



**THIRUVALLUVAR UNIVERSITY**  
SERKADU, VELLORE – 632 115.

**SHORT TERM TENDER NOTIFICATION**

**Dt. 12.05.2023**

Tender Notice No.TVU/R/F4/Supply Steel Dual Desk /Tender /2023/7293

Sealed tenders for Supplying and Delivery of Desk and Bench for Thiruvalluvar University, Vellore.

The tender documents and other details can be downloaded from the University Website: [www.tvu.edu.in](http://www.tvu.edu.in) from **12.05.2023 to 26.05.2023.**

**Encl:** Tender Schedule

**REGISTRAR** *i/c*

**திருவள்ளூர் பல்கலைக்கழகம்**

**THIRUVALLUVAR UNIVERSITY**

(A State University)

(Established by the Thiruvalluvar University Act 32, 2002) SERKKADU, VELLORE – 632 115.



**Tender Document**

**INVITING TENDER FOR SUPPLYING AND DELIVERY OF DESK AND BENCH  
FOR THIRUVALLUVAR UNIVERSTIY**

**LAST DATE FOR RECEIPT OF TENDER: 26.05.2023 at 03.30P.M.**



# திருவள்ளூர் பல்கலைக்கழகம்

## THIRUVALLUVAR UNIVERSITY

TENDER DOCUMENT FOR SUPPLYING AND DELIVERY OF DESK AND BENCH FOR  
THIRUVALLUVAR UNIVERSTIY

TENDER REFERENCE	Tvu/Finance/Purchase of Desk/2023/7293 Dated.12.05.2023
DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT	12.05.2023
LAST DATE FOR SALE OF TENDER DOCUMENT	26.05.2023
LAST DATE AND TIME FOR RECEIPT OF TENDER	26.05.2023 UPTO 03.30 P.M.
TIME AND DATE OF OPENING OF TENDER	26.05.2023 AT 04.00 P.M.
PLACE OF OPENING OF TENDER	THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE – 632 115
ADDRESS FOR COMMUNICATION	REGISTRAR, THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE – 632 115 Telephone: 0416-2274746 E-mail: <a href="mailto:registrartvu@gmail.com">registrartvu@gmail.com</a> Web: <a href="http://www.tvu.edu.in">www.tvu.edu.in</a>
COST OF THE TENDER DOCUMENT	Rs.1770/- (1500+270) Including GST. The documents shall be downloaded from website i.e <a href="http://www.tvu.edu.in">www.tvu.edu.in</a>

\*SIDCO & NSIC Registered units are exempted from fees



நவள்ளுவர்பல்கலைக்கழகம்

THIRUVALLUVAR UNIVERSITY

(NAAC Accreditation 'B+' Grade)  
(State University)

SERKKADU, VELLORE – 632 115.

Rs.1770/-

**TENDER SCHEDULE**

**Sealed Tenders are invited for Supplying and Delivery of Desk and Bench for Thiruvalluvar University**

**Terms and Conditions:**

- 1) The sealed tender should be addressed to the “The Registrar, Thiruvalluvar University, Serkkadu, Vellore- 632 115.
- 2) The cover should be sealed properly and super scribed as “**Supplying and Delivery of Desk and Bench**” will be opened on **26.05.2023** at **04.00P.M.**
- 3) The complete set of tender documents can be downloaded from the websites [www.tvu.edu.in](http://www.tvu.edu.in) and the cost of tender document is Rs. 1770/- shall be paid in the form of Demand Draft drawn in favor of Registrar, Thiruvalluvar University, Serkkadu, Vellore **or** remitted the amount in our University savings bank a/c no. 248401000000001(IFSC IOBA0002484, IOB, SERKKADU) through RTGS/NEFT and enclose the original Bank remittance challan with tender document.
- 4) The tenderers shall be furnish as part of its tender, an Earnest Money Deposit of Rs.**24,000/-** in the form of Demand Draft drawn in favor of the Registrar, Thiruvalluvar University, Serkkadu, Vellore **or** remitted the amount in our University savings bank a/c no. 248401000000001(IFSC IOBA0002484, IOB, SERKKADU) through RTGS/NEFT and enclose the original Bank remittance challan with Tender document. (Exempted for MSME/SSI/SIDCO & NSIC registered units.
- 5) The **EMD** paid will be adjusted for Security Deposit for the successful Tenderer. Tenders received **without EMD** will be rejected as non-responsive tender. If any tender is withdrawn after acceptance, the EMD/Security Deposit will be forfeited.
- 6) The rates should be valid from the date of opening of the tender and up to the date of end of the tender.
- 7) The tenderer should quote rates only in the format prescribed by this

office in the **Annexure-II** attached. Any addition or deletion or omission in this format is not permitted and such changes in the Tender by the Tenderer will be summarily rejected.

- 8) If any tender is made by an individual it shall be signed with his full name and his address should be given. If it is made by a firm, it shall be signed by the all the partners or by holders of their power of attorney or a partner of the firm duly empowered to do so. The full name and address of all the partners with a copy of partnership deed shall be furnished.
- 9) Telex, Cable, Facsimile tender will not be accepted. The tender will be received at the address as indicated above and tender received after **03.30 P.M. on.26.05.2023** will not be accepted.
- 10) The bidder should submit the copy of Experience Certificate (Client Certificate)/Copy of work order for having at least **two years** of experience in this field.
- 11) The reference Number of the enquiry should be quoted in your offer.
- 12) The rates should be quoted clearly both in figures and words in the tender schedule. The taxes that may be applicable should be quoted separately and specifically. The corrections if any should be attested by the authorized signatory.
- 13) List of stations where they have their own booking offices/delivery stations within Tamil Nadu should be furnished. In case of consignments booked to stations where the contractor no branch or agency for the door delivery of the consignments the contractor should arrange for transport and effect the door delivery/collection of the consignments through some other transport contractor or agent at his own cost, risk and responsibility.
- 14) The undelivered goods should be returned to the consignor without collecting any demurrage or other charges immediately.
- 15) **Liquidated Damages:** Incase of delayed delivery, Liquidated Damages at 0.50% per week on value of bills object to a maximum of 50% will be levied.
- 16) In case of loss/damage of any parcels, during transportation, the cost there for as decided by the Thiruvalluvar University will be deducted from the payments.
- 17) Tendering Authority of Thiruvalluvar University reserves its right to

cancel the contract without prior notice if the service is found unsatisfactory.

- 18) The sealed tender will be opened at **4.00 P.M on 26.05.2023**. The tenderers may present if they so desire or the tenderers can sent their representatives at the time of opening of the tender with proper letter of authorization.
- 19) The Tender Accepting Authority reserves the right to accept or reject any tender without assigning any reasons there for.
- 20) In case any disputes arises, the decision of the Tender Accepting Authority, Thiruvalluvar University is final and binding.

#### **CLARIFICATION OF BIDS**

21. Any clarification in the tender, the tenderer may contact the Tendering Authority on or before 26.05.2023 (between 11.00 a.m to 1. 00 p.m).
22. During evaluation of bids, the Tendering Authority may, as its discretion, ask the Bidder for a clarification of its bid. The request for a clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

#### **Terms and Condition for payment**

1. No advance will be made to successful bidder/s at the time of issue of work order.
2. Location of Bench – Desk to be supplied as per the instructions given by University Authority.  
Supplied items will be as per the approved sample and in good condition.
3. Agency will receive payment against the supply only after delivery of complete order.  
Post – delivery of Bench after producing following:
  - A. Original copy of Transport Challan/ Delivery/ Vehicle papers.
  - B. Photographs of supplied items at specified place of delivery with receiving of receiver with signature and stamp.
  - C. Invoice in three copies.
  - D. GST paid Challan.

## ANNEXURE -I

### LIST OF DOCUMENTS TO BE SUBMITTED BY THE FIRM / BIDDER ALONG WITH THE TENDER DOCUMENTS

#### Name of the company:-

1. Address of the Tenderer and Branch Offices with Phone Number
2. Name of the Agents with address and Phone Number
3. Copy of TIN No.
4. Copy of GST Registration Certificate.
5. If MSME/SSI/SIDCO & NSIC units, photocopy of Registration certificate.
6. Last Three years Balance Sheet
7. Income Tax Return Statement for last three assessment years
8. Date of Establishment of the company
9. Whether they had any annual contract with Govt. Departments  
  
