



Memo No: AC/401/19-20

Date: 02.12.2019

TENDER NOTICE

Sealed quotations are invited from reputed Supplier/Vendor to quote their possible rate for the supply, installation and delivery of the under-mentioned items as Annexure - I to Jalpaiguri Regional Centre, NSOU, Patkata, Kotwali (Inside the premises of Govt. Engineering College, Jalpaiguri), Jalpaiguri - 735 102, West Bengal subject to the following terms and conditions.

Last date for submission: 10/12/2019 up to 4 PM.

Place of Submission: Finance Department, 4th Floor, Netaji Subhas Open University DD-26, Sector-I, Salt Lake, Kolkata -700064

Contact No: 7980661061, 9051162059

Tenders will have to be submitted in Two parts i.e. (i) Technical Bid and (ii) Financial Bid in separate sealed covers indicating (a) the type of bid (i.e. Technical Bid or Financial Bid), (b) name of the bidder, (c) Tender No. & date etc. Both these covers will have to be put together in a separate single sealed cover mentioning (a) name of the bidder and (b) Tender No. & date etc.

A. Technical Bid: The bidder is to provide the following documents in Technical bid:

1. Details of the technical features of the items (brand name, model no., Specification & Picture, if any).
2. Authorization certificate of items from OEM for dealing in.
3. Details of nature and maximum period of Warranty offered by the Bidder, if any.
4. Copy of PAN and/TAN of bidding authority are to be submitted.
5. Copy of Trade License
6. Copy of Challan for payment of Professional Tax
7. Copy of Credential for supply of similar type of item to the Educational Institute/Government Office
8. The Bidder is to fill in the Check List given in Annexure - III

B. Financial Bid: The bidder is to submit the Tender in the Format given in Annexur -II.

C. University has reserved the right to cancel / withdraw the tender notice at any time without assigning any reason.

D. The sum of total of all items would only be taken into consideration to have the value of LOWEST QUOTATION and the Bidders is to quote all the items. Partial bidding will not be considered. Quantity of items to be supplied may vary at the time of order.

E. The Applicant bidders to participate in the bidding process are to fill in the following Formats given in the page No. 4 & 5 and Financial Bid as per Page No. 3.

