

# SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY

2<sup>ND</sup> FLOOR, DICC BUILDING, DIBRUGARH, NEAR DISTRICT LIBRARY, DIBRUGARH, ASSAM, PIN 786003  
Mail- [registrar.ssasu@gmail.com](mailto:registrar.ssasu@gmail.com) web. [www.sasu.ac.in](http://www.sasu.ac.in) Landline- 0373-2590466

## NOTICE INVITATION TENDER FOR SUPPLY OF FURNITURE & FIXTURES FOR THE OFFICIAL RESIDENCE OF THE VICE CHANCELLOR OF SASU,

No.SASU/CHB/55/2020/108

Date: 16/02/2023

Sealed quotations are invited affixing court fees stamp of Rs 8.25 from reputed Company/ Firms/agencies preferably under Dibrugarh District for supplying "**Furniture & Fixtures for the Official Residence of the Vice Chancellor SASU**" Dibrugarh. Interested parties are requested to submit their tender along with the documents mentioned in the i. Instruction to Bidder -Annexure A. ii. Bidders Information- Annexure B. iii. Declaration- Annexure C. iv. Financial Bid- Annexure D.

The detailed specification of the items is provided in **ANNEXURE-E** (Schedule of Items).

The Tender may be sent in hard copies in sealed cover addressed to "The Registrar, Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh, 2<sup>nd</sup> Floor, DICC Building, Near District Library, Dibrugarh, Assam, 786003." Tenders received after the closing date & time shall not be entertained.

Last date for submission of Bid	09/03/2023 up to 01:00 P.M.
Time & Date of opening of Bid	09/03/2023 at 03:00 P.M.
Estimated Value	Rs. 1,50,000/-
Place of opening of Bid	2 <sup>nd</sup> Floor, DICC Building, Near District Library, Dibrugarh, Assam, Pin 786003

  
Registrar

Sri Sri Aniruddhadeva Sports University  
Dibrugarh

Copy to:

1. The Vice-Chancellor, SASU for kind information.
2. The Members of the Purchase Committee, SASU for kind information.
3. The i/c IT in charge of SASU for upload to the University website.
4. The i/c in charge to upload in the <https://sppp.assam.gov.in/> portal of the Govt. of Assam.
5. Notice Board of SASU, DC Office Dibrugarh, Circle Office Dibrugarh East & West.
6. Office file.

  
Registrar

Sri Sri Aniruddhadeva Sports University  
Dibrugarh

**ANNEXURE- A**  
**INSTRUCTIONS TO BIDDERS**

**1. SUBMISSION OF OFFER:**

Tender should be put in a Tender Box kept on **2<sup>nd</sup> Floor, DICC Building, Near District Library, Dibrugarh, Assam, Pin 786003**. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case the due date happens to be a holiday the tender will be accepted up to 01.00 PM on the next working day and will be opened on the same date at 3.00 P.M. & interested tenderers or authorized persons with proper authority letter may also be present at the time of opening.

Tenders must be submitted in the Two-Bid system in two separate envelopes. One envelope should be marked as **PART-I** containing **Technical Bid** and the second envelope as **Part II** containing the **Financial Bid**.

**i. TECHNICAL BID-PART "I"**

The bidder should furnish the following in a separate cover hereinafter called "PART I".

- a. Affixing the court Fee Stamp of Rs. 8.25 in the bidder information sheet.
- b. Bidder should enclose a copy of the Self-certified registration certificate mentioning the name of the Company/Firm/Agency.
- c. Bidder should enclose a copy of the certificate mentioning the status of the firm (Proprietorship/ Partnership / any other).
- d. Bidder should enclose copies of the work orders/ work completion certificates for similar works.
- e. Bidder should enclose a copy of the upto date Trade License of the Company/Firm/Agency.
- f. Bidder should enclose a copy of the **PAN CARD** of the Company/Firm/Agency.
- g. Bidder should enclose a copy of the valid **GST Registration certificate**.
- h. Bidder should enclose a copy of the Annual Turnover as certified by Chartered Accountant for the last three years or a copy of profit & loss accounts & balance sheets certified by the Chartered Accountant for the Financial year 2019-20, 2020-21 & 2021-22.
- i. Enclose Bidder's Information. (**Annexure-B**).
- j. Enclosed copy of the Declaration (**Annexure-C**) & **signed copy of the tender documents**.
- k. Tender Documents should be duly signed on each page by the concerned /competent person of the Company/firm/Agency.

**ii. FINANCIAL BID- PART "II"**

Part "II" shall contain the Financial Bid of the bidder.

- a. Each page of the financial bid should be duly signed by the bidder affixing the office seal.
- b. Rates Quoted should be in rupees (both in words & in figures).

The bidder shall submit the financial bid (Part-II) in the format in Annexure D. The rates quoted shall be inclusive of all taxes and any other charges. The component of Tax should also be shown separately.

**iii. COVER FOR TECHNICAL BID & FINANCIAL BID**

The two separately sealed covers Technical Bid (Part "I") and Financial Bid (Part "II") shall be placed together inside a Single Cover which shall be sealed and superscribed as **TENDER FOR SUPPLY OF FURNITURE & FIXTURES AT THE OFFICIAL RESIDENCE OF THE VICE CHANCELLOR OF SASU**, and addressed to "The Registrar, Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh, Near District Library, Dibrugarh, Assam, Pin 786003.

**iv. OPENING OF COVER "I" AND COVER "II" OF TENDER**

- a. Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid – Cover "I" and Financial Bid "Cover II". The Financial Bids of the Bidders who qualify in the technical evaluation stage would be considered for Financial Evaluation.



## 2. AWARD OF CONTRACT:

- a. The University reserves the right to accept the tender in whole or in part subject to the satisfaction of the Tender Committee.
- b. The L1 bidder has to produce samples for physical verification to the tender committee for physical verification. If the samples are not found as per the requisite specification, then the University will take further necessary actions.
- c. If the quality of the product and service provided is not found satisfactory, the University reserves the right to cancel or amend the contract.
- d. Communication with bidders will be carried out electronically in hard copy. All bidders must provide their current e-mail address with contact number & with mobile number.

## 3. PAYMENT TERMS:

Payment will be made within the stipulated time after submission of the bill and acceptance. Payment will be made by RTGS/electronics payment. The suppliers must have to submit a GST bill for payment.

## 4. DELIVERY SCHEDULE:

Free delivery of all goods at the University shall have to be made by the selected supplier. The material should be supplied within 10 (Ten) days from the date of issue of the Purchase Order (PO). Defective items or items not as per given specifications, if any supplied must be taken back and be replaced with no additional cost.

## 5. OTHER TERMS AND CONDITIONS:

- a. The Bidder must supply all the items listed in the purchase order.
- b. The purchase order will be issued in the name of the successful bidder and the same should collect the order from the office of the University.
- c. In the event of any dispute over this contract, the University's decision shall be final and binding.
- d. Bidder should read carefully all the instructions and Terms and Conditions, etc. before quoting rates.
- e. In the event of any breach of the Terms and Conditions of the supply, the University may terminate the contract placed with the supplier.
- f. Bidder is advised to study all Technical and Commercial aspects, instructions, forms, terms, and specifications carefully in the tender document. Failure to furnish any information, if required, in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
- g. The competent authority of, Sri Sri Aniruddhadeva Sports University (SASU) reserved the right to reject or cancel any Bidder/ all the Bidder without assigning any reason thereof.

## 6. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against the University or any person for anything that is done in good faith or intended to be done in pursuance of tender.

## 7. ARBITRATION

Any dispute whatsoever in any way arising, out of, or relating to the contract shall be referred to the arbitration of the competent authority of the University or to the sole arbitration of some persons nominated by him. The award of the arbitrator shall be final, conclusive, and binding, on all parties. The dispute relating to this tender will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law in **Dibrugarh, Assam** only.



Registrar

Sri Sri Aniruddhadeva Sports University  
Dibrugarh



(Annexure-B)

**BIDDER'S INFORMATION**

Sl. no.	Essential information to qualify technically	Documents to be submitted	Documents attached (Yes / No)
1.	Name of the Agency	Self-certified registration certificate.	
2.	Status of the firm	Proprietorship/ Partnership / any other.	
3	Complete address of the Firm with telephone, mobile no., and email id.	Information on the Agency's letterhead.	
4	Name of the Proprietor/Managing Partner/etc. (as the instance maybe)	Self-certified valid document	
5	Date of commencement of business	Self-certified valid document	
6	Name of organization(s) to which the Agency is rendering similar services.	Self-certified copy from the concerned organization(s).	
7	Trade License	Self-certified up-to-date Trade License.	
8	Annual Turnover as certified by Chartered Accountant for the last three years (enclose copies):	In case of Turnover certificate is not available then a copy of CA audited BS & PL must have to submit.	
a)	2019-20 Turnover	Self-certified Chartered Accountant's Certificate	
b)	2020-21 Turnover	Self-certified Chartered Accountant's Certificate	
c)	2021-22 Turnover	Self-certified Chartered Accountant's Certificate	
9	Relevant Experience	Self-certified previous year's contract documents, work orders, etc.	
10	PAN No.	Self-certified copy of PAN card.	
11	GST No.	A self-certified up-to-date copy of the GST certificate	
12	Photograph of the Requisite products		

NB: Documents are to be submitted serially as per the listed table above.

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching the copies of license/authorization documents claimed above.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory \_\_\_\_\_

In the capacity of [insert legal capacity of the person signing the Letter of Tender]

Name of Bidder \_\_\_\_\_

Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ email id. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

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**ANNEXURE C  
DECLARATION**

**(For Acceptance of Tender Terms & Conditions)  
(On Company/firm's Letterhead)**

To

.....

Tender No. \_\_\_\_\_

For \_\_\_\_\_

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_  
and \_\_\_\_\_

branch office at \_\_\_\_\_, do hereby declare that I have gone through the terms and conditions

mentioned above and undertake to comply with all the tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance during the period of supply from the date of award of the Order to us.

2. The University has the right to accept or reject any or all the tenders without assigning any reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
4. We hereby declare that there is no vigilance or court case pending/contemplated against us at the moment.

(Sign a copy of tender documents enclosed herewith)

SIGNATURE :

(Proprietor/Partner/Director)

NAME & DESIGNATION:

DATE:

NAME AND ADDRESS OF THE FIRM:

EMAIL ID:

MOBILE NO:

(M)      &

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Annexure- D  
Format of Financial Bid

Tender No. \_\_\_\_\_

Rate inclusive of supply, transportation, and other charges.

Sl no	Name of Items & Specification	Unit	Base Price (Rs.)	GST Rate (Percentage)	Tax Amount (Rs.)	Total Amount (Rs.)
1						
2						
3						
Total Amount (Rs.)						

- Certified that all the rates mentioned above are inclusive of all taxes, delivery charges, etc.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory \_\_\_\_\_ In the capacity of [insert legal capacity of the person signing the Letter of Tender]

Name of the Bidder \_\_\_\_\_

Address \_\_\_\_\_

Telephone no. \_\_\_\_\_ email id. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]







**Annexure E**

**Schedule of Items-**

*1. Wooden Sofa Set*

**Detail specification of the Wooden Sofa Set, Center Table & Corner table required for Vice Chancellor's Office, Residence**

**i. Sofa Set, 3+3+1+1 Total 8 Seater**

**3 seater**

**Quantity 2 Nos**

Dimensions (In Inches) H 34 x W 68 x D 32;

The Structure will be made in "Hollock wood" and plywood wherever required. The legs below the structure must be round in shape. The body will have a fabric covering in velvet fabric, grade cloth. Cushions (high-quality size- 10 mm minimum Grade ) must be fixed at the sitting positions and backrest positions and covered by velvet fabric. All the other portions of the sofa set excluding the armrest and major frame have to be covered with off-white-colored velvet fabric cloth.

The armrest and major frame will be visible outside in dark brown colour. The backrest is finished with a curved shape and covered by cream colour velvet fabric and the 'X' shape design with 3 button type must be affixed to the backrest part. The sofa will be a Three-seater sofa.

**1 seater**

**Quantity 2 Nos**

Dimensions (In Inches) H 34 x W 27<sup>1/2</sup> x D 32;

The mentioned above, only the size of the item will differ.

**ii. Center Table**

The Table Top shall be 8 mm thick tempered Glass.

The legs shall be of size 2" x 2" with a 2" x 18" frame.

All visible areas including the inside and underneath should be in "Hollock wood". The wood shall be treated and kiln-dried.

All the wood joints are joined with adhesive of D3 grade and the adhesive shall be water-resistant to BSEN204 Group D3 ensuring bond security under adverse conditions.

The polish shall be non-water-based stain polish with a melamine finish for longer life and smooth finish.

All the undersides or non-visible timber surfaces are finished with wax polish.

Size- 36" x 36" x 16" **Quantity 1 No.**

**iii. Wooden Corner Table**

The Table Top shall be constructed out of 16 mm Seasoned "Hollock wood" with a center glass of 8 mm thick suspended on four sides up to 24 mm on each side.

The wood shall be fully treated and seasoned solid wood. The wood shall be treated and kiln-dried.

All the wood joints are joined with adhesive of D3 grade and the adhesive shall be water-resistant to BSEN204 Group D3 ensuring bond security under adverse conditions. The polish shall be non-water-based stain polish with a melamine finish for longer life and smooth finish. All the undersides or non-visible timber surfaces are finished with wax polish.

**Size- 18" x 18" x 16". Quantity 2 Nos.**

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