



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

EXPRESSION OF INTEREST FOR SUPPLY OF STEEL ALMIRAH FOR UNIVERSITY HOSTEL

For and on behalf of Vice Chancellor Islamic University of Science and Technology, Awantipora, Expression of Interest (EOI) is invited for supply of Steel Almira 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 EOI document. Interested parties can submit their offers duly superscripted "**EOI for Supply of Steel Almira**" along with Sample(s) and FDR of **Rs. 30,000/-** as EMD drawn from any scheduled bank favouring Islamic University of Science and Technology, Awantipora Pulwama (J&K) in a sealed envelopes on or before **28-01-2019 (02:00 pm)**.

Member Secretary
(Central Purchase Committee)

No. IUST/Reg-P&S/EOI-GirlsHostel/19/44

Dated: - 11-01-2019

Copy to:

1. Chairman, Central Purchase Committee.
2. Finance Officer.
3. Private Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor.
4. University PR Cell for wide publicity of the EOI.
5. P A to Registrar for kind information of Registrar.
6. File.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

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 manufacturer 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 EOI/Proposal should be accompanied by Earnest Money Deposit (EMD) of Rs. 30,000/- in shape of FDR drawn from any scheduled bank favouring Islamic University of Science and Technology, Awantipora Pulwama.

SUBMISSION OF EOI

1. **The bidders are required to submit the sample(s) of the Almirah (both Type A &B) . No EOI shall be considered without sample(s).**
2. 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 Steel Almirah”** and shall be submitted on or before **28-01-2019 (2.00 pm)**.

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 above and Terms & Conditions mentioned in the foregoing clauses and whose samples will be selected by the Committee.
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 Samples of Steel Almirah (both Type A & B) no EOI shall be considered.**
3. The supply, transportation, fixing, etc. of the items will be sole responsibility and at the risk of the firm till the acceptance by the University.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

4. Steel Alimrahs 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.
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) Poor and unsatisfactory performance / defective or damaged or substandard material is supplied by supplier.
 - (d) 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. The bidder shall provide onsite warranty, as per manufacturer's policy. The warranty shall in no case be less than One year.
12. Proof of legal status.
13. 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.**
14. 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.
15. The supply, installation and fixing of Almirahs thereof has to be made within a period of **08 weeks** from the date of placement of supply order. In case the ordered items are not supplied and installed within the stipulated time period, the penalty shall be imposed as per the following University norms.

"A penalty of 1% of the total amount of the delayed item(s) for every fifteen days shall be imposed irrespective of the number of delayed days."
16. The rates should be covered with transparent tape.
17. The quantity to be purchased can be increased or decreased by the Competent Authority depending upon the site considerations and requirements of the University.



ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY AWANTIPORA, KASHMIR

18. Settlement of any dispute will be made under the jurisdiction of Srinagar court only.
19. Experience proof documents in shape of supply orders of similar nature of work shall be attached with the EOI.
20. No Advance will be paid against the order placed by this office.

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 the delivery of items and after successful verification/inspection of items by the University Verification Committee.

Documents to be placed in technical bid:

- a. GST Registration Certificate.
- b. Copy of PAN card.
- c. Authorised Dealership/ Manufacturer/Unit certificate.
- d. EMD of Rs. 30,000/-
- e. DD of Rs. 5,00/-
- f. Experience proof documents (supply orders of similar nature etc.)

Documents to be placed in Financial bid:

- a. Financial Bid (Annexure-I)

