation issues, after the Pre-Bid meeting, **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** may not consider the request or reply.
11. We will accept **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** internal technical and financial evaluation procedure and will not interfere in the process after submission of the bid. We shall not deviate from the bid process and not try to stall the process; if do so, **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** may take stringent action against us.
13. We undertake that our company is not under the declaration of ineligibility for corrupt & fraudulent practices. We also undertake that our company has not been blacklisted by any Government entity in India/ abroad till today.
14. We will follow all guideline mentioned in the tender documents.

For M/s _____ (Name of the bidder)

Signature & company seal

Name :

Designation :

Email :

Mobile No :

(On company Letter Head)

Date:

To

The Principal,
UCEV JNTUK,
Dwarapudi (P.O), Vizianagaram-535003
Phone No: 08922-277911(O)
email:principal.ucev@gmail.com
principal@jntukucev.ac.in

Dear Sir,

Subject: **Declaration Letter**

This has a reference to your tender no. dated for setting up of **Supply and Installation of Modular Furniture (35 Units in CAD/CAM Laboratory) in Mechanical Engineering Department, University College of Engineering Vizianagaram, UCEV (JNTUK), Vizianagaram.**

We confirm that the we undertake, if our bid is accepted, we will submit a letter from Authorized Supplier/Distributor endorsing that the equipment are brand-new at the time of supply.

The details of all the make & model with detail technical specifications are offered in our technical bid for Individual items viz. mentioned in the tender notice. If **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** find that any information/ details submitted by us is incorrect **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** may black list us and forfeit the EMD/ take stringent action against us as per Government of India guidelines.

By signing this declaration letter we accept all terms and conditions specified in the tender document and agree that **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram** decision will be final and binding on us.

For M/s _____ (Name of the bidder)

Signature & company seal

Name :

Designation:

Email :

Mobile No :

Annexure – IV

(On company Letter Head)

Tender No: JNTUK/UCEV/ME/ Modular Furniture/2019-20/1

Date:.....

To

The Principal,
UCEV JNTUK,
Dwarapudi (P.O), Vizianagaram-535003
Phone No: 08922-277911(O)
email:principal.ucev@gmail.com
principal@jntukucev.ac.in

Dear Sir,

Sub: Undertaking to the effect that onsite support during the warranty for the Bidded items in the Tender by Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram will be provided by <Company Name> through its own Branch Office/ Service Centre/ Local Partner.

This has a reference to your tender no. dated for **Supply and Installation of Modular Furniture (35 Units in CAD/CAM Laboratory) in Mechanical Engineering Department, University College of Engineering Vizianagaram, UCEV (JNTUK), Vizianagaram.**

We undertake to provide the onsite support at **Mechanical Engineering Department, University College of Engineering Vizianagaram, UCEV (JNTUK), Vizianagaram**, during the period of warranty through our own Branch Office/ Service Centre/ local partner. In case <Company Name> is a successful bidder, details viz. Name, Address, Contact Person, Telephone/ Fax, Email etc. of our own Branch Office/ Service Centre/ local partner along with an undertaking from the local dealer/ service provider (if applicable) will be submitted by <Company Name> within 60 (Sixty) days of the receipt of Supply Order from **Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram.**

Thanking you,

Sincerely yours,

For M/s _____ (Name of the bidder)

Signature & company seal

Name :

Designation :

Email :

Mobile No :

OEM Compliance

(On OEM's letterhead)

Tender No: JNTUK/UCEV/ME/ Modular Furniture/2019-20/1

Date:.....

To

The Principal,
UCEV JNTUK,
Dwarapudi (P.O), Vizianagaram-535003
Phone No: 08922-277911(O)
email:principal.ucev@gmail.com
principal@jntukucev.ac.in

Dear Sir,

Subject: **Technical Compliance Statement**

S.No.	Item Description (As per tender document)	Qty (Nos.)	Offered Make, Model & Technical Specifications	Compliance (Yes / No)	Deviations (If any)
1					
2					
3					
4					

We hereby undertake that within the scope of requirement as per the products mentioned above to provide support & product warranty services for a minimum period of **One year** from the date of its installation, just in case our authorized partners fails to render the services.

The undersigned is authorized to issue such authorization on behalf of M/s _____ (*Name of the manufacturer*).

For M/s _____ (*Name of the manufacturer*)

Signature & company seal

Name :

Designation :

Email :

Mobile No :

Office Address :

Annexure – VI

(On company Letter Head)

CHECK LIST

S.No.	Item Description	Details	Attached (Yes/No)
A	Name and Address of the Company/Firm and its incorporation details & Registration Certificates with Govt of India		
B	Demand Draft for Rs. 500/- (Rupees Five Hundred only) drawn on any Nationalized/ Scheduled Bank in favour of “ The Principal, UCEV JNTUK ”, payable at Vizianagaram towards Tender Fee. Only DD acceptable. DD must be reached before opening of price bid.		
C	Demand Draft/ Bank Guarantee towards Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand Only) from any Nationalized/ Scheduled Bank , in favour of “ The Principal, UCEV JNTUK, Vizianagaram ” payable at Vizianagaram towards Earnest Money Deposit (EMD). Only DD acceptable. DD must be reached before opening of price bid.		
D	Duly filled Technical Bid with proper seal and signature of authorized person on each page of the bid submitted. Certificate of authority should be scanned and submitted as per format given at Annexure I.		
E	GST and PAN Registration Certificates.		
F	IT returns for the Last three financial years and annual turnover details.		
G	Firm Registration/Partnership Deed/Articles of Memorandum of Association or Proprietorship Deed.		
H	Declaration of Bid Form as per format given at Annexure II		
I	Declaration by the bidder as per format given at Annexure III		
J	Undertaking to the effect that onsite support during the warranty for the Bidded items in the Tender by Principal, University College of Engineering Vizianagaram (UCEV), JNTUK, Vizianagaram will be provided by <Company Name> through its own Branch Office/ Service Centre/ Local Partner at Annexure –IV.		
K	Technical Compliance Document in the form of Tech_Comp_Doc.pdf with detailed technical specification, make, model and cross reference compliance with the data sheets. OEM Compliance should be scanned and submitted as per format given at Annexure-V .		

Thanking You

Yours Sincerely

Signature & company seal

Name :

Designation:

Email :

Mobile No :