



OFFICE OF THE PRINCIPAL

MAGADH MAHILA COLLEGE, PATNA UNIVERSITY PATNA

TENDER NO.: 01/2020-21 (SI.No- 4)

DATE: 08.06.2021

**Emergent Notice Inviting tender for Computer Furniture for Computer Laboratory
(in the campus of Magadh Mahila College, Patna University, Patna)**

Designation of officer inviting quotation		Principal Magadh Mahila College, Patna				
Place, Time & Date of receiving of Tender Paper		Office of The Principal, Magadh Mahila College, P.U. Patna upto 3.00 pm on 30/06/2021				
Place, Time & Date of opening of Technical Bid		Office of The Principal, Magadh Mahila College, P.U. Patna upto 3.00 pm on 01/07/2021				
Place, Time & Date of opening Financial Bid		To be informed after technical bid evaluation				
Sl. No.	NIT No.	Name of Work	Tender Document Fee	Earnest Money Deposit	Last date & time of submission of tender	Due date & time of opening of Technical Bid
	01/2021-22 Dated: 08/06/2021	Computer Furniture (Computer Laboratory)	Rs. 5,000/-	Rs. 60,000/-	30/06/2021 Upto 15.00 Hrs	01.07.2021 15.00 Hrs

Note:

- Tender Bids should be placed in a properly sealed envelope addressed to “ **The Principal Magadh Mahila College, Patna University, North Gandhi Maidan, Patna-800 001**”.
- Technical bid along with Tender processing Fee be **put up in a separate envelop** and the Financial Bid should **be put in separate sealed another envelope**, clearly indicating “TECHNICAL BID” and “FINANCIAL BID” with the details of the Bidder. Both sealed Technical & Financial Bid’s envelops should be **put in one envelope and must be superscribed “SI. No- 4 Tender for Computer Furniture for Computer Laboratory, Patna”** with the name, address & phone nos. of the Bidder.

Conditional tender or tenders received After the Due time and date shall not be entertained In any circumstances. M.M. College would not be Responsible For any delay or loss of The tender document, The tender(s) will be opened in The Office undersigned by The constituted committee the 01.07.21 at 03.00 PM in presence of any intending agency Or his/her authorized representative who may wish to be present at the designated Time And place. If the fixed date turns out to be the holiday, the date of opening will be the next day.

- The sealed tender(s) should also be sent through Courier/Registered/Speed Post. Conditional tender or tenders received after the due time and date shall not be entertained In circumstances. M.M.College would not be responsible For any delay or loss of the tender document, The tender(s) will be opened in the office of the undersigned by the duly constituted committee as per the above mentioned schedule in presence Of any intending supplier or his/her authorized Representative who may wish to be present at the Designated time and place. If the fixed date turns out o be the holiday, the date of opening will be the next day.
- Earnest money is to be deposited in the shape of D.D./ Banker’s cheque in favour of “ Principal, Magadh Mahila College, Patna”.**
- The tender documents can also be downloaded from the website www.magadhmahilacollege.org from intending tenders and will be submitted with cost of tender in the form of demand draft in favour of “Principal Magadh Mahila College, Patna”. Tender submitted without cost of tender in the form of demand draft will be summarily rejected and the last date for downloading the tender document from the website is one day prior to the last day of receipt of tender. Accordingly the draft towards the tender fee shall be dated one day prior to the last date of receipt of tender.
- At the time of opening of tender only participant tenderer or his single authorized representative with authority letter will be allowed to present.**

Downloaded tender document must be accompanied with Demand Draft of Rs. 5,000/- (Non-Refundable) in favour of “Principal Magadh Mahila College, Patna University, Patna” payable at Patna, towards the cost of tender document failing which the tender shall be summarily rejected. It can be obtained, on any working day from 09/06/2021 to 30/06/2021 between 10:30 hours to 17:00 hours on written request and against payment of the cost of tender document (Non-refundable) by demand draft.

Sd/-

(Prof. Shashi Sharma)
Principal, Magadh Mahila College
PATNA UNIVERSITY, PATNA

II. ELIGIBILITY CRITERIA

Technical bid envelop should contain the following:-

1. The Bidder must be a legally constituted Proprietary firm, Partnership firm, Limited Company or Corporate Body, who possess the required licenses, registrations etc)
2. The Bidder shall have experience of supply of Laboratory items at least 3 years ending March, 2021.
3. The bidder should be submitted ISO 9001, 14001,18001 & Green Guard Certifications.
4. Financial Turnover during the last 3 years ending 31st March 2021 should be at least Rs. 2,00,000,00/- (Two crore) or above per year.
4. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Bidder). An undertaking in this regard to be provided.
5. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
Registration of shop/firm,(ii)GST/PAN(ii)Manufactures/ Authorized Dealer certificate

Note : Proof in support must be enclosed for above eligibility criteria.

