

TENDER CALL NOTICE

No. NLUO/ADMIN/19355/23

Dt. 12-10-2023

The Registrar, National Law University Odisha, Cuttack invites sealed item rate Tenders for the following work.

Name of the Work: Supply of Bookshelves and Chairs at NLUO, Cuttack

Paper Cost	₹.500.00/-
EMD	₹.20,000.00/-
Time of Completion	As mentioned in the work order/LOI.
Last date & time of receipt of Tender	26-10-23, at 11.00 AM
Date & time of opening of Tender	26-10-23, at 11.30 AM

Tender documents containing Eligibility Criteria, Terms and Condition can be downloaded from Institute website www.nluo.ac.in up to the schedule date and time.

Intending eligible bidders must enclose PRE QUALIFICATION documents i.e. self-attested copies of following documents, (i) GST Registration, (ii) PAN, (iii) Authorisation/ Trading Licence certificate issued by the competent authority, (iv) Last three year's ITR, (v) documents in supporting similar experience of work, (vi) Certificate of dealership / distributorship (if possessed for any of the items) along- with the EMD from any scheduled Bank in favour of REGISTRAR, NLUO payable at Cuttack in a sealed ENVELOPE and must be super-scribed with Name of the Work: "**Supply of Bookshelves and Chairs at NLUO, Cuttack.**" and to be addressed to "The Registrar, National Law University Odisha, Kathajodi Campus, SEC - 13, CDA, Cuttack – 753015". The Sealed Tender should be dropped at bid box kept at *Reception area of Administrative Block* or can be sent through Speed Post/Registered Post only on or before scheduled date & time. The Tender received beyond scheduled date & time because of any reason will not be acceptable at any circumstances. NLUO will not be responsible for any delay. Correction/overwriting must be avoided.

In the absence of Pre-Qualification documents duly stamped & signed by the bidder /paper cost/EMD/copy of Tender notice duly stamped & signed by the bidder in each & every page/contact no. & address of bidder on the envelope/incomplete price bid will be rejected.

The institute reserves the right to reject any/all prospective application at any time without assigning any reason thereof.

For any clarification please contact: Shri Himansu Shekhar Behera, Assistant Registrar, National Law University Odisha, Kathajodi Campus, SEC-13,CDA, Cuttack – 753015, Odisha (India), Tel.No. +91 671 2338018 extn 5097. Email: ar.administration@nluo.ac.in

Sd/-
Registrar, NLUO

TERMS AND CONDITIONS:

1. **Scope of works:** Details enclosed at schedule as Annexure-I.
2. **Estimated cost:** Approximately 10 lakhs
3. **Taxes and Duties:** The price to be quoted by the bidder in the schedule must be inclusive of all taxes (except GST), & other duties, royalty of whatever nature; other local taxes etc if any, The price should be F.O.R. destination i.e.to be supplied at NLUO including transport, labour charges etc. Nothing extra is payable beyond the contract rate except GST as applicable.
4. **Time of completion & Other Conditions:** The contract is to commence from the date of award of contract to the agency till completion of the total work as per the work order, unless it is curtailed or terminated by this university owing to deficiency of service or supply of sub-standard quality of material. The contract may be extended on the same terms and condition or with some addition/deletion/modification and on satisfactory performance, with mutual consent.
 - I. Tenders / Bids must be valid for 60(Sixty) days from the date of opening of tender/bid.
 - II. The quantity mentioned in Annexure-I may vary as per the requirement of the University.
 - III. The agency shall not be allowed to transfer, assign pledge or sub-contract its rights and liabilities under this contract to any company/firm/agency without the prior written consent of this University.
 - IV. The Vice-Chancellor of the University reserves the right to terminate the contract during initial period also after giving a week's notice to the agency.
 - V. The rates quoted shall remain same/firm during the contract period and no request for any increase in the rates shall be entertained.
 - VI. In the event of failure to accept the offer of contract by the successful bidder for whatsoever reason(s), Earnest Money Deposit submitted by the agency shall be forfeited. EMD of the unsuccessful bidders will be returned in due course of time.
 - VII. The bidder shall supply the goods in good condition without any defect whatsoever to the satisfaction of the university (after approval of the sample item/s). Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers need to replace the rejected goods on free of cost in the specified form to the satisfaction of the authority of the University.
5. **Bid Evaluation Criterion** - All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm(s) will be decided on the basis of the lowest procurement value of the item for which the rate have been quoted. It is mandatory for all the participating bidders to quote their rates for all of the items as per specifications indicated at the price bid at Annexure-I failing which the bids shall be considered as non-responsive. The taxes i.e. GST only shall be paid extra as admissible.
6. **Other General Criteria:**
 - I. The service provider shall use the best practice.
 - II. No compensation shall be payable for items rejected for whatever reasons.
 - III. Bidder shall disclose all the sources of procurement to the University.
 - IV. The supplier will have to supply all the items required from time to time in good condition. No additional charges in the form of cartage, loading/unloading will be borne by NLUO.
 - V. This office will not be responsible for any loss/damage caused to the items provided at the venue or at its premises in any cause by a 3rd party or by any natural calamity. But the vendor will be responsible for any loss/ damage caused to the client due to negligence of any staff.
 - VI. This office will also not be responsible for any injury caused to the manpower engaged by the firm for supplying/installing items at the venue.

