



PONDICHERYUNIVERSITY

(A Central University)

**Department of Ocean Studies and Marine Biology,
Pondicherry University,
Port Blair – 744 112**

Tender Notice for item Chair

Pondicherry University invites sealed tenders under Two Bid system (Technical and Commercial) for the purchase of Chair. 1. PCH 7004 with desklet (50 Nos.) 2. PCH 7000 (1No.). As per the details submitted in the tender document on the University website: www.pondiuni.edu.in.

The last date and time for submission of tenders is on **14th December 2018 at 3.00 pm.**

Head of the Department
Ocean Studies and Marine Biology

Tender Document

PONDICHERRY UNIVERSITY
(A Central University)
Department of Ocean Studies and Marine Biology,
Pondicherry University,
Port Blair – 744 112

SCHEDULE OF TERMS & CONDITIONS

DOS/PU/NPLAN/2018-19/17

Date: 14.11.2018

Sub: Supply of Chair items – Department of Ocean Studies and Marine Biology - Reg.

Schedule of Requirements

Sealed tenders are invited under two bid systems for supply of Chair items to the Head of the Department, Department of Ocean Studies and Marine Biology, Pondicherry University Port Blair – 744 112. The last date for the submission of tender is on **14th December 2018 at 3.00 pm**. The technical details and specifications given below:

Chair Details

Sl.No.	Name of the Chair	Quantity
1	<p>PCH 7004 with desklet</p> <p><u>Specification</u></p> <p>Variety of Wood – Steel Frame; Colour & Finish – Black Frame with variant colour of Nilgiri Blue; Chair Type – Foldable Writing Pad on one side and Arm on other side; Writing Pad Material – The wooden desklet is made of 1.8+0.05 cm thick, pre-laminated particleboard with 0.15+0.03cm thick, PVC lipping all around, size – 58.0+0.1cm (W) x 29.0+0.1cm (D); Writing Pad width – pre-laminated particleboard mm; Writing Pad Thickness – 18-0.5mm; Under Storage Provided Below the Seat – Yes; Material of under storage – Perforated metal net; Type of Seat and backrest – Padded with Polyurethane Foam; Thickness of seat and backrest – 25mm, Height of seat – 440mm, Depth of seat – 440mm, Width of seat – 490mm, Height of Backrest – 365mm, Width of Backrest – 490mm; Density of Cushion used in Seat and Backrest – 45 kg / Cubic metre; Material of Fabric of Seat and Backrest cover – Crape Fabric; Colour of Fabric for seat and backrest – Nilgiri Blue; Legs Details – S type frame; Over chair height – 805mm.</p>	50 Nos.

2	Revolving Chair - PCH 7000 <u>Specification</u> Chair Type – Central Tilt; Tilt Tension Adjustment – Yes; Arm Type – Fixed; Arm Material – One piece armrests made of black integral skin polyurethane with 50 – 70 shore a hardness and reinforced with MS. Insert; Height Adjustment – 12mm; Seat Height (Minimum) – 410mm, Backrest Height – 880mm, Backrest Width – 560mm, Seat Width – 560mm, Seat Depth – 490mm; Pedestal Base – Glass Fibre Nylon with ABS / Nylon twin caster wheels minimum 5 Nos. of 50mm size; Ergonomic Seat Design – Yes; Type of Backrest – High resilience polyurethane foam; Material of Fabric of Seat cover and Back cover – Polyester Fabric; GSM/Thickness of Fabric – 250 Gram per Sq. Metre/ mm; Colour of Fabric for seat and backrest – Nilgiri Blue Thickness of M S Plate joining the under structure with seat – 5mm; Thickness of plywood used in seat and backrest – 12mm; Density of polyurethane foam used in seat and backrest – 45 kg / Cubic metre; Overall chair height (Minimum) – 1175mm.	1No.
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TERMS AND CONDITIONS

