

**OFFICE OF THE REGISTRAR**  
**MADHABDEV UNIVERSITY**

Narayanpur, PO- Dikrong, Lakhimpur, Assam  
Email: [universitymadhabdev@gmail.com](mailto:universitymadhabdev@gmail.com)  
Website: [www.madhabdevuniversity.ac.in](http://www.madhabdevuniversity.ac.in)

TENDER DOCUMENT (Includes both Technical & Financial bid documents)

**Tender No-**MDU/23/SOPD-F81

Dated: 23.08.2023

**Name of Works: Furniture(Godrej/Similar Quality) for Office and Departments**

Issued To:

M/s.....

.....

.....

Ph/Mb No.....

Registrar  
Madhabdev University

Table of Contents:

1. Tender Notification
2. Eligibility criteria
3. Terms and Conditions
4. Instruction for submission of Tenders
5. Earnest money Deposit
6. Bid Evaluation Criteria
7. Declaration

PART-A (Technical Bid)

PART-B (Financial Bid)

# MADHABDEV UNIVERSITY

Narayanpur, PO: Dikrong, Lakhimpur, Assam, Pin-784164

Email: [universitymadhabdev@gmail.com](mailto:universitymadhabdev@gmail.com)

## Tender Notification

No- MDU/23/SOPD-F/81

Dated: 23.08.2023

Sealed quotations are invited affixing court fees stamp of Rs. 8.25 (Rupees Eight and twenty five paisa only) from reputed firms/suppliers under SOPD for Supply of **Furniture for Office and Departments(Godrej/Similar Quality)**. Visit University website [www.madhabdevuniversity.ac.in](http://www.madhabdevuniversity.ac.in) for details

Particulars	Details
Nature of work	Supply of <b>Furniture for Office and Departments (Godrej/Similar Quality)</b> .
Details of Contact Persons for Clarification/quarries	Dr. Sarat Hazarika Registrar Madhabdev University Narayanpur, Lakhimpur, Assam Mobile No-9954202020
Mode of Tendering	<ol style="list-style-type: none"><li>1. Details Terms and Conditions can be obtained /downloaded from the University website <a href="http://www.madhabdevuniversity.ac.in">www.madhabdevuniversity.ac.in</a>. Hard copy can be obtained from University Office during the office hours</li><li>2. Tenders have to be submitted in the University during the office hours</li><li>3. The bidders have to submit the sealed tenders by affixing non refundable Court fee stamps of Rs. 8.25 (Eight rupees and twenty five paisa only)</li></ol>
Cost of Tender documents	Rs.2,000/-
No. of Covers	<ol style="list-style-type: none"><li>1. Technical Bid <b>Annexure I</b></li><li>2. Financial Bid <b>Annexure III</b></li></ol>
Items included in Price Schedule ( <b>Annexure-II</b> )	Supply of <b>Furniture for Office and Departments (Godrej/Similar Quality)</b> .
<b>Token Earnest Money Deposited (EMD) (Refundable)</b> Items included in Price Schedule ( <b>Annexure-II</b> )	Token Earnest Money Deposited (EMD) (Refundable) 2%
Date of Publishing Tender	23.08.2023
Website for obtaining / Downloading Tender Documents Etc	<a href="http://www.madhabdevuniversity.ac.in">www.madhabdevuniversity.ac.in</a> .
Starting date and time of Bid submission	23.08.2023
Closing date and time of Bid submission	Up to 14.00 hours of 12.09.2023
Opening date and time of Technical Bid and Financial Bid	14.09.2021 at 11:00 hours
Address where Tenders are to be Submitted	Registrar, Madhabdev University, Narayanpur, Lakhimpur, Assam
Venue for opening Technical and Financial Bid	Office of the Registrar, Madhabdev University, Narayanpur, Lakhimpur, Assam