III. PROCEDURE

1. Tender Bids should be placed in a properly sealed envelope addressed to **The Principal Magadh Mahila College, North Gandhi Maidan, Patna-800 001.**

Technical bid along with Tender processing Fee be **put up in a separate envelop** and the Financial Bid should **be put in separate sealed another envelope**, clearly indicating **“TECHNICAL BID”** and **“FINANCIAL BID”** with the details of the Bidder. Both sealed Technical & Financial Bid's envelops should be **put in one envelope and must be superscribed “Tender for computer furniture for computer laboratory in Magadh Mahila College, P.U., Patna”** with the name of the Bidder. Conditional tender or tenders received after the due time and date shall not Be entertained in any circumstances. Patna University would not be responsible for any delay or Loss of the tender document, The tender(s) will be opened in the office undersigned by the duly
01.07.21 at 11.30 of any intending supplier or his/her authorized representative who may wish to be present at the Designated Time place. If the fixed date turns out to be the holiday, the date of opening will be the Next

2. The Bidder shall acquaint himself fully with MMC, P.U. premises conditions and the working environment before quoting the rates. He is advised to do a complete survey at his own of the promises before offering rates. No compensation on account of any difficulties will be entertained at a later date after award of works.
2. **That the technical bid shall be opened first and only the eligible bidders selected by Tender Committee shall participate in the financial bid which shall be opened on the date further fixed by the Tender Committee.**
4. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
5. **An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory** as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.
6. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words
7. In case two or more agencies are found to have quoted the same rates, the Tender Committee shall recommend about the Bidder to which the offer shall be granted based on the NEGOTIATIONS to become lowest rate bidder. The decision of the Authority of MMC, P.U. shall be final.
8. **Any changes w.r.t. this tender will be notified through website www.magadhmahilacollege.org only.**
9. MMC, P.U. reserves the right to accept or reject any or all the tenders without assigning any reason.

IV. TERMS AND CONDITIONS

1. The bidder must provide information about his Agency as per **Annexure-I** i.e., Technical Bid.
2. The items rate details to be provided as per the format attached as **Annexure-II** i.e., Financial Bid.
3. On acceptance of the tender, the Bidder shall deposit Performance Security in the form of Bank Guarantee/Demand Draft of 10% of bid value (After deposit the Bank Guarantee, EMD shall be refunded after) to Magadh Mahila College, P.U., Patna within 7 days of the award of the contract which will be refundable without interest after satisfactory completion of the work.
4. The Performance Security amount shall be released without interest after 30 days of completion of the contract period only after being satisfied of the successful completion of the work.
5. In case of any change of constitution of the Agency, the rights of MMC, P.U. should not suffer.
6. Assigns or sub-contracts any of this service Violation/contravention of any of the terms and conditions mentioned herein. Does not improve the performance of the services in spite of instructions. Any violation

of instruction/agreement or suppression of facts. Contractor being declared insolvent by competent court of law.

7. **Penalty:** In case of pre mature termination of the contract due to any of the clauses of Termination the security amount shall be forfeited.
8. **Arbitration:** In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by the Sole Arbitrator to be appointed by Authority of MMC, P.U..
9. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Patna only.

10. Earnest Money Deposit (EMD)

- 13.1 The bid must be accompanied by EMD for an amount Rs 60,000/- (Rupees Sixty Thousand Only). EMD shall be in the form of Demand Draft in favour of "Principal Magadh Mahila College, Patna University, Patna".
- 13.2 Any bid not accompanied by the EMD in the above form may be rejected by MMC, P.U. as non- responsive.
- 13.3 The EMD of the selected bidder shall be returned after submission of the Performance Guarantee.
- 13.4 Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible but in any case within 60 days from the date of acceptance of bid of the successful Bidder.
- 13.5 The Bidder, by submitting its Bid pursuant to this Bid Document, shall be deemed to have acknowledged and confirmed that MMC, P.U. will suffer loss and damage on account of withdrawal of its Bid or for any other default by the Bidder during the Bid validity period. No relaxation of any kind on Bid Security shall be given to any Bidder.
- 13.6 The EMD shall be forfeited and appropriated by MMC, P.U. without prejudice to any other Right or remedy that may be available to MMC, P.U. hereunder or otherwise, under the following conditions:
 - a) If a Bidder withdraws its Bid during the period of Bid validity as specified in this Tender document and as extended by MMC, P.U. from time to time;
 - b) In the case of Selected Bidder, if it fails within the specified time limit-
 - d) In case, the Bidder submits any wrong information or makes any misrepresentation in its Bid
- 13.7 The Bank Guarantee has to be executed on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution. The Bank Guarantee has to be in the name of the Bidding Company.
- 13.8 No interest shall be payable by the Owner on the above bid security.

