



A Don Bosco Institution (Estd. 1934)
Re-Accredited Grade "A"
College with Potential for Excellence (awarded by UGC)
Affiliated to NEHU (A Central University)
UGC Recognised & AICTE Approved

ST ANTHONY'S COLLEGE
SHILLONG 793 001
MEGHALAYA - INDIA
Phones: (0364) 2222558 2223558
Fax: 2229558
E-mail: principal@anthony.ac.in
albertlongly@gmail.com
website: www.anthonys.ac.in

Principal

Ref. No. SAC/ALD/176/19-20

Dated: 12 September 2019

NOTICE INVITING TENDER

St. Anthony's College, Shillong, Meghalaya invites sealed Tenders under Limited Bidding System from manufacturers, suppliers, wholesale suppliers having adequate experience and credentials for similar nature of work in manufacture and supply of furniture for supply of executive furniture to the college under the MHRD's RUSA Infrastructure Grant 1.0. The relevant details and information on the current work being tendered are furnished below:

| | | |
|-----|--|--|
| 1. | Name of work | Supply of executive chairs to St. Anthony's College |
| 2. | Name of Department | Under RUSA Cell, St. Anthony's College |
| 3. | Contractors eligible to apply for purchase of tender documents | Contractors having at least 7 years experience and credentials in similar nature of work with good performance record and financial soundness. |
| 4. | Estimated cost of the work | Rs.10,00,000.00 (inclusive of GST and other taxes) |
| 5. | Earnest Money Deposit | For tribals: Rs. 10,000.00 For non-tribals: Rs.20,000.00 by DD drawn in favour of Principal, St. Anthony's College, Shillong |
| 6. | Tender to be submitted | In standard agreement format obtainable from St. Anthony's College against cash price. |
| 7. | Price of tender documents | Rs. 1000.00 (by Cash) (Non-refundable) |
| 8. | Sale of Tender documents | 14 September 2019 – 27 September 2019 upto 12 pm |
| 11. | Last date and time for receiving tender | 27 September 2019 upto 12 pm |
| 12. | Date and time for opening tender | 27 September 2019 at 2 pm at the RUSA Office |
| 13. | Time for completion of work | 1 month |

Tenders which are incomplete in any form, lacking relevant documents etc will be summarily rejected and disqualified from the bidding process. St. Anthony's College, Shillong reserves the right to reject any or all applications and tenders without assigning any reason thereof.

Sincerely,

Rev. Br. Dr. Albert L. Dkhar
Principal,
St. Anthony's College,
Shillong



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Eligibility Criteria

1. The bidder must be a manufacturer/supplier of assembled FURNITURE (OFFICE AND COLLEGE) and accessories for the last seven years.
2. The bidder's annual sales turnover from sale of FURNITURE (OFFICE AND COLLEGE) and accessories and other electronic goods within India should be above Rs.2.5 Crores per fiscal year for the last three fiscal years 2016-17, 2017-18, 2018-19. Bidders must submit audited balance sheet or CA certificate to substantiate their claim.
3. Bidder should be an ISO 9001 certified Company with latest ranks/grades/scores. The bidder should enclose a copy of quality certificate from a recognized institution for their services, products, goods, facilities anywhere located in INDIA or abroad. This certification should be from any globally recognized institution.
4. The bidder must have country wide infrastructure support in the form of direct service centre or authorized service centre in at least 22 states/UTs including at least three in the north eastern states. The information should be furnished as per format given in the Technical Details Performa (Annexure-B). In case of authorized service centre, the bidders must submit the agreement copy of service support for quoted product between authorized service provider & bidders. If agreement not submitted along with the bid, tender bid may be rejected.
5. The bidders should have a valid VAT/ST/CST/GST, Service Tax registration number and PAN for the bidder's firm.
6. Attested copies of Articles of Association (in case of registered firm), Byelaws and certificates for registration (in case of registered co-operative Societies), partnership deed (in case of partnership firm) also must be submitted along with the technical bid.
7. The bidder shall submit a certificate (self-certified on letter head) that the firm has not been black listed by any institution of the State/Central Government in the past.
8. The bidders must submit signed copy of tender document and corrigendum if any or self-declaration letter that he/she has read and understood all tender terms & conditions and all tender conditions are acceptable to him/her, as token of acceptance of all tender terms & conditions.
9. The Bidders are requested to furnish documents to establish their eligibility for each of the above clauses. Relevant portions, in the documents submitted in pursuance of eligibility criterion mentioned above, should be highlighted. If tender were not accompanied by all the above

documents mentioned, the same would be rejected. Undertaking for subsequent submission of any of the above document will not be entertained.

10. St. Anthony's College, Shillong, reserves the right to seek fresh set of documents or seek clarifications on the already / submitted documents. All documents should be self-attested and submitted in hard copy. Financial Bid should be submitted in word document format arranged in proper tabular forms accordingly. Upon verification, evaluation / assessment, if in case any information furnished by the Bidder is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
11. **THE BID SUBMITTED BY ANY BIDDER NOT FULFILLING THE ELIGIBILITY CONDITIONS / CRITERIA STIPULTED ABOVE, WILL NOT BE CONSIDERED**



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TERMS & CONDITIONS OF CONTRACT TO BE READ, SIGNED AND SUBMITTED BY THE TENDERER/BIDDER TO THE PRINCIPAL, ST. ANTHONY'S COLLEGE ALONG WITH THE BIDS

1. The bidders are expected to read carefully all the terms and conditions of the tender documents and their submission will be taken as consent to abide.
2. If the bidder deliberately gives wrong information to create conditions for acceptance of the tender, PRINCIPAL, ST. ANTHONY'S COLLEGE, SHILLONG, reserves the right to reject such tenders without assigning any reason. Not more than one tender will be submitted by one bidder for the same work. Legal action will be taken for furnishing wrong information.
3. **Manner of Submission of Tender:** The bidding should be done on two bid method viz 1) Technical Bid & 2) Commercial / Price Bid. The bidders should ensure that the Technical bid complete in all respect and containing the required enclosures (attested Photocopy) is sealed in a separate envelope and the commercial bid sealed in a separate envelop & both the sealed envelopes are kept and sealed in a suitable size envelope. All envelopes will be addressed to The PRINCIPAL, ST. ANTHONY'S COLLEGE, SHILLONG. The Sealed Technical bid Envelopes of all bidders will be opened first. Only the Commercial bids of those who have furnished all the valid documents and have passed the technical bid will be opened.
4. **Language:** The language of the Tender shall be in English.
5. **Documents to Accompany Tender:** The Bidder shall submit the documents mentioned in list of documents to be submitted provided along with this document.
6. The bidders must have **at least 07 (seven) years' experience** in this job and credentials of Rs. 2.5 Crores (Two Crores Fifty Lakhs Only) annually in this business in the last three financial years. Credential Certificate in this regard must be furnished by the bidders along with their Tender.
7. The firm / agency must have requisite trade and other licenses to do the business of FURNITURE (OFFICE AND COLLEGE) AND RELATED Equipment & Instrument for which the bid is being made.

8. **Earnest Money Deposit:** Each Tender must be accompanied with “Earnest Money Deposit” amounting to 1% for tribal and 2% for non-tribal of the total work cost in the form of Demand Draft, as mentioned in the Notice Inviting Tender.
9. **Forfeiture of Earnest Money:**
 - a. If the Bidders withdraw their Bids after opening of the same or the successful bidders withdraw their Bids after approval of their rates.
 - b. If the successful bidders fails supply or refused either partial or total offer (Acceptance) made by The PRINCIPAL, ST. ANTHONY’S COLLEGE, SHILLONG.
10. **Return of Earnest Money:**
 - a. After finalization of the Tender, the deposited Earnest Money will be returned to the unsuccessful bidders.
 - b. On receipt of Security Deposit, the deposited Earnest Money will be returned back to the successful Bidders.
11. **Deposition of Security Money:** The Selected bidders must deposit the requisite amount of Security Money (10% of the approximates value of accepted items) within the stipulated date specified in the acceptance letter. The approved firm shall deposit the Security Money in the form of Demand Draft/Bank Guarantee payable at Shillong duly pledged in favour of PRINCIPAL, ST. ANTHONY’S COLLEGE, SHILLONG.
12. **Forfeiture of Security Money:**
 - a. In the event of failure to supply or maintain the goods/articles/equipment / instruments as per Work Order within the stipulated period, the security deposit may be forfeited.
 - b. In that event, supply of the said equipment may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any farther reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.
 - c. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.
 - d. If the furniture are found to be defective in any way, shape or form making them unusable and the firm is not able to repair them or to replace them, the cost for repairing or replacing them by another firm will be taken from the security deposit.
13. **Refund of Security Deposit** - After successful completion of entire supply and period of maintenance Security Deposit will be refunded within the one year if not extended for further period.
14. **Submission of Documents:**
 - a. Each Tender must accompany attested photocopy of Pan Card, Trade License, Sales Tax Clearance Certificate / VAT Registration Certificate, and Experience Certificate.
 - b. The bidder must submit attested photocopy of Income Tax and Sales Tax / VAT of last three years.