## 1. ELIGIBILITY CRITERIA:

1. The Vendors should have the experience of similar work experiences at colleges/universities, and should have the experience of supply of any one of the above item to any institutions at least last three years.
2. Application for tender must include attested certificate copies of valid GST, Income Tax, Professional Tax, Trade License, Pan Card and credential for works done.
3. No quoted price above the cost of work mentioned will be accepted.
4. No extra cost will be borne by the University.
5. The rate should be quoted both in figures as well as in words.
6. No extension of time will be allowed.
7. Payment will be made in favour of the selected bidder as per Govt guidelines on successful completion of the works and observation of necessary formalities as the authority deems fit from time to time as per Govt norms.
8. Since the entire work will be financed from SOPD, payment will be made as per Govt guideline
9. The successful bidder has to start of work within five days from the date of issue of work order.
10. Acceptance of the lowest tender is not obligatory and the undersigned reserves the right to accept or reject any or all the tenders without assigning any reason.
11. The eligible Bidders have to face the Purchase Committee in order to negotiate and know the details of the proposed supply work.
12. Tender papers have to be collected from office of the undersigned/downloaded from website within stipulated dates as mentioned below on showing necessary documents as mentioned and payment of non-refundable tender paper fees in the form of DD in favour of The Registrar, Madhabdev University payable at Narayanpur, Lakhimpur, Assam
13. Token earnest money at the rate of 2% percent of total amount has to be deposited in the form of DD in favour of Registrar, Madhabdev University payable at Narayanpur, Lakhimpur.
14. Eligible bidders may be present at the time of opening of financial bid.
15. The firms/suppliers are requested to submit copies of the following documents along with the Technical Bid, failing which their Bids shall be rejected and shall not be further considered:-
  - a) Copy of Earnest Money Deposit (EMD)
  - b) Copy of PAN/GIR card, GST registration certificate
  - c) Copy of work experience of similar work during last three years
  - d) Original Tender document duly signed with seal of the firm on each page in token of acceptance of the terms and conditions of the tender.

### 16. Schedule

- (a) Date of issuing tender : **23.08.2023**
- (b) Last date of submission of sealed tender : **Up to 14.00 hours of 12.09.2023**
- (c) Tentative Date & time of opening tender : (i) Technical bid: **14.09.2023 at 11:00 hours**  
(ii) **Financial bid: 14.09.2023 at 14:00 hours**

**Note :** In case the said date/s, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place unless otherwise notified through suitable media to all concerned. Selection of the agency will be at the sole discretion of the competent authority of the Madhabdev University who reserves its right to accept or reject any or all the proposals without assigning any reasons. The tender documents for the above work can be obtained from the Office of the Registrar, Madhabdev University, Narayanpur, District - Lakhimpur, or can also be downloaded from **[www.madhabdevuniversity.ac.in](http://www.madhabdevuniversity.ac.in)**

Sd/- Dr. Sarat Hazarika  
Registrar  
Madhabdev University

## 2. TERMS AND CONDITIONS:

1. The list of equipments are to be submitted in hard and soft copies (in excel format) mentioning Sl.No, Name, Prices and offered discounts against each items. Bidders must submit on prescribed Annexures only.
2. The contract is to commence from the date of award of contract to the firm and shall continue for the period of six months, unless it is curtailed or terminated by Madhabdev University owing to deficiency of service or supply of substandard quality of materials.
3. **Submission of OEM authorization is must for every product of the works.**
4. The contract shall automatically expire after six months from commencements of the contract unless extended further by the mutual consent of contracting firm and Madhabdev University.
5. The contract may be extended on the same terms and conditions or with some additions/ deletions/ modifications and on satisfactory performance, for a further period of three months with mutual consent.
6. The contracting firm shall not be allowed to transfer, assign, pledge or sub-contracts rights and liabilities under this contract to any other company/ firm/ agency etc.
7. The contracting firm will be bound by the details furnished by the firm to Madhabdev University, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides termination of contract.
8. Financial bids of only those firms that are technically qualified shall be evaluated.
9. Madhabdev University reserves the right to terminate the contract during initial period after giving a week's notice to the firm.
10. All expenses for sending the items supplied to Madhabdev University, Narayanpur, District - Lakhimpur, Pin 784164, Assam should be borne by the firm.
11. The rates quoted shall remain same during the rate contract period and no request for any increase in the rates shall be entertained during the period of the contract
12. The owner / supplier/ firm should be available on his/ her own direct telephone (office as well as residence) and also on mobile phone so that he/ she may be contacted immediately in emergency cases.
13. Before award of contract, all original documents will be checked by the authority of Madhabdev University and at that time attested photo copies are required to be furnished.
14. Madhabdev University shall not be responsible for any financial loss or other injuries to any person deployed by the contracting firm in the course of their performing the duties to Madhabdev University in connection with the supply of items.
15. In case of breach of contract by the vendor, Madhabdev University shall have the authority to cancel/ terminate the contract, besides forfeiting the Security Deposits.
16. It may specifically be mentioned whether quotation is strictly as per tender specifications/ conditions. Deviation in any form will not be accepted.
17. Madhabdev University reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further Madhabdev University reserve the right to purchase or not to purchase any item listed in the price schedules.
18. The contract shall be subject to Lakhimpur Jurisdiction. This document and the contract or job award letter issued as a result of the tender process shall be interpreted in terms of Indian law.
19. All disputes arising out of this contract shall be settled amicably by Madhabdev University and the contractor. In the event of failure to reach amicable settlement, the change shall be settled by an Arbitrator appointed by Madhabdev University as per the provisions contained in Arbitration and Conciliations Act 1956.
20. The terms and conditions of set by the University will be followed and implemented strictly.
21. The terms and conditions of Public Financial Management System (PFMS) will be followed in case of all financial transaction issues if applicable.
22. The successful Bidder (s) must sign an agreement with the Authority of the Madhabdev University regarding the contract and supply of materials as well.

