



Registrar Office,
Navsari Agricultural University, Navsari-396450, Gujarat

Tender Document

For

Supply and Installation of FILE COMPACTOR for
arranged Record Keeping facilities

(NAU/REGI/01-2015-2016)

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Tender of Supply and Installation of FILE COMPACTOR furniture for
arranged Record Keeping facilities
(NAU/REGI/01-2015-2016)

Registrar office is administrative hub of university and having so many important records which required well organized and arranged record keeping facilities. Looking to the needs of arranged record keeping office of Registrar, Navsari Agricultural University is inviting bids from supplier for the Supply and Installation of FILE COMPACTOR. The purchase item, terms & conditions are described in tender document which is available in www.nau.in website for downloading.

Tender Fee	Rs. 500
Tender available for downloading	13/06/2015 to 03/07/2015
Last date for submission of tender fee, EMD and other documents.	06/07/2015 up to 17:00 hrs.
Bid validity period	90 Days
Tender Fees	Rs. 500
Earnest Money Deposits (EMD)	Rs. 13,500

***If any future updates regarding tender will be there,
it will be only published in website www.nau.in during tender period.***

Registrar, NAU

Chapter 2: Company Details

1	Name of the Party/Company	
2	Registration Number	
3	Address of the Party / Company (Enclose the authentic document for address proof like electricity bill, telephone bill, corporation tax etc.)	
4	Phone Number Fax Number Mobile Number Working email address	
5	PAN Card Number (Please attach the photocopy)	
6	Sale Tax/ VAT Number	

Date : _____

Signature of bidder
(With Stamp, Name & Designation)

Chapter 3: Guidelines (Terms & conditions) / શરતો

- (૧) ભાવ તમામ પ્રકારના લાગુ પડતા ટેક્સ, વેટ ભાડા, મજૂરી સાથેના અત્રેની કચેરી બેઠાના તારીખથી જાહેરાત તારીખથી ૩ મહિના સુધી અમલી રહે તે રીતે આપવાના રહેશે. આપેલ ભાવ, કોમ્પેક્ટ સ્ટોરેજ સીસ્ટમ તથા ઈન્સ્ટોલેશન કરી આપવા માટે બંધન કર્તા રહેશે.
- (૨) ભાવ મંજૂર થયા પછી કોમ્પેક્ટ સ્ટોરેજ સીસ્ટમ આપવામાં વિલંબ / માલની ઉતરતી ગુણવત્તા અથવા અન્ય કોઈ અનિયમિતતા ધ્યાને આવશે તો ઓર્ડર રદ કરી જે તે પાર્ટીને બ્લેકલીસ્ટમાં મુકવા માટે ભલામણ કરવામાં આવશે. તેમજ નબળી ગુણવત્તાવાળો માલ સામાન ઠેકેદારે પોતાના ખર્ચે પરત લઈ જવાના રહેશે. આવા નબળા માલનું ચુકવણું કરવામાં આવશે નહીં.
- (૩) કોમ્પેક્ટ સ્ટોરેજ સીસ્ટમ ઉદાર બીલથી પુરો પાડવાનો રહેશે અને તેનું ચુકવણું એકાઉન્ટ પેઈડ ચેકથી કરવામાં આવશે.
- (૪) ભાવની સરખામણી, ભલામણ અને ખરીદી બાબતે ગઠિત કરેલ સમિતિઓની ભલામણ તેમજ અભિપ્રાય મુજબ ખરીદ કરવાનો આખરી નિર્ણય યુનિવર્સિટી સત્તાધીશનો રહેશે. ખરીદી અંગે કોઈ પણ વાદ વિવાદ ઉભો થાય તો ખરીદી બાબતનો યુનિટ અધિકારીશ્રી/ યુનિવર્સિટી સત્તાધીશનો નિર્ણય આપને બંધનકર્તા રહેશે. ભાવ માન્ય થયા પછી ખરીદી કરવી કે ન કરવી તેમજ જથ્થામાં વધઘટ કરવાની અબાધિત સત્તા યુનિવર્સિટી સત્તાધીશની રહેશે.
- (૫) Tender Fee, EMD તેમજ પત્રકો તા. 06/07/2015 સુધીમાં અત્રેની કચેરીએ પહોચાડવાના રહેશે. કવર ઉપર " Tender of Supply and Installation of FILE COMPACTOR for arranged Record Keeping facilities " નો ઉલ્લેખ કરવો.
- (૬) વેબસાઈટ ઉપરથી ફોર્મ ડાઉનલોડ કરનાર પાર્ટીએ ફોર્મ ફી રૂ.૫૦૦/- નો " Account Officer (Cash), NAU, Navsari " ના નામનો ડીમાન્ડ ડ્રાફ્ટ ટેન્ડર સાથે જોડવો.
- (૭) ભાવ ભરનાર ઉત્પાદક/વિક્રેતા એ ટેન્ડર ફી સાથે રૂ. ૧૩૫૦૦/- નો " Account Officer (Cash), NAU, Navsari " ના નામનો ડીમાન્ડ ડ્રાફ્ટ ઈ.એમ.ડી.તરીકે ભરવાનો રહેશે. તથા ટેન્ડર પાસ થાય ત્યારે કુલ ટેન્ડરની રકમના ૫% મુજબ સીક્યુરિટી ડીપોઝીટ ભરવાની રહેશે. જે સમય મર્યાદામાં સંતોષકારક કામગીરી પૂર્ણ થયે યુનિવર્સિટીના નીતિ નિયમ મુજબ પરત કરવામાં આવશે.
- (૮) ભાવ ભરનાર ઉત્પાદક/વિક્રેતા આ ફોર્મમાં દર્શાવેલ વિગતો વાંચેલ છે અને તમામ શરતો અમોને બંધનકર્તા છે.

Signature of bidder

(With Stamp, Name & Designation)

Chapter 4: 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

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

Registrar Office,
Navsari Agricultural University,
University Bhavan, Eru Char Rasta,
Navsari – 396 450 (Gujarat)
E-mail: registrar@nau.in
PABX (02637)282771-75 Ext : 1132
Telephone Number : Office : (02637)282823
Fax : (02637)283794

Chapter 5: Tender Fee, EMD and Submission Address

Tender Fee: Bidder has to submit non refundable Tender Fee Rs. 500 in the form of Bank Draft in favor of "Account Officer (Cash), NAU, Navsari", payable at Navsari.

Earnest Money Deposit: Tender shall be accompanied by an earnest money, without which tenders will not be considered. The EMD amount Rs. 13,500 should be deposited in the form of Bank Draft in favor of "Account Officer (Cash), NAU, Navsari", payable at Navsari. EMD would be applicable as below.

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 but before acceptance of tender.
- When Bidder does not execute the agreement if any, prescribed within the specified time.

Security Deposit: Successful bidder have to deposit 5% amount of the purchase order as security deposit which is refundable on completion of satisfactory work report.

Forfeiture of Security Deposit: The Security Deposit will be forfeited if supplier (Successful bidder) violate tender rules (Terms & Conditions).

Tender Fee, EMD and Tender Submission Address:

Registrar Office,
Navsari Agricultural University,
Nr. Eru Char Rasta, Navsari – 396450 (Gujarat)

Important:

The tender document must be super scribed with title " Supply and Installation of FILE COMPACTOR for arranged Record Keeping facilities (NAU/REGI/02-2014-2015)".

Chapter 6: Item Specification

No.	Description
	FILE COMPACTOR: for arranged Record Keeping facilities
*	<p>Providing, fixing and installing Optimizer Drive type-</p> <p>Each of above configurations should have following type of blocks Single Static (SS), Twin Mobile(TM) –2 body back to back and Single Last (SS)/Hinge door (optional)</p> <p>Rigid Knock Down construction made up of 0.8 thick. CRCA Steel conforming to IS: 513 Gr.D. Each body block (SS/SL/TM) building consists of 1 Main unit & then Add-on units (0, 1,2,3,4 - depending on no. of bays 1, 2, 3, 4 & 5). Each unit consist of 5 loading levels formed by 4 nos. adjustable shelves.</p> <p>Body units bolted to undercarriage.</p> <p>The bodies including shelves of antirust surface treatment & powder coated with epoxy polyester powder, as per the prescribed standard methodology can be specify/mention. Centralized Locking for Safety</p> <p>A Centralized locking arrangement need to provide through Locking Stiffener mounted onto back of Single Last unit so that it gets locked on channels when all the units are brought together. The Recess handle lock is of quality make & place at suitable height. This arrangement occupies a space of 90.0 mm.</p> <p>When the last unit is Twin Movable, hinged doors should be provided for the end bodies; so in this case locking stiffener should be mount onto drive unit cover.</p> <p>Each Drive type units should have Locking Knob near the Drive wheel for manual locking of individual units when a person is using these units. Knob shall be rotated to unlock position when units are to be moved. After the unit is moved, before entering into aisle for accessing, this knob shall be of rotated to lock position. Provide End stoppers at the end of channels to prevent derailment.</p> <p><u>Guide Channels</u></p> <p>"J" section of 2 mm thick HR sheet & 25 mm Square bright bar – both should be connected by screws on properly ground level condition.</p>
>>	Option 1 (3 Bay)
1.1	Single face fixed unit 2745mmW X 381mmD X 2080mmH
1.2	Double face 2745mmW X 762mmD X 2080mmH
1.3	Single Last Movable unit 2745mmW X 381mmD X 2080mmH
>>	Option 2 (4 Bay)
2.1	Single face fixed unit 3660mmW X 381mmD X 2080mmH

2.2	Double face 3660mmW X 762mmD X 2080mmH
2.3	Single Last Movable unit 3660mmW X 381mmD X 2080mmH
>>	Option 3 (5 Bay)
3.1	Single face fixed unit 4575mmW X 381mm D X 2080mmH
3.2	Double face 4575mm W X 762mm D X 2080mmH
3.3	Single Last Movable unit 4575mmW X 381mmD X 2080mmH
*	Hinge Door Optional
4.1	Hing Door 915mm W X 1980mm H



Note:

- No. of bay and layout will be finalized before order.
- Last Movable is subject to finalized, Hinge door can be option.
- Quantity is subject to be changed.
- Drawings is not a final design, It is only given to demonstrate the purpose.