14 Extension of Bid Validity period

In exceptional circumstances, prior to expiry of the original Bid Validity Period, MMC, P.U. may request the Bidders to extend the period of validity of the Bid and the EMD for a specified additional period. The request and the Bidders' responses shall be made in writing. MMC, P.U. reserves the right to reject the Bid submitted by any Bidder who fails to extend the period of validity of its Bid in line with the provisions of this clause.

15. Any clarification on the documents may be obtained from College and contact office Mob No- +91-7261805666 & telephone no- 0612-2219454

Read and accepted

(Full Name, Signature & Stamp of the Bidder)

ANNEXURE-I
(To be submitted on Letter Head of the Registered Agency)
TECHNICAL BID

Tender Sl. No-4
Tender for Computer furniture (Computer Laboratory)
Magadh Mahila College, Patna University, Patna

Cost of quotation document(Compulsory for supplier/agencies)		
DD No.	Date	Amount
		₹5,000/-
EMD Amount		
DD No.	Date	Amount
		₹60,000/-

Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. THE FIRM

- a) Name.(As per GST Registered)_____
- b) Registration No. of firm_____
- c) Address of Office at Patna _____
- d) Contact Person's
- i) Name &Design. _____
- ii) Address_____
- iii) Tel No. Landline_____Mobile_____
- iv) Email ID_____

Type of Firm: Proprietorship/ Private Ltd./Public Ltd./ Please tick and enclose copy of Registration of shop/firm/Manufactures/ Authorized Dealer certificate

1. Registration of shop/firm/Manufactures/ Authorized Dealer certificate _____enclosed.(Pl. specify)
2. PAN :_____enclosed.(Pl. specify)
3. GST :_____enclosed.(Pl. specify)
4. 3 years return filled Turn Over(Each year Two Crore or over :
- (i) FY2020-21-ITRGrossValue_____Tax Deducted_____Turn Over:_____.
- (ii) FY2019-20-ITRGrossValue_____Tax Deducted_____Turn Over:_____.
- (iii) FY2018-19-ITRGrossValue_____Tax Deducted_____Turn Over:_____.
5. Experience certificate of similar work: Value:₹_____completion of year:_____
- _____.NameofGovt.Org./University:_____.
- _____.

(Attached work order & Completion certificate)

Signatures of authorized person Name:-

Designation:-

Seal:-

ANNEXURE-II
(To be submitted on Letter Head of the Registered Agency)
FINANCIAL-BID

Tender Sl. No-4

**Tender for Computer furniture (Computer Laboratory)
Magadh Mahila College, Patna University, Patna**

Sr. No.	Item	Specification	Unit	Qty.	Rate ₹	Amount ₹
1	Computer furniture	Open Plan Office System Model Wish for 67 Persons with Partition Height of 1200mm, 65 Nos. Recta Work Surface each of size 750x600mm, 02 No. Penta Worksurface each of size 1350x1350mm. Each worksurface with 01 No. KBPT & 01 No. CPU Trolley as per layout design enclosed PANEL THICKNESS - 52 MM, HT. - 1200 MM(APPROX), TILE CONFIGURATION FOR ALL PANELS :- ABOVE MAG FAB TILE & BELOW METAL TILE, RACEWAY - FOR MOUNTING OF SWITCHES : 150MM METAL RACEWAY AT SKIRTING LEVEL FOR ALL PANELS, WORKSURFACE : IN PRELAMINATED PARTICLE BOARD AND PVC LIPPING; BOARD THK. - 25MM				

Place.....