23. The Contractor will be responsible for supply/installation/refilling/maintenance of all such /furniture/items/equipments/machineries, etc., used in various facilities of the university
24. Furniture shall be accepted after physical verification and satisfactory report on the quality of the finished products.

### 3. INSTRUCTIONS FOR SUBMISSION OF TENDERS:

1. The Contractors are required to submit two separate Bids i.e. Technical and Financial as per prescribed proforma. The two bids should be submitted in two separately sealed envelopes superscribed 'TECHNICAL BID FOR "Supply of Furniture for Office and Departments (Godrej/Similar Quality)." and "FINANCIAL BID FOR "Supply of Furniture for Office and Departments (Godrej/Similar Quality)". Both sealed envelopes should be put in a third sealed envelope super scribed 'TENDER FOR Supply of Furniture for Office and Departments (Godrej/Similar Quality). IN MADHABDEV UNIVERSITY, NARAYANPUR, LAKHIMPUR,PIN 784164 ASSAM'.
2. The financial bid of only those Firms who qualify in technical bid evaluation by the concerned committee shall be opened. The financial bids of all those Contractors who have failed to qualify in the technical bid will not be opened under any circumstances.
3. The declaration in the prescribed proforma should be enclosed with the Technical Bid.
4. The Technical Bid should be accompanied by an Earnest Money Deposit (EMD) as notified elsewhere in the document in the form of DD/Bankers' Cheque for Earnest Money Deposit drawn on/ issued by any nationalized Bank drawn in favour of 'Registrar Madhabdev University' payable at Narayanpur, Lakhimpur, Assam
5. The Bidders can submit the tender either by post or by submitting in the box provided in the college in the following address-  
To  
The Registrar,  
Madhabdev University  
Narayanpur, PO: Dikrong, Lakhimpur  
Pin-784164, Assam
6. The earnest money shall be refunded to all the unsuccessful Contractors, without any interest after finalization of the contract. EMD shall be refunded to the successful Contractor on receipt of performance security deposit. No interest is payable on the EMD to either the successful Contractor or the unsuccessful Contractor. Exemption from payment of EMD is applicable as per the existing law if accompanied by the relevant orders/instructions issued by the appropriate authorities.
7. All entries in the tender from should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
8. The Contractor may quote for all or any facilities. However, tender in respect of each facility should be complete in all respects failing which the bid shall be considered non-responsive.
9. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
10. The closing date and time for receipt of tenders will be as detailed elsewhere in this tender document.
11. The technical bid shall be opened at a date & time as specified elsewhere in this tender document in presence of the authorized representatives of the Contractor, who wish to be present at that time. All the technical bids will be scrutinized, relevant documents checked for their authenticity and the Contractor whose technical tenders are accepted will participate in the financial bids on date & time as stipulated elsewhere in this tender document.
12. In case the successful bidder declines the offer of contract, for whatsoever reasons(s), his EMD will be forfeited.
13. The Contractor shall enter into a formal contract with the College within three days from the date of receipt of intimation of their selection. They shall further get prior approval of the draft copy of the agreement from the college.

14. Each page of the tender document should be signed and stamped by authorized representative of the contractor as a token of acceptance of the terms and conditions laid down by the college.
15. The competent authority of college reserves the right to withdraw/relax any of the terms and conditions mentioned above, under such circumstances the Contractor will be given adequate time to take the changes into account.
16. The competent authority of the college reserves it's right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.

**4. EARNEST MONEY DEPOSIT:**

Technical Bid must be accompanied by DD/Bankers' Cheque for Earnest Money Deposit drawn on any Nationalized Bank in favour of The Registrar, Madhabdev University. EMD shall be valid for a maximum period of 90 days from the closing date (original) of the tender. Quotation submitted without EMD shall be summarily rejected.