- VII. The firm must have a brand name and reputation in the market with experience of conducting such events. Documentary proof of the same must be enclosed. Preference will be given to the agency having prior experience in the field.
- VIII. In case the agency fails to supply the required items or the performance of the firm is not found satisfactory then the order will be terminated and performance security forfeited.
- IX. University may adopt its own criteria in finalising tender for one bidder or more.
7. **Warranty:** The goods/service supplied shall be free from all defects and shall be of the highest quality and material. Any defect arises to the goods under warranty (if any)/ during supply, shall be replaced free of cost by the bidder. Further, the University shall have the right to recover the cost of inconvenience caused to the University for Failure to provide uninterrupted service of the supplied goods/service during the contract period.
8. **Specification:** The supply of items offered must be as per the specifications of the bid document.
9. **Terms of Payment:** The payment shall be made after successful completion of the supply to the satisfaction of the Officer-in-charge. Deduction of taxes at source will be made as applicable from time to time. EMD will be released after 03(Three) month from completion. The payment will generally be released within 02 weeks after submission of bills.
10. **Liquidated Damage:** Liquidated damage @ 1% on the value of supply lagging behind per week of delay in delivery and completion shall be levied subject to maximum 10(Ten)% of Contract price.
11. **Submission of Tender –**
- I. All sealed Tenders must be dropped in the drop box kept at reception of Administrative Block, NLUO at Cuttack or by Speed /Registered Post on or before the scheduled date & time. The Tenders received beyond scheduled date & time will not be acceptable at any circumstances. NLUO will not be responsible for any postal delay. The Tender must be addressed to **The Registrar, National Law University Odisha, Kathajodi Campus, SEC - 13, CDA, Cuttack – 753015**, so as to reach within the specified period.
 - II. If required, any item/items other than the quoted items, the vendor will submit rate for the same in writing and after obtaining approval of the competent authority in writing the items will be supplied as per the approved sample/samples.
 - III. In case the date of opening of Tender will be holiday/declared as a holiday, then the date for Tender opening is to be treated as next working day and time and venue will remain unchanged.
12. **Place of work:** The whole supply/work to be executed out in NLUO campus at Cuttack.
13. **Settlement of Disputes:** In the event of any dispute or differences between the National Law University Odisha and the bidder, arising out of non-supply of material or goods, not found as per specifications or any other cause whatsoever relating to the supply or purchase order, before or after the supply has been executed, shall be referred to the Vice-Chancellor, National Law University Odisha, Cuttack who may decide the matter himself or may appoint Arbitrator under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties. All disputes shall be subject to jurisdiction of courts at Odisha only.