I. General Information: -

1. Last and time of receipt of the Tenders: **14/12/2018, 3.00 PM**
2. Date and Time of opening of Tender and Technical Bid: **14/12/2018, 3.15 PM**
3. Date and Time of opening of Price Bid: will be intimated
4. **Tender Document fee Rs. 1000/-**
5. **EMD rates: 2.5% of the quoted price.**
6. **Two bid systems have to be strictly followed. One for Technical bid and another for commercial bid and each bid should be submitted in separate sealed covers.**
7. **Quoting merely the lowest price does not confer any right to any bidder for award of supply order.** The University's Purchase Committee, reserves the right to select the equipment any bid under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support, additional warranty, offer of additional / special features, Compatibility with the existing System, etc.
8. The Tender Document Fee and EMD should be submitted in a separate cover superscripting **Bank Demand Draft** and **which should be enclosed with the technical bid.**
9. The tender / quotation must be submitted along with the stipulated tender document fee and

EMD in the sealed cover, super-scribing “Tender to Head of the Department, Department of Ocean Studies and Marine Biology, Pondicherry University, Port Blair – 744 112, Andamans”.

10. The cover should also contain the information like, Name of the Chair and Serial Number of Chair for which the bids are submitted. The name and address of the bidder should also be mentioned at the from address space.

11. The tenders should be addressed to Head of the Department, Department of Ocean Studies and Marine Biology, Pondicherry University, Port Blair – 744 112 , Andamans.

12. Quotations will not be accepted through fax / e-mail.

II. Common Conditions

1. Price Schedule

The price should include the Delivery, installation, etc. at the Department of Ocean Studies and Marine Biology, Pondicherry University at Port Blair – 744 112, Andamans. The prices quoted shall remain firm until Chair items is supplied to the Department of Ocean Studies and Marine Biology, Pondicherry University at Port Blair – 744 112, Andamans.

2. Quoting the Core price & Tax, Duties, Discount etc.

The taxes / duties / discounts, if applicable, are to be explicitly and separately shown in the bid.

3. Eligibility:

The firm must have the requisite domain expertise with regard to supply, installation and post-sale service of the items they are quoting.

The firm should have been in existence for at least six years as on the date of this tender and must have executed at least three orders for this kind of Chair items during the last three years.

4. Duty Exemption

The University has been granted the benefit of exemption from the payment of the Central Excise Duty and Customs Duty by the Department of Scientific and Industrial Research (DSIR), India, vide their Notification No.10/97 dt. 01-03-1997 and 51/96 dt. 23.07.96 respectively.

5. Warranty:

The material covered under the purchase order, when installed, shall be warranted for the quality for a period of **three years from the date of utilization.**

If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.

6. A clear statement regarding availability of after-sales service and availability of spare-parts for next 5 to 10 years should be included.

7. The validity of the each quotation should be at least 1 Year from closing date of the bid.
8. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
9. No unsolicited correspondence shall be entertained after the submission of the offer.
10. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.
11. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.
12. Tender is not transferable.
13. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

14. Power to reject the offer:

Pondicherry University reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.

15. For any clarification, please contact the Head of Department, Ocean Studies and Marine Biology, Pondicherry University, Port Blair – 744 112, Andamans. Tel: 03192-262444 / 262300 / 9434281143, Email: headdosmbpu@gmail.com

III. Specific Conditions:

1. Payment of EMD and Tender documentation fee:

The Tender must be accompanied by EMD and Tender documentation fee as stated above, by means of a Demand Draft, drawn in favour of the Finance Officer, Pondicherry University, payable at Puducherry in a separate cover. The amount is refundable. The Small Scale units are exempted from payment of EMD provided they should enclose proof of their exemption Certificate issued by the competent authority.

2. The offer must be in English. The rates should be indicated both in figures and words against item specified in the given table. It is preferable that the price be quoted in Rupees.

3. The total cost should be quoted for FOB as well as CIF – Pondicherry University, Port Blair Campus, Andamans.

4. However, the price quoted under FOB or should also include the following cost if they are required during the initial stage:

- a) Local freight / insurance for Chennai airport to Pondicherry University campus at Port Blair, Andamans.
- b) Installation cost if any.

Date: 14.11.2018

Head of the Department