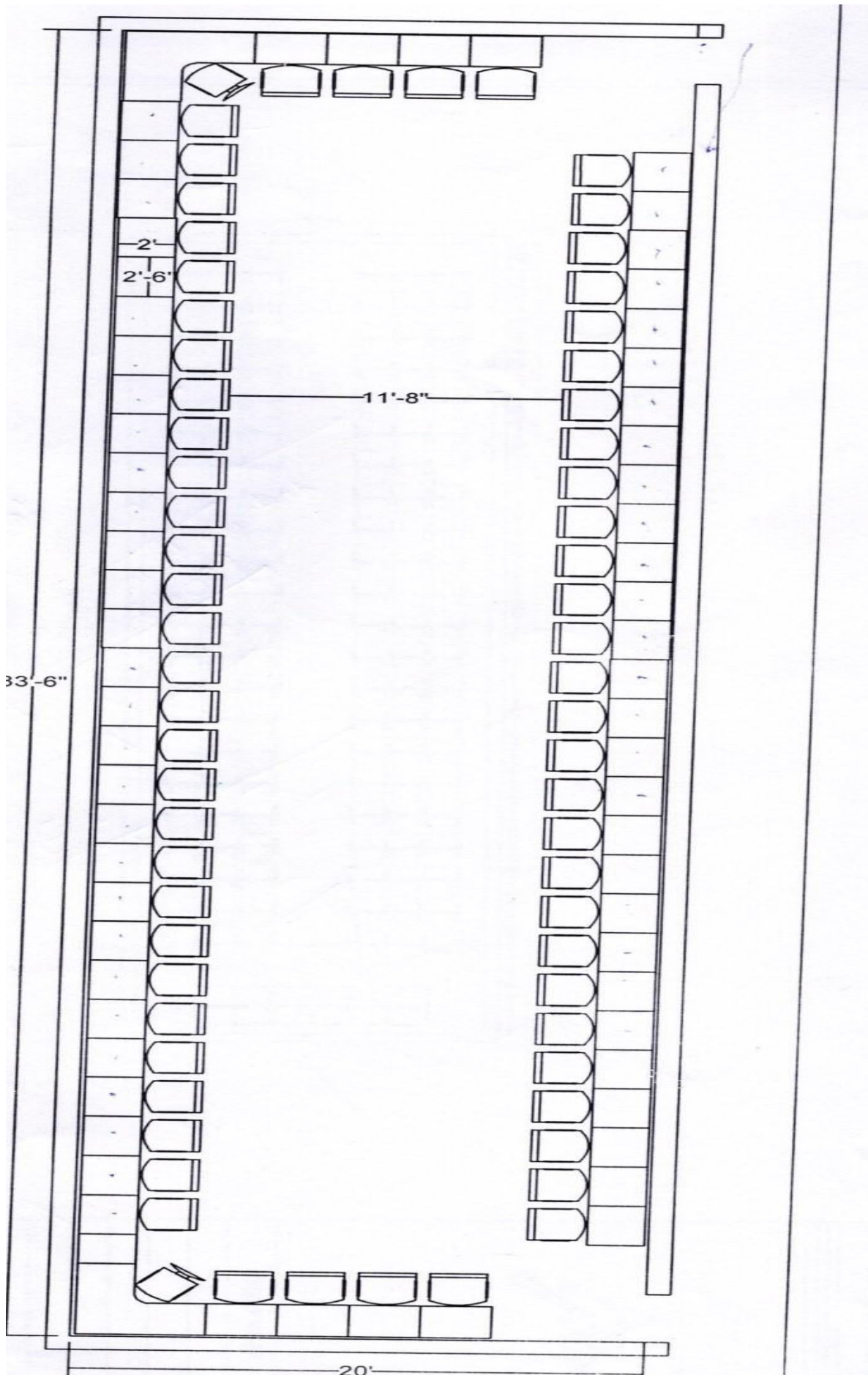
Signatures of authorize person

Date.....

Name _____

Designation _____

Seal



Furniture Layout

Special Terms & Conditions :

1	Supply and installation to be completed with in 30 days from the date of supply order.
2	Taxes inclusive as applicable according to the government of India prevailing rates.
3	Billing will be done according to supply and installation quantity counts.
4	Rates are valid for 180 days from the date of submission of quotation.
5	Extra supply will be charged as per approved prevailing rates.
6	In the event of delay in supply after the stipulated period supplier shall pay as penalty upto $\frac{1}{4}$ period of supply @2.50% and delay upto $\frac{1}{2}$ of supply period @5%, delay upto $\frac{3}{4}$ period of supply @7.5% and delay upto more than $\frac{3}{4}$ period @ 10% maximum or $\frac{1}{3}$ % per day.
7	If work will be awarded then Earnest money of ₹ 60,000/- is converted into Security deposit which is refunded after six from date of completion of work without interest.

Place.....

Signatures of authorize person

Date.....

Name_____

Designation _____

Seal