



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

EXPRESSION OF INTEREST FOR SUPPLY OF SCHOLAR DESK AND FILE CABINET

For and on behalf of Vice Chancellor Islamic University of Science and Technology, Awantipora, Expression of Interest (EOI) is invited for supply of Scholar Desk and File Cabinet to the Islamic University of Science and Technology, Awantipora, Pulwama from the authorised manufactures/dealers/suppliers dealing with supply of furniture items. The Documents can be had from the office of the **Member Secretary Central Purchase Committee, IUST Awantipora** or can be downloaded from the University website: www.islamicuniversity.edu.in.

The EOI, should be accompanied by DD of **Rs. 500/-** (non refundable) as cost of the tender document. Interested parties can submit their offers duly superscripted "**EOI for Supply of Scholar's Desk and File Cabinet**" along with FDR of **Rs. 5,000/-** as EMD drawn from any scheduled bank favouring Islamic University of Science and Technology, Awantipora Pulwama (J&K) in sealed envelopes on or before **21-08-2018 (2:00 pm)**.

Sd/-
Member Secretary
(Central Purchase Committee)

No. IUST/Reg-P&S/Tender_Furniture/18/674

Dated: - 01-08-2018

The Bidders are expected to go through all instructions, terms & condition as specified in the bidding documents. Failure to furnish complete required information or submission of a bid with incomplete information may result in rejection of the bid.

ELIGIBILITY CRITERIA

1. Bidder must be either manufacturers or authorized dealer/supplier. The authorization letter from the manufacturer should be attached along with the EOI in case of the authorized dealer/supplier.
2. Should have at least 03 years experience in manufacturing or supplying office furniture.
3. The bidder must submit GST registration Certificate.
4. The Proposal should be accompanied by Earnest Money Deposit (EMD) of Rs. 5,000/- in shape of FDR drawn from any scheduled bank favouring Islamic University of Science and Technology, Awantipora Pulwama.



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SUBMISSION OF EOI

1. The technical and the financial bids are required to be submitted in separate envelopes. Envelope containing financial bid shall not include any other document related to bidding. Both technical and financial bid containing envelopes are to be enclosed in one envelope which shall be addressed to the **Member Secretary Central Purchase Committee** Islamic University of Science and Technology, Awantipora Pulwama superscripted “**EOI for Supply of Scholar Desk and File Cabinet**” and shall be submitted on or before **21-08-2018 (2.00 pm)**.
2. The bidders are also required to submit the sample(s) of the tendered items. No EOI shall be considered without sample(s).
3. The University has mentioned basic specification of required items. **The bidders may quote the items of higher/ standard specification(s).**

EVALUATION OF BIDS

The bids shall be evaluated in two stages.

1. **Stage-1**, Technical bid (Part-I) shall be opened and only those bidders shall qualify for stage-2 of bidding, whose technical bid meets the eligibility criteria mentioned in the foregoing clauses.
2. **Stage-2**: Financial Bids (Part-2) of only those bidders shall be opened whose samples are selected by the Committee constituted for the purpose. On the basis of the rate comparison, the contract shall be awarded to Lowest 1.

PERIOD OF VALIDITY OF BIDS:

Bids shall remain valid for 90 days only.

GENERAL TERMS & CONDITIONS

1. The EOI duly completed and signed shall be submitted in a sealed envelope.
2. Without Sample no EOI shall be considered.
3. The supply, transportation etc. of the items will be sole responsibility and at the risk of the firm till the acceptance by the University.
4. All the items and other accessories supplies made under this EOI notice will be inspected by a Committee specially constituted for the purpose and in case the Committee is of the opinion that the supplies are not of the required specifications, the supplies shall be rejected and responsibility of lifting back the supplies will devolve on the supplier. Besides, in such event, the EMD shall stand forfeited and the extra cost incurred in arranging the supply from the alternative sources shall also be recovered from the defaulting supplier apart from initiating the proceedings for blacklisting.



