

Department of Microbiology
सूक्ष्मजीवविज्ञान विभाग
डा0 हरीसिंह गौर विष्वविद्यालय, सागर

क्रमांक: माइक्रो0/फर्नीचर/02

दिनांक 16.09.2015

प्रति,

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विषय:- सूक्ष्मजीवविज्ञान विभाग, डा0 हरीसिंह गौर विष्वविद्यालय सागर में फर्नीचर की आपूर्ति बावत् ।

फर्नीचर की सूची संलग्न है । कृपया संलग्न आइटम के सामने उनकी प्रति यूनिट अलग-अलग मेक के अनुसार दरें अंकित कर सामग्री की दर सूची अधोहस्ताक्षरकर्त्ता के कार्यालय में शीघ्र ही रजि0 /स्पीड पोस्ट से दिनांक **23.09.2015** तक आवश्यक रूप से भेजने का कष्ट करें ।

विभागाध्यक्ष
सूक्ष्मजीवविज्ञान विभाग
डाँ0 हरीसिंह गौर विष्वविद्यालय, सागर

Department of Microbiology
Dr. Harisingh Gour Vishwavidyalaya, Sagar

List of Items (Furniture)

S.No.	Name of Article(s) with Specification	Required Nos. (required Nos. can be less or more)
1.	Office Table Specifications <ul style="list-style-type: none">• Size 4 x 6 ft. with steel/wooden drawers, wooden top.	02
2.	Office Chair Specifications <ul style="list-style-type: none">• Executive revolving chair size height 80 to 90 cm + 1.0cm adjustable height, with armrest, centre tilt mechanism.	02
3.	Office Almira Specifications <ul style="list-style-type: none">• Size : 6 x 3 ft with or approx 900mm(w) X 450mm(D) X 18mm (H)	02

Terms, Conditions and General Information

01. The bidder may supply the bid in the prescribed format (Annexure I) with required documents to The Head, Department of Microbiology, Dr. Harisingh Gour Vishwavidyalaya, Sagar, 470003, MP.
02. The University shall not be responsible for any delay/loss or non-receipt of tenders by post.
03. No unsolicited correspondence shall be entertained after submission of the offer.
04. Bidder must sign and stamp all the pages of document and supporting documents towards acceptance of the terms and conditions of the tender.
05. Quoting merely the lowest price does not confirm any right to any bidder for award of supply order. The University's Purchase Committee, reserves the right to select the equipment(Furniture) from any bid, ever after opening the financial bid, under the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service backup support, additional warranty, offer of additional/special features, compatibility with existing system, training, etc.
06. Tender/ bids/ quotations received through Fax/e-mail will not be accepted.
07. Separate Bids for each Item(s), complete in all respects super scribing the envelope 'Tender/ quotations for' Item No.....must reach the The Head, Department of Microbiology, Dr. Harisingh Gour Vishwavidyalaya, Sagar, 470003, MP. Bids received late shall not be entertained.
08. **Warranty:** As per company policy or 36 months from the installation, which will be later.
09. The validity of the quotation should be at least 180 days from the closing date of bid.
10. If an order is placed with the firm, the purchase shall be governed by an agreement as per the University rules in force at the time.
11. To safe guard the interests of the University, additional terms & conditions will be incorporated in the purchase order, if needed.
12. **Dispute:** In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
16. **Power to reject the offer:** The University reserves the right to accept /reject any offer in full or in part or accept any offer other than the lowest offer at any stage without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
17. **Liquidated damages:** Timely supply of the ordered items, installation, commissioning (wherever is applicable) and training etc. is the essence of the contract. In case of failure to supply within the time specified in the Purchase order, a penalty/LD of 0.5% of the total value per week or a part thereof shall be levied subject to a max. of 7.5% in respect of items which are not supplied. The decision of the University shall be final in this regard.
19. **Payment:** Payment will be made when the goods is received and successfully installed in the Department/Centre.

Annexure I

To,
The Head,
Department of Microbiology,
Dr. Harisingh Gour Vishwavidyalaya,
Sagar, 470003, MP

Dear Sir,

01. I/We hereby offer to supply the _____ (name of Item) as per specifications given in this tender. I/we shall be bound by a communication of acceptance issued by you.
02. I/We have understood the Instruction to bidders and Conditions of Contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the specifications and requirements.
03. The following have been added to form part of this tender.
 - (a) Schedule of requirements, quoting the make only duly signed and stamped . (without indicating price)
 - (b) Income Tax clearance certificate.
 - (c) Copy of last audited balance sheet.
 - (d) Copy of Valid Central/State sales tax registration certificate.
 - (e) Copies of relevant major purchase orders executed during last two years for Govt. Depts., PSUs & Central Autonomous bodies.
 - (f) Proof of manufacturing Unit, dealership certificate/general order suppliers.
 - (g) Statement of deviations from financial terms & conditions, if any.
 - (h) Any other enclosure. (Please give details **PAN/TIN** etc.)

We undertake to execute all orders which have been placed to meet emergent requirements on priority basis. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor / constituted attorney of the sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

Or

A company and the person signing the document is the constituted attorney.

NOTE: Delete whatever is not applicable. All corrections/deletions should invariable be duly attested by the person authorized to sign the bid document).

We do hereby undertake, that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.

Yours faithfully,

Place:-----

Dated:-----

Address:.....

Telephone:

FAX..... E-mail.....

(Signature of bidder)

Company Seal.....