



Memo No: AC/402/18-19

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 per 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 Checkn 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 itmes 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 Finacial 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	Godrej Make Visitor Chair (Model - Bravo Visitor Chair)	28
	Chair Seat/Back Assembly are made up of 1.2+/-0.1cm. thick hot-pressed plywood measured as per QA method described in OCP-QLTA-P14-18 and 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 to give comfort to popliteal area. Chair back size W-475mm x D-580mm, seat size W-470mm x D-480mm. High Resilience (HR) Polyurethane foam is moulded with density = 45+/-2 kg/m ³ and hardness load 16 +/- 2 kgf as per IS:7888 for 25% compression. Armrests are injection moulded from black Co-polymer Polypropylene. Tubular frame powder coated is cantilever type & made of 2.54 +/-0.03cm x 0.2 +/-0.016cm. thk. M.S. ER.W. Tube. Manufacturer should be a certified member of BIFMA for atleast ten years and should be following management 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 & Work Space and should have Green Guard & AIOTA Certification for few of its products and should have the service set up at least at district headquarter.	
2	Godrej Make Storage (Mode - Slimline 4S)	14
	Product Size - Locker Model 'H' 900mm(W)x507mm(D)x1950mm(H) (Height without leveler). Construction & Material : Aesthetically appealing Slimline, completely knock down construction. Removable Skirting to cover integral legs. Legs fitted with screw type leveler Made from combination of CRCA 0.8 mm & 0.6 mm Thickness. Main Door : Steel Hinged Door. Main Door Locking / handle : Handle & Base Aesthetically appealing, Ergonomic, flush with door made from Zinalloy. 3 way 90 Degree Removable key type Cam lock & locking mechanism. Locker Door & it's locking / handle for Model 'H' : Fixed Half locker on RH side Hinged Door 2 way Cam lock with Knob type handle. Shelving : Model 4S Height wise Adjustable Shelf Mounting 4 Nos. Of Full Adj. Shelves Model 2SH Height wise Adjustable Shelf Mounting 2 Nos. Of Full Adj. Shelves Locker Model 'H' – Top fixed full shelf Adjustable Half Shelves – 1 no. on RH & 2 nos. on LH side of Vertical Partition. Hanging Rod : Hanging Rod : Locker Model 'H' 2 nos. half length Hanging rods – one on Left half of partition below top shelf & another on Right half below locker – both mounted on Snap-on type plastic brackets. Finish : Epoxy Powder coated to the thickness of 50 microns (+-10). Manufacturer should be a certified member of BIFMA for atleast ten years and should be following management 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 & Work Space and should have Green Guard & AIOTA Certification for few of its products and should have the service set up at least at district headquarter.	



Annexur - II

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 Visitor Chair (Model - Bravo Visitor Chair)	28				
2	Godrej Make Storage (Mode - Slimline 4S)	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/402/19-20 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