(If yes, period of contract and enclose proof)
10. Details about the company
11. Copy of PAN/TAN card,
12. Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.:  
Dated:  
Drawn on Bank:  
(or) Remittance in our University A/c  
UTR No.,  
Date of remittance.  
Name of the Bank & Branch  
Amount:
13. Self-attested Trade License Certificate.
14. Self-attested Trademark License Certificate.
15. Two-year experience of supply in any College / University.
16. Manufacturing Unit/ Service Centre registration must be in Tamilnadu Self attested copy to be attached.
17. Warranty of Bench – Desk will be for 3yrs from the date of supply: Submit declaration by way of affidavit on stamp paper of Rs. 100.
18. The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.

**Affidavit**  
**Declaration**

1. I/we .....the proprietor/ partner/ do declare that I/we am/have competent to sign this declaration and execute tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true and authentic to the best of knowledge and belief. I/we am/have well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. I/we do hereby declare that I/we have not been de-recognized / black listed by any state Govt./Govt. of India/Govt. Organization/Govt. institution for supply of non-standard quality (NSQ0 as asked for or non-supply).
5. I/we do hereby declare that I/we will deliver my work as per the terms, conditions and specification of the tender document and work order.

Place:  
Date:

Full signature of the bidder  
With date and seal



**ANNEXURE – II****Financial bid**

SI. No	Name of the item with specification (Per Unit)		Price quoted per unit in Rs. Inclusive of all Taxes & Transportation
1	2	3	4
1	<b>Desk Bench</b>	<b>Desk – 59” X 18” X 32” Bench 59” X 12” X 19” B.Rest 59” X 6” (Three Seated)</b>	
	Image Model		
	Laminate	Archid Laminate /0.6mm thick flex mica	
	Plywood	Top 25mm Thick MDF Century Brand	
	Edge Finish	2mm Thick Rehau Brand	
	Top sheet frame angle	30mm X 30mm X 3mm Thickness	
	Bookshelf	Tata Brand Perforated 1mm Thick	
	Leg Sheet	Tata Brand Cr Sheet 1mm Thick	
	Leg Pipe	Brand – Nezone – 50mm X 25mm 1.2mm Thick	
	Backrest Pipe	Brand – Nezone – 25mm X 25mm 1.2mm Thick	
	Leg Bush	Virgin Plastic Moulded	
	Powder Coating	Titan Brand – 60 Microns	
	Total Weight	42 kg to 45kg	

**Note:** No.of quantity - As per requirement

Total bidding price (including taxes and other charges is Rs. (Rupees.....) in words

We agree to supply the above goods in accordance with the technical specification mentioned in the supply order.

We agree to other terms and conditions of the tender and also confirmed we will provide the materials as per the standard specified in the document.

Place:

Date:

Full signature of the bidder  
With date and seal

SI. No	Name of the item with specification (Per Unit)		Price quoted per unit in Rs. Inclusive of all Taxes & Transportation
1	2	3	4
2	Desk Bench	<b>Desk – 42" X 18" X 32" Bench 42" X 12" X 19" B.Rest 42" X 6" ( Two Seated)</b>	
	Image Model		
	Laminate	Archid Laminate /0.6mm thick flex mica	
	Plywood	Top 25mm Thick MDF Century Brand	
	Edge Finish	2mm Thick Rehau Brand	
	Top sheet frame angle	30mm X 30mm X 3mm Thickness	
	Bookshelf	Tata Brand Perforated 1mm Thick	
	Leg Sheet	Tata Brand Cr Sheet 1mm Thick	
	Leg Pipe	Brand – Nezone – 50mm X 25mm 1.2mm Thick	
	Backrest Pipe	Brand – Nezone – 25mm X 25mm 1.2mm Thick	
	Leg Bush	Virgin Plastic Moulded	
	Powder Coating	Titan Brand – 60 Microns	
	Total Weight	48 kg to 53kg	

**Note:** No.of quantity - As per requirement

Total bidding price (including taxes and other charges is Rs. (Rupees.....) in words

We agree to supply the above goods in accordance with the technical specification mentioned in the supply order.

We agree to other terms and conditions of the tender and also confirmed we will provide the materials as per the standard specified in the document.

Place:

Date:

Full signature of the bidder  
With date and seal