

TENDER NOTIFICATION

No. KUDSIT/015/CHAIRS/2023-24

Date: 27.12.2023

Due on: 08.01.2024 03:00PM

On behalf of Kerala University of Digital Sciences. Innovation and Technology (DUK), The Registrar invites offers for "**Revolving Chairs (50 Nos.)**" from experienced and qualified vendors.

Tender Due Dates		
1	Date for Availability of Tender Document on the website	27.12.2023
2	Last Date for Bid Submission	08.01.2024 03:00 PM
3	The date and time for opening of Bid	08.01.2024 03:30 PM
Tender Fee & EMO		
4	Tender fee (Inclusive of GST)	Rs.826/-
5	EMO	Rs. 3500/-

Terms & Conditions

- Tender Documents shall be available only on DUK Website and not for sales elsewhere.
- Supply at Kerala University of Digital Sciences. Innovation and Technology, Trivandrum should strictly be completed within the stipulated period of delivery i.e, within **15 days** from issue of the purchase order.
- **Cost of tender document, Rs.826/-(Inclusive of GST) and EMD, Rs. 3500/- as applicable to be submitted along with the tender as demand draft favoring "The Registrar, Kerala University of Digital Sciences, Innovation and Technology payable at Thiruvananthapuram"** failing which the tender will be summarily rejected. EMO of unsuccessful bidders will be returned without any interest. upon finalization of contract or on expiry of validity of offer. EMO of the successful tenderer will be returned without any interest. after receipt of security and agreement in prescribed format.
- Start-up & MSME relaxations- Govt directions/ circulars will be followed.
- If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract. the Purchaser shall, without prejudice to its other remedies under the Contract. deduct from the Contract Price. as penalty, a sum equivalent to 0.5 percent of the delivered price of the delayed Goods or unperformed Installation for each week or part thereof of delay until actual delivery or performance. up to a maximum deduction of 10 Percent.
- Security deposit/ Performance Security: The successful bidder shall furnish a security deposit of an amount equal to 5% of the value of contract on completion of delivery and installation of item. Bid security/EMO will be forfeited if security deposit is not remitted as mentioned above. The security deposited by the successful tenderer will be retained towards the retention amount and will be released after warranty period.
- DUK reserves the right to cancel the order in case the items are not supplied within the stipulated period or non - fulfillment of contractual obligations.

- No advance payment. DUK shall make payment within 30 days of the satisfactory installation and acceptance of the item supplied and issue of warranty certificate, against the submission of invoice. In case of any defects to the materials supplied by the bidder, it should be replaced prior to release of the payment.
- The quoted rates shall be inclusive of all taxes and also the bidder shall include charges like GST, freight, handling, loading, unloading and placement if any etc. at the facility supply and deployment. No compensation will be paid in case of any upward revision in the statutory taxes and levies or introduction of new taxes and levies.
- A firm should submit only one proposal. If a firm submits more than one proposal, all such proposals shall be disqualified. Also, must comply with the Technical Specification (**Annexure I**), General Conditions and Format/Requirements for Technical and Financial proposal (**Annexure II & III**).
- Price quoted should be valid for 90 days from the due date of the tender.
- DUK reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
- DUK reserves the right to get items from another source without any prejudice to bidders.
- DUK being the Purchaser, reserves the right to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions at the time of award of Contract.
- The courts at Thiruvananthapuram shall have jurisdiction over any dispute regarding this tender.
- Interested bidders to submit their duly signed and sealed quotation along with all requisite documents as per prequalification in separate sealed envelope super scribing **"Tender reference No. and due date "**on or before due date **08.01.2024, 03:00 PM.**

Late bids will not be considered. Bid should be addressed to

**The Purchase section
Digital University Kerala, Technopark Phase IV,
Thonakkal P O, Thiruvananthapuram - 695317, Kerala**

Place: Technopark Phase IV
Date: 27.12.2023

Registrar

Pre-Qualification Requirements

1. The quotation has to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected /supported by the printed technical leaflet/literature. Therefore, the model quoted invariably is highlighted in the leaflet/literature enclosed with the quotation.
2. Parties who have supplied this item with same or higher specifications to at least two reputed Organizations /R&D institutes/Academic Institutions/Incubators in India can only be considered qualified. (Enclose documentary evidence).
3. The bidder must be an Original Equipment Manufacturer (OEM) or authorized distributor/supplier having a direct purchase and support agreement with the OEM. In case the bidder is a dealer or a distributor a valid letter of **authorization from the OEM** shall be submitted along with the bid.
4. OEM should have operation in India for minimum 3 years and should have experience in providing service support. Necessary documents for verifications of the same shall be submitted along with the bid.
5. The bidder shall not be blacklisted by any Government agencies/ Utilities/ Departments at the time of bidding. Letter from authorized signatory on the letter head of SI regarding non-blacklisting.
6. The bidder should have an average annual turnover of at least INR 10 lakhs during the last 3 financial years. The bidder should submit the audited balance sheet for the last 3 financial years to validate this requirement.

Annexure I

[To be submitted in letter head of the supplier]

Technical Requirements

Revolving Chairs (50 Nos.)

Specification		Value	Compliance (Yes/ No)
1.	Backrest upholstery material	Nylon Mesh	
2.	Seat upholstery material	Imported Fabric with PU foam	
3.	Chair features	Total back support, Synchronized simple mechanism. 360 degree-revolving with Hydraulic seat height adjustable (lever). strong five wheels, Armrest with Height Adjustable (up and down)	
4.	Colour	Full Black	
5.	Quantity	50 Nos.	
6.	Warranty	Preferably 3 yrs.	

DIGITAL UNIVERSITY KERALA

Financial Bid

Tender Enq. No. —

Total amount for providing of **Revolving Chairs (50 Nos.)** at Digital University Kerala as per the terms and conditions contained in the Tender document shall be Rs. _____ (Rupees. _____) including all taxes.

SI.No.	Description and Specification	Total Amount (incl GST)
1	Revolving Chairs (50 Nos.)	

[To be submitted in letter head of the supplier]

BID FORM

To,

Kerala University of Digital Sciences, Innovation and Technology
Technopark Phase IV, Mangalapuram
Thiruvananthapuram 695 317

Dear Sir,

Sub: Bid form

Tender Reference Number:

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. I/we undersigned, offer to supply all items and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I/ We undertake, if our Bid is accepted to complete delivery & commissioning of all items specified in the contract within 15 days calculated from the date of issue of your purchase order/LOI.
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.
6. The tender document for the works mentioned above have been obtained by me from the URL <https://duk.ac.in>, the official website of Digital University and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.

GSTRegistration Number .

PAN Number .

MSME Details: Yes/No {enclose details}

8. Dated this _____ day of _____ 2023.

Duly authorized to sign the bid for and on behalf of-----

[To be submitted in letter head of the supplier]

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification. This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

We, further specifically certify that our organization has not been Blacklisted/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Bidder
1. Phone	
2. Fax	
3. E-mail	
4. Contact Person Name	
5. Mobile Number	
6. TIN Number	
7. PAN Number	
8. Kindly provide bank details of the bidder in the following format: a)Name of the Bank: b)Account Number: C)Kindly attach scanned copy of one Cheque book page to enable us to return the EMO to unsuccessful bidder	

(Authorized Signature with Stamp)