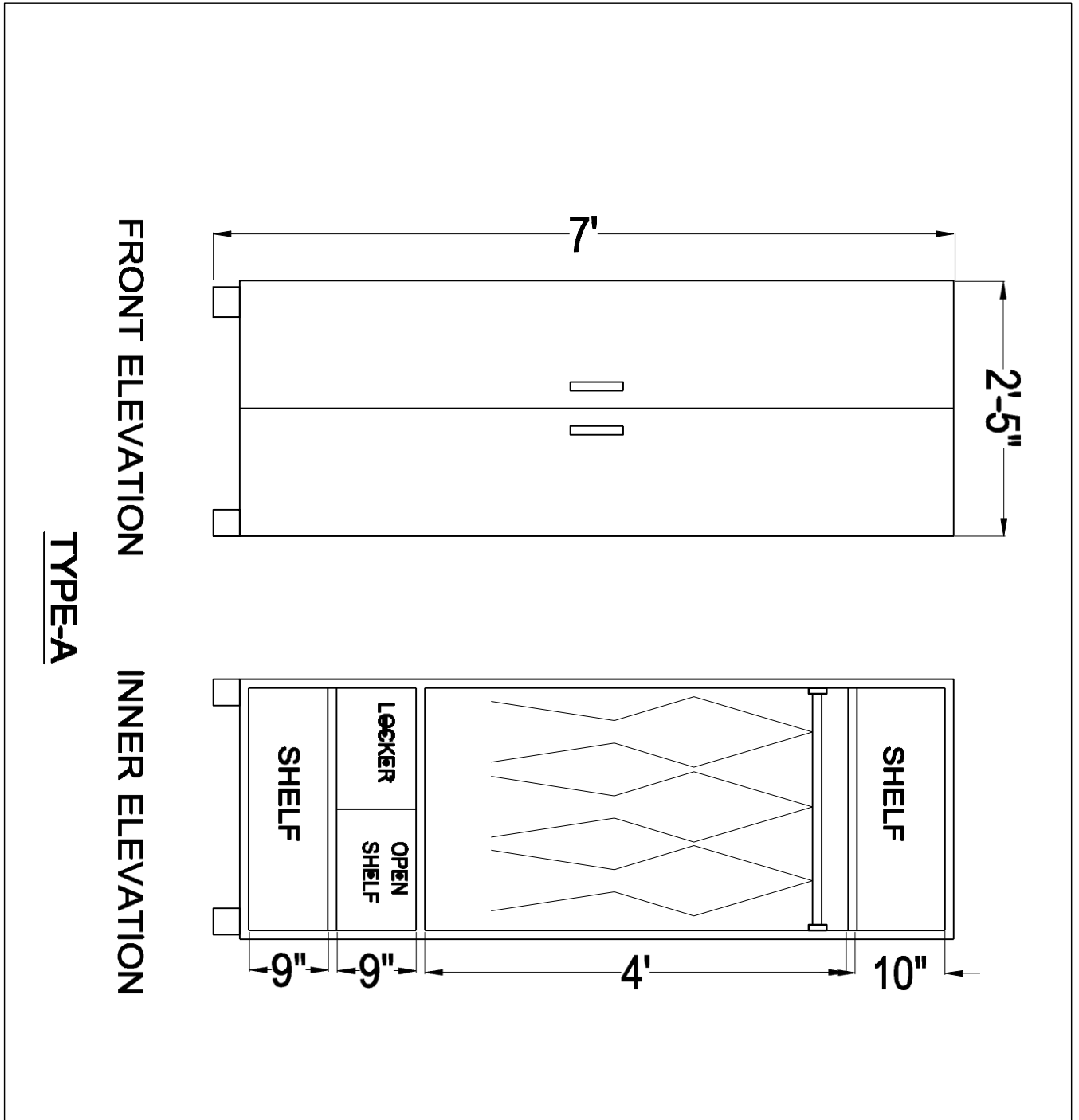
I/We hereby declare that the information furnished in the EOI is true and correct and also I/We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. In case the information provided is found incorrect at any stage, the University may take appropriate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

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

Place:

Date:

