



कृषिमूला ऋद्धिः

Office of the Comptroller  
Navsari Agricultural University, Navsari-396450, Gujarat.

Tender Document

For

Procurement, Installation and fixing of Customized Furniture  
and Fixtures

NAU/CMPT/01-2015-2016

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## Chapter 1: Tender Notice - NAU/CMPT/01-2015-2016

### Procurement, Installation and fixing of Customized Furniture and Fixtures at Comptroller Office, Navsari Agricultural University

Bids from experienced Furniture Manufacturers / Furniture Suppliers are invited for the Procurement, Installation and fixing of Customized Furniture and Fixtures at Comptroller Office, Navsari Agricultural University, Navsari. The bids are invited by e-tender through website [www.nprocure.com](http://www.nprocure.com) / [au.nprocure.com](http://au.nprocure.com)

Tender Fee	Rs. 1000
Period for Bid Document Downloading and submission under <a href="http://nprocure.com">nprocure.com</a> (Online)	25/05/2015 to 15/06/2015 up to 18:00 Hrs.
Last date for submission of tender fee, EMD and other documents. (Physical Submission)	17/06/2015 up to 17:00 Hrs.
Bid Validity Period	9 Months
Earnest Money Deposit (EMD)	Rs. 75,000
Security Deposit (For qualifying bidders only)	Rs. 1,25,000
Technical documents available on	<a href="http://www.nprocure.com">www.nprocure.com</a>

Comptroller, Navsari Agricultural University

## Chapter 2: Instructions to bidders for Online Tender Participation

1. All tender documents can be downloaded free from the website <http://au.nprocure.com> or <http://www.nprocure.com>
2. All bids should be submitted online on the website <http://au.nprocure.com> or <http://www.nprocure.com>
3. All bids should be digitally signed. For the details regarding digital signature certificate and related training involved the below mentioned address should be contacted

(n)Code Solutions  
A division of GNFC  
301, GNFC Infotower, Bodakdev,  
Ahmedabad 380054 (India)  
Tel. : +91 79 26857316 / 17 / 18  
Fax : +91 79 26857321  
Toll Free Number : 1-800-233-1010  
[www.ncodesolutions.com](http://www.ncodesolutions.com)

4. The user can get a copy of instructions to online participation from the website <http://au.nprocure.com> or <http://www.nprocure.com>
5. The service provider should register on the website through the “New User” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
6. The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
7. For all queries regarding use of digital signature certificate should be addressed to personnel in M/s. (n)Code Solutions.
8. For all queries regarding tender specifications and any other clauses included in tender should be addressed to personnel in tendering office address provided below

Comptroller Office,  
Navsari Agricultural University,  
University Bhavan, Eru Char Rasta,  
Navsari – 396 450 (Gujarat)  
E-mail: [comptroller@nau.in](mailto:comptroller@nau.in)  
Phone No.: 02637 282-771-75 Ext. 407 (O), 282736 (R)  
Fax No.: 02637 282765

## Chapter 3: Specification of Procurement Items

No.	Item Specifications	Unit	Approx Qty.
1	<p>Dividing Systems (Full height):</p> <p>The partition frame work of 75x25 mm MS powder coating section. The partition frame with vertical and horizontal section with necessary gaps for cable management at regular intervals. The panels are 9mm pre laminated high density board ( Action tesa or associate}. The panels made of fabrics ,glass provision or marker board provision as per the design. The panels are connected with imported Metal sections of klass-3. The sectional system should be made of ms with good quality of powder coating. The section are to be given in the material in which half heighted and full heighted system should look uniform. The system should have the provision for electrification which can be easily accessible as per need.</p>	Square feet	850
2	<p>Dividing Systems (Law height):</p> <p>Providing and fixing the below material as per the need of authority.</p> <p>The partition frame work of 50 mm aluminum section. The panels are 6mm pre laminated high density board ( Action tesa or associate}. The panels made of fabrics ,glass provision or marker board provision as per the design. The panels are connected with imported Metal sections of klass-3. The sectional system should be made of aluminum with good quality of powder coating. The section are to be given in the material in which half heighted and full heighted system should look uniform. The system should have the provision for electrification which can be easily accessible as per need.</p>	Square feet	1250
3	<p>Work Stations:</p> <p>Working surface are made of 25mm thick wood basc pre laminated board with 2mm pvc biding patti. it should have a good quality of locks and necessary handles. Size for workstations: 51"(W) 24"(D) 30" (H). One side one drawer &amp; one cupboard with lock system &amp; one side CPU trolley.</p>	Per Nos.	25
4	<p>Credenza Units:</p> <p>The credenza units top 25mm wood base pre laminated board with 2mm biding patti. All the necessary hardwares should be of good quality. Door and drawer and other side 18mm pre laminated board with 1mm biding patti. The company of pre laminated board (Action tesa or association ). Size for Credenza Units: 120"(W) 18"(D) 30" (H)</p>	Per Nos.	14
5	<p>Raceway System:</p> <p>Technical data: It should be concealed beneath the foot level of working person. It should be covered in a well ventilated fibre for further queries and solutions. It is used for passing electrical cable under the flooring It should be minimum 3 inch x 3 inch</p>	Running Feet	200

6	<p>Flooring:</p> <p>Technical data: Made of premature ventricular contraction with 1.2mm thickness. Made of pvc. Thickness 1.2mm Width 2000mm/2mtr.</p>	Square feet	2500
7	<p>Decorative Glass Film:</p> <p>Sun control, and decorative material with blinding purpose</p>	Square feet	900
8	<p>Telephone Points:</p> <p>Technical data: The transmitters used for the should be made of twin pairs. The transmitters should be made of good quality and with high insulation.</p>	Per point	15
9	<p>Electric Plug Points:</p> <p>Technical date: The transmitters used for the electric conduction should be of 0.75 mm thick. The main line from transmitters should be made of 1.55 mm thick. 2 sockets of 20 amp and 3 sockets of 5 amp and compatible 5 switch in each point.</p>	Per point	32
10	<p>Wire:</p> <p>Electric wire compatible to Electric Plug Points (Item No. 9)</p>	Per meter	2500
11	<p>Seating (Revolving Chair):</p> <p>Technical data: having well furnished p.c. stand with good quality of nylon rollers in base. adjusters of 65 mm to 120 mm haydrolic hight adjustment Seat with good quality of moulded pu foam with hot press ply. Back framing of high quality pvc X design mould with nylon net fabrics. Seat should be covered with nice weaving and knitting. Handel should be made of nylon. Size: 39"(H) 24"(D) 22"(W)</p>	Per Nos.	26
12	<p>Seating (Fix Visitor Chair):</p> <p>Technical data: Frame structure made of well finished 25mm thick 16 gage round ms crc pipe. Metal should be well finished and good quality of p.c. Frame style :- S type frame with D type pu arm rest. seat &amp; back should be made of high resilliance foam with hot press ply seat &amp; back should be of good weaving and knitting.</p>	Per Nos.	31
13	<p>Customization:</p> <p>The partition frame work of 75x25 mm MS powder coating section. The partition frame with vertical and horizontal section with necessary gaps for cable management at regular intervals. The panels are 9mm pre laminated high density board ( Action tesa or associate}. The panels made of fabrics ,glass provision or marker board provision as per the design. The panels are connected with imported Metal sections of klass-3. The sectional system should be made of ms with good quality of powder coating. The section are to be given in the material in which half heighted and full heighted system should look uniform. The system should have the provision for electrification which can be easily accessible as per need.</p>	Square feet	100

14	<p>Executive Tables:</p> <p>Working surface are made of 25mm thick wood basic pre laminated board with 2mm pvc binding patti. It should have a good quality of handles and necessary handles. One side one drawer &amp; one cupboard with lock system &amp; one side foot rest. The main executive tables should have side pedestal also. Main table size : 72"(W) 24"(D) 30"(H); Side pedestal size : 48"(W) 16"(D) 27"(H)</p>	Per Nos.	2
15	<p>Pantry:</p> <p>The working desk should be made of natural element of high stiffness. It should be provided necessary utility space beneath work space. It should be matched with existing pantry. and install as per the design.</p>	Square feet	250

Chapter 4: Specification of existing Items (This item need to be credit from the purchase order)

No.	Specification of existing Items	Unit	Approx Qty.
1	Old Dividing Systems: Material covered with two side Sintex PVC plastic. and inside galvanized structure.	Square meter	105
2	Plywood of existing workstations and Credenza Units: Plywood is available in the form of existing workstations and Credenza Units. It is covered with laminations.	Square meter	100
3	Revolving Chair: Little variations in design and dimension in all Revolving Chair. All Revolving chairs are in operative condition.	Per Nos.	38
4	Fix Visitor Chair: All visitor chairs are in operative conditions with same design and dimension. The base is U shape stand with net material in seating.	Per Nos.	16
5	Wooden Chair: All the wooden chairs are with same design and dimension.	Per Nos.	7
6	Old Lokhand Table	Per Nos.	21
7	Computer Table (Wooden)	Per Nos.	8
8	Computer Table double size (Wooden): Two computer can be installed in one table space.	Per Nos.	2



## Chapter 5: Terms and Conditions

1. The bid inquired under tender Procurement, Installation and fixing of Customized Furniture and Fixtures at Comptroller Office, Navsari Agricultural University required to be considered as a single assignment. Bidders (Furniture Manufacturers / Furniture Suppliers) must be able to bid on each item inquired under this tender. Selection of bidder will be based on the lowest bid offer on the Tender Net Total Amount.
2. The tender inquiring office is having existing furniture and fixtures which are required to be bought back by the Bidders (Furniture Manufacturers / Furniture Suppliers) and the buyback amount will be credited from the Grand Total Amount which results in the Net Total Amount. Bidder must offer a buyback value for existing furniture and fixtures failing on which the Bidder will be disqualified from the tender automatically.
3. ISO certification from the manufacturer is compulsory for supplied Item No. 1,2,3,4,11,12,13,14 (As per chapter - 3). If ISO certification proof is not produced for such items, the Bidder will be automatically disqualified from the tender.
4. At any level of inspection, if the item is not fulfilling the specification, it would be rejected and the bidder will be forced to change the item, for which Navsari Agricultural University will not bear the expenses.
5. The rates of items supplied under the tender must cover installation and fixing charges of the item as per the proposed office layout (Given in Annexure - I). Also, the item rate must be inclusive of all taxes.
6. Navsari Agricultural University is inquiring for a complete solution, hence no extra charges will be paid on item rates like transportation charges, installation charges, fixing charges, replacement charges, breakage charges, taxes, etc.
7. This tender assignment is going to be executed at the Comptroller Office, Navsari Agricultural University. The premises where the assignment is going to be executed is one of the operational premises of the university. Hence, the execution of the assignment requires a strict deadline as mentioned below.

Types of work	Deadline	Deadline starts from	Stages
Procurements (Manufacturing process of items, transportation, etc)	Maximum 30 days	From the day of Issue purchase order	Stage - I
Installation and fixing	Maximum 10 days	After Stage - I period	Stage - II

Both the deadlines are separate as mentioned in stages, for Stage - I the process on operational office premises will not be disturbed. During Stage - II operational office premises will get vacant as per the convenience of the university. If in any of the stage deadlines are not followed, the security deposit of the successful bidder will be forfeited.

8. All items must cover a 1-year full warranty. The security deposit will be held up until the warranty period. If any issue is raised in quality or services during the warranty period, the security deposit will be forfeited.
9. The right is reserved to accept or reject any or all tenders without assigning any reasons therefor.

Signature and stamp of Bidder

## Chapter 6: Tender Fee, EMD and Security Deposit

Bidder has to submit non refundable Tender Fee Rs. 1000 in the form of Bank Draft in favor of "Account Officer (Cash), NAU, Navsari", payable at Navsari.

The bidder shall furnish an Earnest Money amounting to Rs. Rs. 75,000 (Rupees Seventy Five Thousands Only).

Earnest Money: Tender shall be accompanied by an earnest money, without which tenders will not be considered. The amount should be deposited in the form of Bank Draft in favor of "Account Officer (Cash), NAU, Navsari", payable at Navsari.

Refund of earnest money: The earnest money of unsuccessful Bidder will be refunded.

Forfeiture of earnest money: The earnest money will be forfeited in the following cases:

- When Bidder withdraws or modifies the offer after opening of tender.
- When the Bidder does not deposit the security money after the work/purchase order is given.

Security Deposit: Successful bidder shall deposit Rs. 1,25,000 (Rupees One Lakh Twenty Five Thousands) as the security/performance guarantee money in the form of Bank Draft in favor of "Account Officer (Cash), NAU, Navsari", payable at Navsari.

Refund of Security Deposit: The amount of security deposit will be refunded after completion of warranty period.

Forfeiture of Security Deposit: The security deposit will be forfeited in the following cases:

- When works/services are not successfully executed as per requirement mentioned in the tender document.
- When successful bidder terminate the works/services in during execution period.
- When successful bidder fail to follow deadlines of assignments.
- When any issue raised in quality or services during warranty period

Tender Fee, EMD, Security Deposit and Document Submission Address:

Office of the Comptroller,  
Navsari Agricultural University,  
University Bhavan,  
Eru Char Rasta, Navsari – 396450 (Gujarat)

## Chapter 7: Payment Terms

- Payment shall be made after completing the whole assignment.
- No part payment will be made at any execution stages.
- No extra payment, assess payments will be made if supplier claims for higher specification materials other than inquired one.

## Chapter 8: Information of Bidder

❖ PRIMARY DETAILS:

1. Name of the Firm:

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2. Address of Firm (Office Address):

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3. Contact Telephone No. & Mobile No.:

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4. PAN No.:

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5. Registration with VAT / Service Tax:

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6. Demand Draft Details:

	D.D. No. & Date	Value	Name of Bank with Branch
Tender Fee			
EMD			

NAME & ADDRESS OF BIDDER  
WITH SEAL AND SIGNATURE

## Chapter 9: Documents and Submission

=> Online Submission under nprocure.com (Technical Bid)

Sr. No.	Document
1	Scan copy of Tender Fee: Demand draft of Rs. 1000/- (Non-Refundable)
2	Scan copy of EMD : Demand draft of Rs. 75000/- (Refundable)
3	Scan copy of duly signed Terms and Conditions (Chapter 5)
4	Scan copy of duly signed Information of Bidder (Chapter 8)
5	Scan copy of Catalog/Drawing of Item No. 1,2,3,4,6,7,11,12,13,14 (As per chapter - 3)
6	Scan copy of ISO certifications of manufacturer for Item No. 1,2,3,4,11,12,13,14 (As per chapter - 3)

=> Physical Submission (Technical Bid)

Sr. No.	Document
1	Tender Fee: Demand draft of Rs. 1000/- (Non-Refundable)
2	EMD : Demand draft of Rs. 75000/- (Refundable)
3	Duly signed Terms and Conditions (Chapter 5)
4	Duly signed Information of Bidder (Chapter 8)
5	Catalog/Drawing of Item No. 1,2,3,4,6,7,11,12,13,14 (As per chapter - 3)
6	ISO certifications of manufacturer for Item No. 1,2,3,4,11,12,13,14 (As per chapter - 3)

=> Financial Bid

Financial Bid must be submitted through [www.nprocure.com](http://www.nprocure.com) only.