Sd/-
Registrar, NLUO

FORM FOR DETAILED INFORMATION BY BIDDER

Name of Firm/Contractor/Supplier	:
Complete Address for Communication	:
Name of Proprietor/Partner/Managing Director/Director	:
Contact Number	:
E-Mail ID	:
Whether the firm is a registered Firm (Yes/No. Attach Copy of Certificate)	:
PAN Number(Attach Copy of Certificate)	:
GST Number (Attach Copy of Certificate)	:
Details of paper cost	:
Details of EMD	
<u>BANK DETAILS</u>	
Name of the Bank	÷
Name of the branch	÷
Account Type	÷
Account Number	÷
Account Holder's Name	÷
IFSC code	:
Any other information, if necessary.	:

(Authorized Signature of
the Bidder with Seal)

SCHEDULE

Name of the work: SUPPLY OF CHAIRS FOR HOSTEL at NLUO, Cuttack.

<u>Sl.No.</u>	<u>Description of Items</u>	<u>Unit</u>	<u>Qty.</u>	<u>Rate(₹.)</u>	<u>Amount(₹.)</u>
1	Mid Back revolving chairs with features such as synchro tilt mechanism with any position locking ,arm rest, hydraulic lift. 1. Chair Type : central tilt, height adjustment with fixed type armrest mid back ,pneumatic/hydraulic height adjustment with upright position locking arrangement 2.Height Adjustment \pm 5(mm): up to 100 mm 3. Type of backrest support : backrest with lumber support of polypropylene at multilevel across back 4. Seat material : foam covered with fire retardant fabric (preferably in the shades of blue) pressed on 12 mm hot moulded ply 5. Overall Chair Height \pm 15mm : 860mm(without lift) 6. Backrest Height \pm 15mm : 460mm 7. Backrest Width \pm 10mm : 400mm 8. Seat Height \pm 15 mm : 450mm 9. Seat Width \pm 10 mm :440mm 10. Seat Depth \pm 10 mm : 460mm 11. Warrantee period for manufacturing defects: 1-year 12.Pedestal shall be made of glass fibre nylon with ABS/Nylon twin castor wheel minimum 05 nos. 50 mm size	Each	240		
		Grand Total =			

Grand Total (in word).....

*In case of ambiguity in rate quoted & amount mentioned, lowest among them will only be considered.

No. of Corrections :

No. of Over writings:

NOTE:-Bidders are required to quote against each item legibly and arrive at the total cost of work. All pages should be duly signed by the bidder failing which the bid may be rejected.

SIGNATURE OF BIDDER WITH STAMP



SCHEDULE

Name of the work: SUPPLY & INSTALLATION OF BOOKSHELVES FOR NLUO,CUTTACK.

<u>Sl.No.</u>	<u>Description of Items</u>	<u>Unit</u>	<u>Qty.</u>	<u>Rate(₹.)</u>	<u>Amount(₹.)</u>
1	Providing and fixing of Wall hung Book shelve of size 1200 X 450X 600 made out of 19mm ply finished with 1 mm. laminate on both side of approved shade, edge covered with 2mm PVC edge binding fixed with hinges,S.S100mm handle including labour all complete and as per the direction of Engineer In Charge	Each	62		
		Grand Total =			

Grand Total (in word).....

*In case of ambiguity in rate quoted & amount mentioned, lowest among them will only be considered.

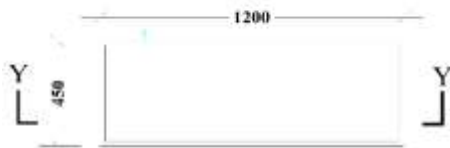
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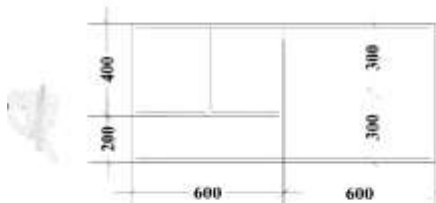
SIGNATURE OF BIDDER WITH STAMP

19 MM PLY WITH 1 MM LAMINATE. EDGE COVERED WITH 2MM. PVC AS BINDING FITTED WITH AUTO HINGES .



**PLAN OF BOOK SHELVES
SIZE (1200X450X600)**

PLAN OF BOOKSHELF



**SECTION THROUGH Y-Y
SIZE (1200X450X600)**