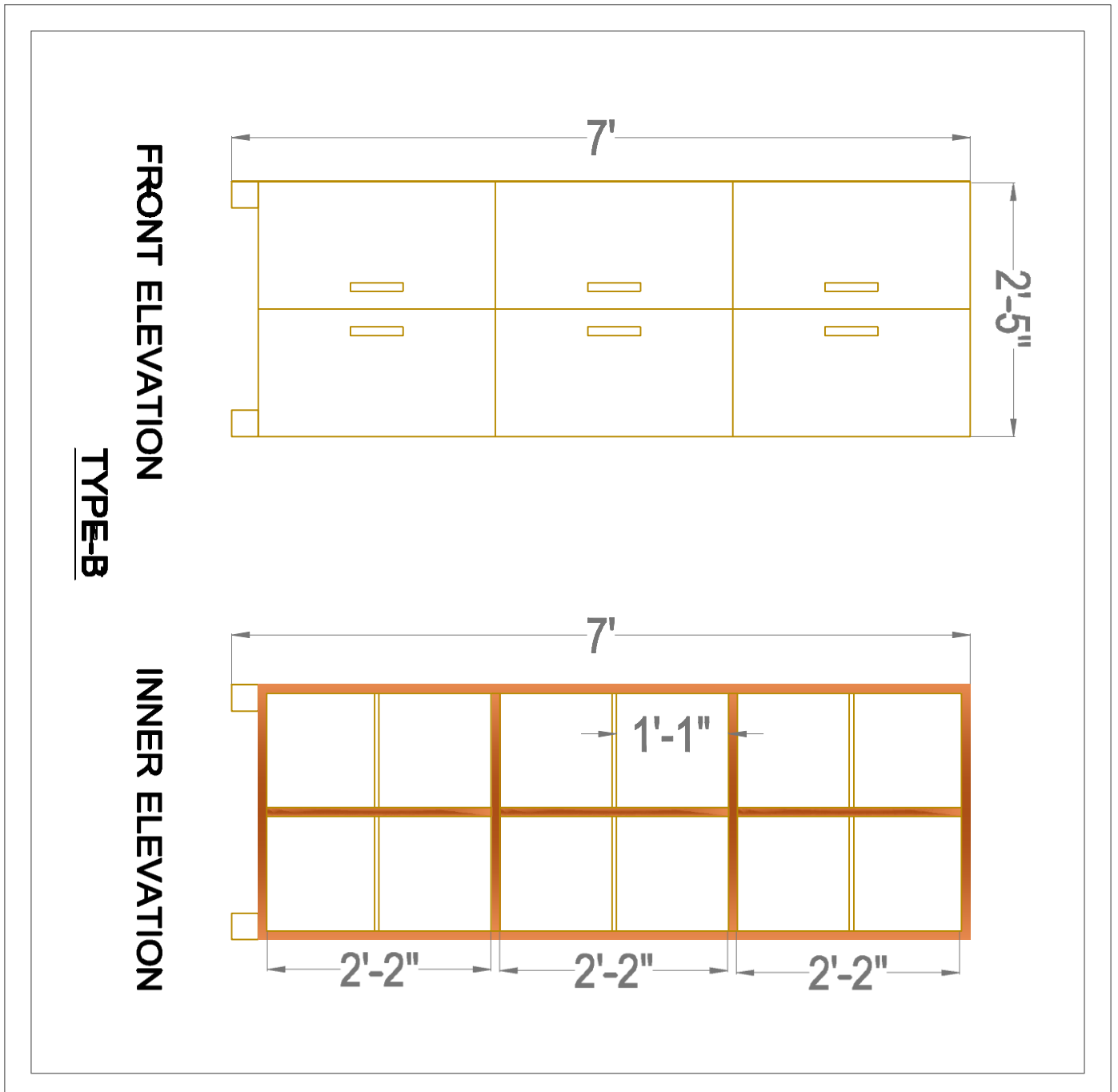
DIAGRAM OF STEEL ALMIRAH – TYPE A





**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

DIAGRAM OF STEEL ALMIRAH – TYPE B





**ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY
AWANTIPORA, KASHMIR**

ANNEXURE - I

FINANCIAL BID STEEL ALMIRAH				
S.No.	ITEMS	DESCRIPTION	Qty	Rate per No. excluding GST
1	Almirah with 2 Shutters of 18 & 20 Gauge (Type – A)	Supply, delivery and installation at site of Almirah, Overall size : 2100x425x600 mm with legs at base of 150 mm height, as shown in the drawing with following specifications: Almirah will have 2 shutters with die cast recess type handle and 3 way locking mechanism with 4 keys. Inner side contains two full width shelves, one locker with lock (4 keys) of reputed brand and one open shelf and one cloth hanging rod as shown in fig. Shutter made from 18 Gauge MS sheet and body, shelves, partition made of 20 gauge MS Sheet . All material should be ISI marked and will be in Powder Coated finish of approved shade. The total cost of unit shall include cost of all materials, manufacture, transportation to site, installation at site including loading, unloading and installation charges at different floor levels of the building etc.complete for finished item of work. Lock: Hettich / Hafele brand locks. Handle: Die casted, chrome plated handle. Hettic / Hafelle brand locks	97	
2	Almirah with forming 3 Lockable units of 18 & 20 Gauge (Type – B)	Supply, delivery and installation at site of Almirah, Overall size : 2100x425x600 mm with legs at base of 150 mm height, as shown in the drawing with following specifications: Almirah will have 6 shutters with Lock (4 Keys) and latch for each locker and handle as shown in fig. Inner side contains six full width shelves as shown in fig. Shutter made from 18 Gauge MS sheet and body, shelves, partition made of 20 gauge MS Sheet . All material should be ISI marked and will be in Powder Coated finish of approved shade. The total cost of unit shall include cost of all materials, manufacture, transportation to site, installation at site including loading, unloading and installation charges at different floor levels of the building etc.complete for finished item of work. Lock: Hettich / Hafele brand locks. Handle: Die casted, chrome plated handle. Hettic / Hafelle brand locks	32	

Note : 1. Bidder shall quote rates in INR including of all charges, but excluding GST which shall be paid as applicable at the time of supply.

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

Place:

Date: