



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.
Asansol – 713340, Dist.-PaschimBardhaman, West Bengal
www.knu.ac.in

Ref. No.: KNU/R/NIT/3065/19

Date: 8/08/2019

Tender

Sealed quotations are invited for supply and installation of items to establish moot court at **Academic/Administrative building(s), Kazi Nazrul University, Asansol** from reputed vendors having valid up to date **I.T., GST** clearance certificate and experience for at least **two years** for supplying similar type of items. Tender document may be downloaded from the University website www.knu.ac.in and the same after filled up must be submitted in a sealed envelope addressed to **The Registrar, Kazi Nazrul University, Asansol, 713340, West Bengal.**

Pre bid meeting will be held on **9/08/2019** at **13 :00 hrs.** with the interested parties at the **Office of Registrar, Asansol**

Last date of receiving tender document either by hand or by post: **13/08/2019** up to **12:00 hrs.**

Note: For any sorts of query, please contact the undersigned at registrar@knu.ac.in

Registrar (Addl. Charge)

Kazi Nazrul University, Asansol -713340

Deputy Registrar

Kazi Nazrul University

Asansol - 713340 (W.B.)



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1. Invitation for Bids

1.1 Kazi Nazrul University (KNU) intends to establish **Moot Court** in its Administrative/Academic Building at Asansol. The University intends to establish Moot Court Administrative/Academic in the Asansol campus of the University. Kazi Nazrul University is looking for interested bidders who have experience in supplying and complete installation of above set up.

1.2 Bidders are advised to study all technical and financial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the Bidder's risk and may result in the rejection of the bid.

1.3 Sealed offers prepared in accordance with the procedure as enumerated below should be submitted to **The Registrar, Kazi Nazrul University**, not later than the date and time laid down, at the address given:

Tender document may be downloaded from the University website www.knu.ac.in and the same after filled up must be submitted in a sealed envelope addressed to **The Registrar**.

Bid opening time: 13/08/2019 at 13 hrs.

1.4 Tender will be considered only on receipt of sealed bid copie(s).

1.5 This tender document is not transferable.

1.6 The categories of items and quantity indicated in the Tender Document are tentative. KNU, however, reserves the right to increase or decrease the quantity or delete some or all of the items depending on the needs of the KNU and availability of funds without assigning any reasons.

1.7 The bidder should indicate specifically the Base Price, GST, other duties (if any), and levies chargeable quantitatively against each item. No additional information will be



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entertained after due date. KNU may reject bids if they do not carry such information separately and specifically quantitatively

1.8 The tender should be submitted in two cover system i.e. (a) Technical Bid (separate envelope for each Annexure) and (b) Financial Bid. There should be proper indication of the contents on each envelope as indicated in clause above.

1.9 A separate envelope (c) containing the Technical Bid (separate envelope for each Annexure and by clearly mentioning the Annexure at the top of the envelope) and Financial Bid same as technical bid - in a bigger envelope.

1.10 The bidder should clearly indicate the delivery with complete installation period and validity period of tender. It may be mentioned that the validity period of the price should be at least **six months**.

1.11 The bidder should clearly indicate the availability of service and maintenance facilities at Asansol for the items quoted.

1.12 The above mentioned details particularly the GST, any other duty, if not quoted properly, the bid can be cancelled.

1.13 The bidders are required to quote for each item separately in terms of basic price and all other charges. Prices can be quoted in **Indian Currency only (₹)**.

1.14 The bidder (Technical Bid) must be submitted along with the copies of OEM license or authority from the manufacturer

1.15 **Kazi Nazrul University** reserves the right to reject any or all tenders without assigning any reason whatsoever.

1.16 No advance payment or payment against Performa invoice will be made. Payment will be made after receipt, inspection, and installation/testing.

1.17 All damaged or unapproved goods shall be returned at the bidder's risk and cost and the incidental expenditure thereupon shall be recovered from the concerned party.

1.18 On acceptance of tender, the date of delivery should be strictly adhered to otherwise, the **Kazi Nazrul University** reserves the right not to accept the delivery in full or in part. In



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case the order is not executed within the stipulated period, the **Kazi Nazrul University** will be at liberty to make purchases through other sources.

1.19 Payment of bill will be made through by crossed account payee **Cheque or electronic payment (NEFT)** only after delivery and successful installation of each of the items.

1.20 Printed conditions of the firm sent along with the quotation, if any, shall not be binding on **Kazi Nazrul University**.

1.21 On acceptance of tender, the date of delivery should be strictly adhered to other wise, the **Kazi Nazrul University** reserves the right not to accept the delivery in full or in part. In case the order is not executed within the stipulated period, the **Kazi Nazrul University** will be at liberty to make purchases through other sources.

1.22 Payment of bill will be made through by crossed account payee Cheque only after delivery and successful installation of each of the items.

1.23 Schedules for Invitation to Tender

a) Tender should be dropped at the Tender Box kept at the office of the Registrar of **Kazi Nazrul University**.

b) Place, Time and Date of opening of Technical bids:

Place : Meeting Room of New administrative building at the Office of Registrar

Last date of receiving tender document either by hand or by post: 13/08/2019 up to 12:00 hrs.

The date of tender opening will be on: 13/08/2019 at 13:00 hrs.

