



# PONDICHERRY UNIVERSITY

(A Central University)

## MAHE CAMPUS

### Tender notification

**Subject: Pondicherry University-Mahe Centre-Supply of furniture for  
PondicherryUniversity, Mahe Centre**

Sealed quotations are invited for the supply of the following Furniture items for Fashion Technology and Mass communication laboratory of Pondicherry University, Mahe Centre. The quotation duly signed and sealed should be sent to

**The Centre Head, Pondicherry University, Community College, Mahe Centre, Mahe-673 310**

The quotation should be sent by post (speed/registered) only. The price quoted should include all the costs such as delivery and also inclusive of all taxes. Warranty terms should be explicitly specified in your quotation. The specifications are given below. Last date for receiving quotation is

Non refundable tender fee for Rs.200/- as DD favouring "Finance Officer, Pondicherry University" payable at Pondicherry should be submitted with the quotation. The University will not be responsible for loss or postal delay of quotations.

Details can also be downloaded from the University web site: [www.pondiuni.edu.in](http://www.pondiuni.edu.in).  
Separate Tender fee and EMD should be enclosed with the quotation.

#### **List of Furniture needed for the Fashion Technology and I Mass Communication Laboratory**

Sl no	Name of the item	Qty	Specification
1	Wooden Table with drawers on either side	04	135cmx75cmx75cm (Drawer Spec: 50cmx70cmx10cm)
	Wooden Table with drawers on either side	06	120cmx70cmx75cm (Drawer Spec: 35cmx37cmx10cm)
2	Metal adjustable stool (Revolving)	15	40x40x45/60cm
3	Cutting table (for Fashion Technology laboratory)	02	275x180x90cm
4	Steel Almirah	06	195cmx90cmx60cm
7	High back chairs	04	(High Back Adjustable Cushioned Steel Chair)
8	Wooden armed chair	15	(Standard Size) for audio visual laboratory

## TERMS AND CONDITIONS

### I. *General Information:*

- a. Last date and time of receipt of the Quotation: 03.P.M on 05.01.2018
- b. Date and time of opening of the quotation: 3.30 PM ON 05.01.18
- c. Quotation/Tender document fee:Rs200/-
- d. EMD rate:2.5% of the quoted price
- e. Quoting merely lowest price does not confer any right to any bidder for award of supply order. The University purchase committee reserves the right to select any bid under the ground of specification compliance, brand reputation, additional warranty, offer of additional features, compatibility with the existing system etc.
- f. Tender document fee and EMD should be submitted along with your quotation.
- g. The quotation must be submitted along with the stipulated EMD fee in the sealed cover super scribing "Tender for the furniture at Community College, Mahe Centre". The name and address of the bidder should also be mentioned at the from address" The quotation should be addressed and posted to the following address by speed, registered post to:

**Centre Head, Pondicherry University Mahe Centre, Mahe 673 310**

- h. Quotation will not be accepted through fax/e-mail.

### II. *Price schedule*

- a. The rate should be quoted for a single unit and also for the total quantity required by the University. The price should include the Delivery installation, etc. at the Mahe Centre, Pondicherry University. The prices quoted shall remain firm until the items are supplied to the Community college Pondicherry University, Mahe Centre, Mahe.
- b. *Quoting the core price & Tax, Duties, Discount etc:*  
The taxes/duties/discounts if applicable are to be explicitly and separately shown in the bid.

III. **The validity of the each quotation should be at least for six MONTHS from closing date.**

IV. The offer will not be considered if received after the bid closing date and time.

V. The University shall not be responsible for any delay/loss or non-receipt of the quotation by post/courier service.

VI. No unsolicited correspondence shall be entertained after the submission of the offer.

VII. 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.

VIII. Additional terms and conditions will be incorporated in the purchase order if needed, to safe guard the interests of force at the time.

IX. Tender is not transferable.

X. In case of any dispute in respect of the quotation all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.

XI. *Power to reject the offer:*

- a. Pondicherry University reserves the right to accept/reject any offer in full or in part of 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.
- b. No agency commission will be paid any authorized agent in India.

XII. The Bidder should not be involved in any Bankruptcy filing for protection from it.  
XIII. Payment of EMD and Tender documents fee:

- a. The quotation must be accompanied by separate EMD and tender fee as stated above by means of a Demand Draft drawn in favour of "The finance Officer, Pondicherry University", payable at Pondicherry. The small scale units are exempted from payment of EMD provided they enclose the proof of their exemption Certificate issue by the competent authority.

XIV. *Payments terms:*

- a. Normally a payment 90% will be released after the installation & training. However 100% payment will be released if the supplier provides Bank Guarantee towards performance security for the 10% of the total cost to cover the warranty period.. The offer must be in English. The rate should be indicated both in figure and words against item specified in the given table.

Registrar (i/c)