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5. The University reserves the right to reject or accept any EOI without assigning any reason or cancel or withdraw the EOI. The University reserves the right to relax any condition enumerated or arising out of this EOI, without assigning any reason/s thereof. If the supply of the required items are not affected before the specified period, the University shall have the authority to cancel the order or to take any action deemed fit in the circumstances.
6. The EMD may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity.
 - (b) If at any stage it is proven that the information given by the bidder is incorrect.
 - (c) In case of a successful Bidder, if the Bidder fails:
 - to execute the supply within the stipulated time.
 - if the items are not as per the specifications.
7. The University may, for any reason, whether suo-moto or in response to a clarification requested by a prospective bidder, modify the bidding documents by an amendment, any time prior to the last date for submission of bids.
8. EOI received after due date, improperly sealed, or with incomplete marking or with overwriting/corrections are liable to be rejected.
9. During evaluation of bids, the University may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.
10. The bidder shall submit a Certificate of service support after sale wherever necessary.
11. Proof of legal status.
12. The rates shall be quoted FOR IUST Stores, Awantipora including transportation, installation/commissioning/fixing but excluding GST. **GST shall be paid as applicable at the time of supply of the items.**
13. Bid price should be without over writing; however minor over writing should be clearly signed by the bidder. In case of any discrepancy between price quoted in figures and words, the price quoted in words shall be accepted.
14. The rates should be covered with transparent tape.
15. Settlement of any dispute will be made under the jurisdiction of Srinagar court only.
16. Experience proof documents in shape of supply orders of similar nature of work.
- 17. The supply order shall be placed as per the requirement of the University.**
- 18. No Advance will be paid against the order placed by this office.**
19. The University reserves the right to forfeit the Security Deposit in the following cases.
 - (i) Poor and unsatisfactory performance / defective or damaged or substandard material is supplied by supplier.
 - (ii) Delay in the supply of the required item/s from the last day of the scheduled delivery.
 - (iii) Backing out from the tender rates.



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Award of contract

- a. Contract shall be awarded to the bidder whose bid is commercially, technically responsive and offered at lowest evaluated price out of the selected bidders.
- b. Successful bidder shall be informed about the award of the contract where in terms and conditions of supply shall be incorporated.

Payment

- a. 100% payment shall be made against delivery of items, successful verification/inspection of items by the University Verification Committee.

Documents to be placed in technical bid:

- a. GST Registration Certificate.
- b. Authorised Dealership/ Manufacturer/Unit certificate.
- c. EMD of Rs. 5,000/-
- d. DD of Rs. 5,00/-
- e. Experience proof documents (supply orders of similar nature etc.)

Documents to be placed in Financial bid:

- a. Financial Bid (Annexure-I)

I/We hereby declare that the information furnished in the EOI is true and correct and also I/We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. In case the information provided is found incorrect at any stage, the University may take appropriate action as warranted.

Name and sign of the authorized person of the firm along with seal

Place:

Date:



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ANNEXURE - I

FINANCIAL BID FURNITURE ITEMS (2018-19) valid upto 31-03-2019			
SI	ITEMS	DESCRIPTION	Rate per No. Inclusive of all charges but Excluding GST
1	Two seater scholar desk	Size (Top) 42" x 15", (Seat) 42" x 13", Back (42" x 10") made up of 20 mm or higher pre-laminated Medium Density Fibre (MDF) Board. MDF/Wood/ Steel combination shall be preferred.	
2	File Cabinet (Steel)	Size 50" (H), 24" (W), 18" (B) : Four Drawers having separate locks, 22 Gauge.	

- Note : 1. Bidder shall quote rates in INR excluding GST. GST shall be paid as applicable at the time of supply of items.**
2. The University has mentioned basic specification of required items. The bidders may quote the items of higher/ standard specification(s).

Place:
Date:

Name and sign of the authorized person of the firm along with seal