- c. In case of SSI unit, current SSI certificate must be deposited by the bidder along with his Tender which is issued in favour of the bidder for this type of jobs.
 - d. In case of Co-operative Society Limited, Companies etc. this type of jobs must be included in the object of their By-laws or MoA as the case may be.
15. It must be mentioned clearly **whether bidder is manufacturer/sole manufacturer/ Authorized agents** for the items for which he is quoting.
- a. Manufacturer must add a certificate that item(s) is manufactured by them as per range of products.
 - b. Sole Manufacturers must add a certificate that they are the sole manufacturer of the Item for which they are quoting in this tender enquiry & item is /are their proprietary Item in India. The rate certificate is also required from the sole manufactures that the Rates quoted are the same as they quote to other State/Centre Govt. and DGS & D for the similar item(s) and these are not higher than those quoted by them.
 - c. Authorized agents must submit an authority letter from their Manufacturer/Principals on the letter head of the manufacturer/principals. The authorization letter must give/mention the purpose for which it will be allowed. The validity period of the authorization letter must be mentioned to the authority letter otherwise letter will be liable to rejection.
16. **Submission of the Tender:**
Bidder at their own cost shall have to submit Tender at the office of PRINCIPAL, ST. ANTHONY'S COLLEGE, SHILLONG within the schedule date and time as mentioned in the Tender Notification **Ref. No. SAC/ALD/176/19-20 Dated: 12 September 2019**
- The said sealed documental bids will be opened by the RUSA Purchase Committee in presence of the Bidders or representative of the Bidders who may be present in the opening date & time.
17. **Rates:**
Rates should be clearly quoted in both in figures and words in respect of each item. Rate should be quoted inclusive of all Taxes. VAT & Service tax/GST. All corrections must be initialed.
- Rate should be quoted for all equipment / instrument in details as described in the tender schedule otherwise tender will be rejected.
18. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the 'Indian Partnership Act'.
19. Necessary proof as to the financial status of the individual and firm tendering is to be attested and submitted.

20. Tender Form with all relevant papers in details shall be essential part of the bid.
21. Before submission of the Tender, Bidder shall sign each page of his Tender and all of its relevant papers with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the Bidder.
22. **Delivery Period:** 30 days from the date of issue of work order/supply order.
23. **Payment:** Payment will be made by the RUSA Cell SAC after delivery of goods against each order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order and receipt voucher of central stores.
24. **Warranty:** The goods/stores/articles/furniture supplied by result of this contract/supply order shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specifications and particulars contained /mentioned against each item in the tender document/supply order. The seller guarantees that the said goods/stores/articles/ furniture would continue to confirm to the description and quality aforesaid for a period of 12 months from the date of delivery/installation of the said goods/stores/articles/furniture to the buyer or 15 months from the date of shipment/dispatch from the sellers work, whichever is earlier.
25. **Option Clause:** During the currency of the contract, the buyer (PRINCIPAL, ST. ANTHONY'S COLLEGE, SHILLONG) can exercise an option to procure an additional percentage of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within currency of contract. The Bidder is to confirm the acceptance of the same for inclusion in the contract. It will be entirely the discretion of the Buyer to exercise this option or not.
26. **Repeat Order Clause:** The buyer (ST. ANTHONY'S COLLEGE SHILLONG) can order up to 50% quantity of the items under the present contract within six months from the date of supply/successful completion of the work, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of this clause. It would be entirely the discretion of the buyer to place the repeat order or not.
27. The quantity may be revised upward/downward subject to the requirement of the Institute. Any minor deviation or variation will bear no financial effect.
28. **Disputes:** In the event of any dispute or disagreement arising between the contractors and any other department of ST. ANTHONY'S COLLEGE, SHILLONG with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the PRINCIPAL, ST. ANTHONY'S COLLEGE, SHILLONG whose decision will be final and binding upon the contractor.
29. Rate must be valid for the entire period upto the release of the payment, which, if the Institute authority desires, may be extended for further period issuing proper notification.