The Financial bid of technically qualified bidders may be opened on the same date if University authority thinks so.

c) Date till which the tender is valid: 180 days from the opening of technical bid.

e) **Kazi Nazrul University** shall not be responsible for any postal delay about non-receipt/non-delivery of the documents.

2. The bidder shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by



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the University and the University will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

3. Clarification of Tender Document

A prospective bidder requiring any clarification of the Tender Document may notify the client in writing at the University's mailing address registrar@knu.ac.in. The University will respond in writing (preferably through e-mail) to any request for clarification of the Tender Document, received not later than 01 working days prior to the last date for the receipt of bids prescribed by the University. In case of any further clarification on any of the points in the tender, if required, pre-bid conference will be held on 9/08/2019 at 13:00 hrs at **Office of the Registrar, KNU, Asansol.**

4. Amendment of Tender Document

4.1 At any time prior to the last date for receipt of bids, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender Document by an amendment.

4.2 The amendment will be displayed on the web site of the University at least three working days prior to the opening of technical bid.

4.3 In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the University may, at its discretion, extend the last date for the receipt of the Bids.

5. Language of Bids : The bids prepared by the bidder and all correspondence and documents relating to the bids exchanged by the bidder and the University, shall be written in English language.

6. The bidder should have the following qualifications for bidding:

- Shall be registered in India
- Shall have OEM authorisation or channel partners/ service providers, authorised distributors / dealers / resellers
- Shall have been in existence for not less than three years.
- Shall be having sufficient experience and expertise in the relevant field.



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- e. Shall have experience of supplying orders for **Govt. Deptt./ PSU/University** etc. for more than years and shall have **PAN/TAN** number, **GST** registration. It is not blacklisted by any **Ministry/ Department of the Government of India** or any **PSU** or **Govt. of West Bengal** or any other organization. Bidder shall have at least annual turnover of ₹1 million for the last financial year.
7. **Delivery Schedule:** The Company shall be able to deliver the required items within **5 days** of the receipt of order. The company shall adhere with all seriousness to the time schedule provided by the KNU. Delivery/Installation is to be done at Asansol
8. **Warranty :** All the products must carry minimum one year comprehensive warranty.
9. The products asked for should be of very high standard and of mentioned brand
10. **Liquidated Damages :** The Company shall be liable to indemnify the KNU in all respects and meet and pay off the litigation expenses and all the liabilities including damages, sums etc. arising out of and as a consequence of the negligence, deficiencies, mistakes, lapses, delays etc. in the execution of the various jobs and the services provided.
11. **Payment:** There is no provision for making advance payment to the Company. However, the running bills for the jobs completed can be submitted by the company and will be cleared for payment within reasonable period.
12. **Purchase Order:** The purchase order for the entire quantity can be placed either in one lump sum or as per the requirement through repeat order subject to availability of fund of the required items. The quantity shown is tentative and may increase or decrease.

for, [Signature]

Registrar (Addl. Charge)

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Annexure 1

Proforma for Technical Bid

	Particulars	Information
1	Name of the Firm & Owner : (with Telephone/Mobile Numbers, email)	
2	Type of Organisation (Proprietorship/Partnership/Pvt. Ltd./Limited Company) Month/Year of Establishment	
3	Website of Bidder, if any	
4	Month/Year of Establishment	
5	PAN/GST Regd. Nos.	
6	Annual Turnover 2017-18 2018-19	
7	Whether product(s) offered by the bidders are exactly as per the configuration of Kazi Nazrul University. If not, indicate the changes in each product	
8	Clientele (submit copies)	
9	Validity of Tender	
10	Whether Terms & Conditions issued by Kazi Nazrul University are acceptable to the Firm	
11	Whether Warranty as per the desired specification	

Date

Name:

Signature of Owner/Authorized Representative

Designation:



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Technical Specification for Financial Bid

Annexure 2

Sl.no.	Item Description	Unit	Qty	Price per unit in Rs.	GST @	Price per unit with GST in Rs.	Total price in Rs.
1	Ejlas 5'x 4' x 1' dias (2 Pcs)	Sq.ft.	40.00				
2	Ejlas 3.5' heigh wooden structure and 6mm Green Ply and .8mm laminate boundary . (for 2 pcs)	Sq.ft.	77.00				
3	19mm Green Ply make Table 8'x2'x 2.5'. With drawer and cupboard -1pcs	Sq.ft.	20.00				
4	19mm Green Ply make Table 6' x 3' x2.5'	Sq.ft.	18.00				
5	19mm Green Ply make Table 3' x 2' x2.5'	Sq.ft.	7.50				
6	19mm Green Ply make Table 8' x 2' x2.5'	Sq.ft.	20.00				
7	Wooden Partition 20' x 3.5'	Sq.ft.	70.00				
8	Nilkamal make MID BACK , PU Upholstered seat and back, Cantilever Base , Dual Tone Arms with wood and Aluminium , Size - 570W x 660D x 975H	Pcs	1.00				
9	Nilkamal make MID BACK , PU Upholstery , Centre tilt mechanism, PU upholstered armrest , Size - 640W x 695D x 1005H	Pcs	10.00				

Date Name :

Signature of Owner/Authorized Representative

Designation :