Finance Officer

Netaji Subhas Open University DD-26, Sector -1, Salt Lake, Kolkata-700064



Annexure - I

SI No.	Item with Specification	Quantity
1	<p>Godrej Make Table - (Model - Enterprise 1500 with CPU Hanger) OverallSize : 1500 (W) x 750 (D) x 728 (H). Table Top : 18mm thk. Pre Laminated Particle Board (PLB) All work surface edges are duly sealed with 2mm thick PVC Edgebanding. Modesty Panel. 18mm thk. Pre Laminated Particle Board (PLB) All work surface edges are duly sealed with 2mm thick PVC Edgebanding. Rectangular Frame : Fabricated component in 1.2mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester). Leg : Fabricated component in 38mmx25mmx1.2mm thick MS ERW Tube (IS:7138), Finish: Powder coat (Epoxy polyester). CPU Modesty : 0.8mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester). Plastic Cap for Cable travel : Injection Moulded Polypropylene. Leveler glide for Leg : Nylon 6 & MS Bolt. Storage (Pedestal) : 0.6mm thick CRCA (IS:513) , Finish: Powder coat (Epoxy polyester) 0.6mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester) 0.8mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester) 1.2mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester) 10 Lever Cam Lock Injection Moulded Polypropylene Nylon6 & MS Bolt. Horizontal Wire Carrier : 0.7mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester). Vertical Wire Carrier : 0.8mm thick CRCA (IS:513), Finish: Powder coat (Epoxy polyester). Manufacturer should be a certified member of BIFMA for atleast ten years and should be following managment systems as per ISO 9001:2015, ISO 14001:2015, ISO 18001:2007 and energy management system as per ISO 50001:2011 in accordance with the TÜV NORD CERT auditing and certification procedures for Design, Development, Manufacturing, Marketing, Sales, Supply and Servicing of Home & Institutional, Interiors, Furniture, Accessories & Related Products and Provide Solutions for Home &</p>	14
2	<p>Godrej Make Mid Back Chair (Model - Bravo Mid Back Chair) SEAT/BACK ASSEMBLY: The seat and back are made up of 1.2 cm. thick hot-pressed plywood, upholstered with fabric upholstery covers and moulded Polyurethane foam. The back foam is designed with contoured lumbar support for extra comfort. The seat has extra thick foam on front edge to give comfort to popliteal area. MID BACK SIZE (FOR 9U02RX, 9U12RX):47.5 cm. (W) x 58.0cm. (H). SEAT SIZE : 47.0 cm. (W) x 48.0 cm. (D). POLYURETHANE FOAM: The Polyurethane foam is moulded with density = 45 +/-2 kg/m³ and Hardness = 20 +/- 2 at 25% compression. ARMRESTS: The one-piece armrests are injection moulded from black Co-polymer Polypropylene. CENTER TILT SYNCHRO MECHANISM: The mechanism is designed with the following features: • 3600 revolving type. • Upright position locking. • Tilt tension adjustment. • Seat/back tilting ratio of 1:3 (60 seat tilt/180 back tilt). TUBULAR FRAME : The powder coated tubular frame is cantilever type & made of dia 25.4mm x 2mm thk M.S. ER.W. Tube. PNEUMATIC HEIGHT ADJUSTMENT : The pneumatic height adjustment has an adjustment stroke of 12.0 cm. TELESCOPIC BELLOW ASSEMBLY : The bellow is 3 piece telescopic type and injection moulded in black Polypropylene. PEDESTAL ASSEMBLY : The pedestal is injection moulded in black 30% glass-filled Nylon and fitted with 5 nos. twin wheel castors. The pedestal is 66.0cm pitch-center dia. (76.0 cm with castors). TWIN WHEEL CASTORS : The twin wheel castors are injection moulded in 30% Glass Filled black Nylon. Manufacturer should be a certified member of BIFMA for atleast ten years and should be following managment systems as per ISO 9001:2015, ISO 14001:2015, ISO 18001:2007 and energy management system as per ISO 50001:2011 in accordance with the TÜV NORD CERT auditing and certification procedures</p>	14



Annexur - I

Format for Submission of Quotation

SL. No.	Item	Qty	Rate per Unit (Rs.)	GST per unit (Rs.)	Rate per Unit including GST (Rs.)	Total (Rs.)
A	B	C	D	E	F=D+E	G=C x F
1	Godrej Make Table - (Model - Enterprise 1500 with CPU Hanger)	14				
2	Godrej Make Mid Back Chair (Model - Bravo Mid Back Chair)	14				
Total (Rs.)						

Rupees

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



To
The Finance Officer
Netaji Subhas Open University
DD 26, Sector – 1, Salt Lake
Kolkata – 700064

Ref: Memo No: AC/401/19-20 Dated: 02-12-2019
Sub: Submission of Bid – Technical & Financial with reference to the above.

Sir,

As per guidelines given in the Tender Notice we are quoting the itemwise value and the total amount in the prescribed BOQ format in the Financial bid along with the Technical Credentials supported with relevant documents as applicable. We have read all the terms and conditions given in the Tender Notice and do hereby undertake to obey the rules and regulations of Tender.

With regards

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization:



Annexur -III

Check List

SL. No.	Particulars	Put Y if Yes/N if No, respectively
1	Details of the technical features of the items (brand name, model no., Specification & Picture, if any.	
2	Authorization certificate of items from OEM for dealing in.	
3	Details of nature and maximum period of Warranty offered by the Bidder, if any.	
4	Copy of PAN and/TAN of bidding authority are to be submitted.	
5	Copy of Trade License	
6	Copy of Challan for payment of Professional Tax	
7	Copy of Credential for supply of similar type of item to the Educational Institute/Government Office	

Signature with Seal & Date:

Enclosures:

1	Details of the technical features of the items (brand name, model no., Specification & Picture, if any.
2	Authorization certificate of items from OEM for dealing in.
3	Details of nature and maximum period of Warranty offered by the Bidder, if any.
4	Copy of PAN and/TAN of bidding authority are to be submitted.
5	Copy of Trade License
6	Copy of Challan for payment of Professional Tax
7	Copy of Credential for supply of similar type of item to the Educational Institute/Government Office
8	filled in Check List given in Annexure - III