30. Acceptance of lowest tender is not obligatory.
31. The PRINCIPAL, ST. ANTHONY'S COLLEGE, SHILLONG reserves all rights to accept or reject any Tender without showing any reason.
32. The Tender, submitted by the firm which have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or repairing works or who was unable to execute any repairing order of previous clients will not be considered even if his being the lowest rate.
33. Regarding Supply and Charges for repairing, Abnormal Low Rate or Abnormal High Rates (in comparison to the market Rate) will not be considered.
34. The approved firm provide a written assurance that it will provide free service, free repairs, free maintenance etc. for a period of 1 (one) year for the furniture that it has supplied should the furniture develop any kind of manufacturing defects. The buyer will ensure that only those damages that are manufacturing defects will be required by the firm to repair and maintain.
35. Submission of the Tender by a bidder shall be taken to signify his acceptance of the above terms and conditions. Alterations, overwriting or erasures of any terms and conditions are not permitted.
36. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.

I/We submit this tender after reading the tender notice, instruction of terms and conditions contained herein and accepted by me/us.

Dated:

Address:

Mobile Number:

Signature of the tenderer
(with seal)

TENDER FORM

The Principal
St. Anthony's College Shillong
Bomfyle Road
Shillong 793001
Meghalaya

We the undersigned (herein after called as manufacturer or their authorized distributors only) hereby offer to execute supply of items as per specification against which we have quoted over rates and for which this tender may be accepted at the rates stated there in and subject to the terms & conditions set forth for such items as may be ordered by the St. Anthony's College Shillong, or officer acting on his behalf.

Date this _____ Day
of _____

Signature of Contractor

Address _____

TECHNICAL BID AND CHECK LIST OF DOCUMENTS TO BE SENT WITH TECHNICAL BID

(A) PROFILE

| | | |
|---|--|--|
| 1 | Name of the Tenderer (In block letters) | |
| 2 | Status of the firm i.e. Public Ltd/ Pvt. Ltd /Partnership firm or Proprietorship firm. | |
| 3 | Name of the Director/Partner/Proprietor/ Authorized Signatory of the firm | |
| 4 | Complete address of the Firm with Phone No. | |
| | | |

(B) OTHER DETAILS: Compulsory document for technical bid Evaluation (Non-submission may lead to Rejection)

| <i>S.No</i> | <i>Particulars of documents</i> | <i>Page no.</i> | <i>No. of pages</i> |
|-------------|--|-----------------|---------------------|
| 1. | Proof of EMD in Shape of FDR/ B G/D.D (mention amount with instrument number and date) | | |
| 2. | Proof of PAN No. attached (mention No.....) | | |
| 3. | Proof of VAT/Sales Tax Registration No and VAT Return copy of fourth quarter for last three financial year date of tender. (Most recent dates) | | |
| 4. | GST registration certificate | | |
| 5. | Brochure/Leaflets/Technical Information, including Make & Model, Imported/Indian of the item(s) | | |
| 6. | UNDERTAKING as per page No. 2 of Tender Document, duly signed by vendor. | | |
| 7. | Detailed Technical specifications, Terms & Conditions and Delivery period etc. to be submitted on firm's letter head | | |
| 8. | POs Copies having supplied computer and electronic items, order copy of last 3 financial years from the date of tender. (Any Govt. Deptt. /PSU/ autonomous body/ etc.) | | |
| 9. | Firm must have ISO certification | | |
| 10. | The vender /firm is not black listed by the any Govt. Deptt. /PSU/ autonomous body etc. Under taking in letter pad/head. | | |
| 11. | Certificate of Registration (for Cooperative Societies) | | |
| 12. | Certificate of Manufacturer Status (in case Manufacturer of products) | | |
| 13. | Certificate of Authorised Dealership/Authorised Representative | | |
| 14. | Articles of Association (for Registered firm) | | |
| 15. | Partnership Deed (for firms partnering with other firms) | | |
| 16. | Self-Certification of non-involvement in any past and present litigation; to be given in letter head of the firm. | | |
| 17. | Certification of annual turnover | | |

All documents to be submitted with pagination