The DD/Bankers' Cheque in physical form duly sealed in envelop superscribed with "DD towards EMD and Tender Document cost for the tender No.....for the work "Supply of **Furniture for Office and Departments (Godrej/Similar Quality)**." shall be dispatched/ submitted at the OFFICE OF THE REGISTRAR, Madhabdev University at the address mentioned below so as to reach on or before the stipulated date.

To  
The Registrar,  
Madhabdev University, Narayanpur, PO: Dikrong, Lakhimpur, Pin-784164, Assam

**5. BID EVALUATION CRITERIA:**

1. In the first instance the Technical Bids shall be opened by the Authority of Madhabdev University in the presence of representative of Bidders, if available.
2. The date and time of the Technical Bids and Financial Bids is given for all.
3. The Bidders may depute their representatives for the opening of the Bids.
4. The Technical Bids will then be evaluated by the Madhabdev University internally.
5. Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened.
6. If any vendors so desires, it may depute its representative for Financial Bid opening event.
7. The decision of the Registrar i/c, Madhabdev University shall be final and binding.
8. The terms and conditions of Govt of Assam will be followed and implemented.

## DECLARATION

I..... Son/daughter of  
Shri.....Proprietor/Partner/Director/Authorized  
Signatory of..... Am Competent to sign this declaration and  
execute this tenders document.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We/ am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage, besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person

Place:

Full Name:

(Institution Seal)

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed with Technical tender

**PART-A: TECHNICAL BID**

**TENDER DOCUMENT**

**Name of Work: “Supply of Furniture for Office and Departments (Godrej/Similar Quality).”**

Issued to:

M/S.....  
.....  
.....

Registrar  
Madhabdev University

Brief description of the firm

1. Sl. No. :
2. Name of the Firms :
3. Name of owner/Partner/Directors :
4. Full particulars of office :
  - (a) Address :
  - (b) Telephone No. :
  - (c) Fax No. :
  - (d) E-mail ID :
5. Full particulars of the bankers of the firm :
  - (a) Name of the Bank and Branch :
  - (b) Account type :
  - (c) Account No. :
  - (d) IFSC :
6. Registration details : (Self attested copies of all Certificates/Licenses/Permits/Registrations etc. should be enclosed failing which the application is liable to be rejected outright)
  - a. PAN/GIR No. :
  - b. GST Registration No. :
  - c. Service tax registration No. :
  - d. EPF registration No. :
  - e. ESI registration No. :
  - f. Labour License issued under the Contract Labour Act., 1970 :
7. Details of Earnest Money Deposited :
  - a. Amount :
  - b. DD No. and Date :
  - c. Drawn on bank :
  - d. Valid up :

The above format may be used to provide requisite details.

Additional information, if any.

Date:

Place:

Signature of authorized person

Full Name:




(Institution's Seal)




## Specification of Supply Furniture:

### Annexure II

#### DEPARTMENTAL AND OTHER REQUIREMENTS MADHABDEV UNIVERSITY

A. FURNITURE				
	Item	Quantity	Suggestive Image	Brands suggested
Tables	i) For Teachers (With single side drawer)	57		Godrej/ Similar Quality
	ii) For Officers (L pattern)	3		Godrej/ Similar Quality
	iii) Wooden Reading Table for Students (Boys' Hostel)	10		
	iv) Wooden Table (3x6) for practical	8		
Chairs	i) For Teachers	57		Godrej/ Similar Quality
	ii) Wooden Chair for Hostels	67		
	iii) Wooden Stool for Practical	10		

Almirah	i) Book self cum Almirah	57	 <p>[ Pair or</p>	Godrej/ Similar Quality
	ii) Steel Almirah for Office with locker	1		Godrej/ Similar Quality
	iii) Steel Almirah for Office	2		Godrej/ Similar Quality
	iv) Steel Almirah with Looking Glass (for Girls Common room)	1		Godrej/ Similar Quality
	iv) Glass-covered selves (for laboratories)	7		
	v) File Cabinet	1		

Arm Benches (for Girls' Common room)		6 pairs		Godrej/ Similar Quality
Library Reading Table	Library Reading Table(Both side seating)		As per specification	Godrej/ Similar Quality
Library Book Selves	Library Book Selves(open)		As per specification	Godrej/ Similar Quality

**Annexure III**

**PART-B FINANCIAL BIDS**

Price Schedule: A (Supply of Furniture for Office and Departments (Godrej/Similar Quality).)

Sl. No	Items Name/Description	Brand with Model	Quantity	Unit Rate	Total Cost	Discount	Others (if any)	Actual Cost
1	List enclosed in Annexure II							

Signature of the authorised signatory with seal of the tendering firm/company/agency

Date:

Signature

Place:

Full name

Designation & Seal

Address: