



**PONDICHERRY UNIVERSITY
PURCHASE AND STORES**

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ASSISTANT REGISTRAR (P&S)**

**KALAPET
PONDICHERRY -14**

PU/PS5/Chair/ 2012-2013/862

Date: 28.08.2012

Sub: Pondicherry University – Purchase of Low Back Revolving Chairs
and High Back Revolving Chairs for Depts./Sections - Quotations
called for – Reg

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I – Sealed Quotations are invited for purchase of High Back & Low Back chairs each 100nos for issue to the Departments/Sections **under two bid system** as per the details given below:-

Name of the Item	Specification	Cost per unit
Executive Revolving High Back chair	<ul style="list-style-type: none">➤ Push back mechanism with tension spring lock used in the assembly.➤ 600 mm Polyurethane reinforced 5 wheel prolonged base with castor wheels.➤ 100 mm height adjustable gas lift for height adjustments	
Executive Revolving Low Back Chair	<ul style="list-style-type: none">➤ Push back mechanism with tension spring lock used in the assembly.➤ 600 mm Polyurethane reinforced 5 wheel prolonged base with castor wheels.100 mm height adjustable gas lift for height adjustments	

II – (i) The prospective bidders are required to submit Technical and Financial Bid in separate sealed covers duly superscribed. The documentary proof along with photograph (if any) to be submitted to establish that they are fulfilling the below mentioned eight eligibility criteria, along with the Technical Bid.

- (a) Quality Certification
- (b) Experience in the field - The firm should have been in **existence for at least last five years** (proof to be attached)
- (c) Proof of annual turnover during last three years should be submitted
- (d) The proof of following documents should be enclosed.
 - i. Copy of Registration Certificate
 - ii. Copy of PGST/CST registration
 - iii. PAN allotted by Income Tax Department
- (e) Only manufacturers or exclusive authorized dealers/resellers of such products are permitted to quote against the requirements.

- (f) The firm should have executed orders in the last financial year for Government / Public Sector organizations / Large private organization of repute (proof to be attached).

III) The price bids should be submitted in a separate sealed envelope Superscripting “Commercial Bid”. On the basis of the Technical / Eligibility Bid, submitted by the bidders pre-qualification will be made in the light of the eligibility criteria set by the University. The price bids of only such pre-qualified bidder alone will be opened, duly informed of.

IV) The original manufacturer of the modular furniture who had already supplied similar kinds of furniture for the Institutes of Higher Education are also free to quote with any other model of their own product with similar specification or considered to be parallel or better models and products of the notified items under this tender

V) - Terms and Conditions:-

- 1) The quotations should be sealed and superscripted as “Quotation invited for supply of Low Back & High Back Chairs “..
- 2) The quotations should reach the above said address on or before 3.00 P.M. on 07.09.2012 and it will opened on the same day by 3.30 P.M.
- 3) Quotation must be valid for one year from the date of opening.
- 4) The rates should be inclusive of all taxes, octroi, Insurance, Packing , forwarding, transit etc,
- 5) The University has the right to select or reject any quotation partly or fully without assigning any reason thereof.. The rate quoted shall be “FOR destination” basis at our premises.
- 6) Payment will be made only after satisfactory supply and after getting a Certification of Quality of the entire consignment by the Quality Inspection Committee.
- 7) An amount of Rs.10,000/- should be remitted as EMD in the form of a Demand Draft from any one of the nationalized banks, drawn in favour of The Finance Officer, Pondicherry University, payable at Pondicherry.
- 8) The bids without the E.M.D. will be summarily rejected.
- 9) **The best sample of the firms has to be submitted along with quotation. The bids without sample may not be considered**
- 10) The final selection will be made based on the acceptance of the sample/model approved by the University and not on the basis of L-1 rates only.

ASSISTANT REGISTRAR (P&S)