

**PEC University of Technology, Chandigarh
Sector 12, Chandigarh 160012**



E-tender document

For

**Supply of Particle Board for Director Secretariat, Digital Library and
Dean Academic Affair in PEC University of Technology, Sector-12,
Chandigarh.**

PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

SECTION	DESCRIPTION	PAGE NO.
I	INVITATION FOR E-TENDER	3
II	CHECK LIST FOR THE TENDER DOCUMENT	5
III	TERMS AND CONDITIONS OF CONTRACT (For Supply, of Particle Board for Director Secretariat, Digital Library and Dean Academic Affair in PEC University of Technology, Sector-12, Chandigarh.)	6
IV	SCHEDULE OF REQUIREMENTS (TECHNICAL BID)	8
V	PRICE SCHEDULE (FINANCIAL BID)	12
VI	GENERAL TERMS AND CONDITIONS	13-16

SECTION I: INVITATION FOR E-TENDER

Supply, of Particle Board for Director Secretariat, District Library and Dean Academic Affair in PEC University of Technology, Sector-12, Chandigarh

1. The PEC University of Technology, Chandigarh invites e-bids from eligible bidders for **Supply, of Particle Board for Director Secretariat, District Library and Dean Academic Affair in PEC University of Technology, Sector-12, Chandigarh** as per Schedule of Requirements at Section III.
2. Interested eligible Bidders may obtain further information from Chairman Estate & Works, PEC University of Technology, Sector 12, Chandigarh 160012, India.
3. The bidding document can be downloadable from institute website <http://www.pec.ac.in/etender.chd.nic.in>.
4. All bids must be accompanied by an EMD as specified in the bid document and must be delivered to the office address mentioned below by the date and time indicated below.
5. Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time.

TABLE – 1

Name of the Equipment	Estimated Amount	EMD	Time period
Items as per Schedule of Requirements at Section III	Approximate Rs.4,50,000/-	Rs.10,000/-	45 days

TABLE-2 Time Schedule

I	Date of publication	
I	Downloading of e-tender document	Start date: 17.10.2017 at 12:00 P.M End date: 01.11.2017 at 3:00 P.M
III	Date of submission of e-tender	Start date: 17.10.2017 at 12:00 P.M End date: 01.11.2017 at 3:00 P.M
IV	Physical submission of EMD and other necessary pre-qualification documents (scanned copies)	Start date: 17.10.2017 at 12:00 P.M End date: 01.11.2017 at 3:30 P.M
V	Opening of Technical Bid (online) and meeting for scrutiny of technical bid and declaring eligible bidders for financial bid.	Date: 01.11.2017 at 3:30 P.M
VI	Opening of Financial Bid of only eligible technically qualified bidder as determined by the Committee.	To be intimated later
VII	Place of opening of bids	Office of Chairman Estate & works PEC University of Technology, Sector 12, Chandigarh 160012
VIII	Address for communication	Chairman Estate & Works PEC University of Technology, Sector 12, Chandigarh 160012

Important Notes:

I.	Bidders shall have to submit their bids on-line in Electronic Format with Digital Signatures.
II.	All terms and conditions, instructions to bidder regarding e-tendering process etc. may kindly be seen from the Detailed Notice Inviting Tender (DNIT) available on Chandigarh Administration website (http://etenders.chd.nic.in) or on the PEC University of Technology institute website (www.pec.ac.in).
III.	The bidder has to submit the original documents in physical form such as EMD, eligibility documents and other desired documents on the date fixed for the same as above. The failure will entail summarily rejection of its tender.
IV.	The undersigned reserves the rights to reject or accept any or all tenders without assigning any reasons.

Director,
PEC University of Technology, Sector-12,
Chandigarh

CHECKLIST FOR TENDER DOCUMENT

Sr. No	Checklist	Tick (Yes/No)
1.	Whether name of the firm/organization & address and telephone/mobile number/fax number on letter pad of the company/firm have been mentioned	Yes/No
2.	Whether EMD as mentioned in Table-1 of Section I in the shape of FDR/Demand Draft/Banker's Cheque/Bank Guarantee valid for 45 days beyond final bid validity period from schedule bank in favor of Director, PEC University of Technology, Chandigarh has been attached?	Yes/No
3.	Whether Document showing experience of providing installing, commissioning similar items in minimum one Govt. institutes/Departments/College/ research labs/ public sector undertakings etc. in INDIA having order value of ₹ 5 Lakhs or above in last two years 2015-16 & 2016-17 and providing satisfactory performance certificate from such institutes/Departments/College/ research labs etc. is attached (Annexure 2.3 of SECTION II).	Yes/No
4.	Whether financial statement of last three financial years i.e. 2014-15, 2015-16, 2016-17 submitted as proof of Annual Turnover of Rs.7.00 Lacs.	
5.	Do you agree to provide 90 days validity of tender as per point 4 of Section-VI?	Yes/No
6.	Whether attested photocopy of PAN/TAN Card/GST No is attached?	Yes/No
7.	Do you comply with the specification and details given in SECTION IV with Make and model quoted	Yes/No
8.	Do you comply with the specification and details given in SECTION IV with Make and model quoted	Yes/No
9.	Whether attested photocopy of Registration Certificate attached(GST)?	Yes/No
10.	Whether Affidavit of not being black listed has been attached? (Annexure 2.2 of SECTION II)	Yes/No

Place: _____ Signature of Tenderer _____

Dated: _____ Full Name of the Tenderer _____

Address: _____

PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH
SECTION II
TERMS AND CONDITIONS OF CONTRACT

1. Tenderers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications carefully in the tender document. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the tenderers risk and may result in the rejection of the bid.
2. The tenderers should give their quote in Indian currency only keeping in mind that our institute (i.e. PEC University of Technology) is exempted from the payment of custom and excise duty. Only custom & excise duty exemption certificate will be issued.
3. The Bidders shall have to submit their Bids online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on <http://etenders.chd.nic.in/nicgep>. On registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
4. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No Tender will be accepted in physical form and in case, it has been submitted in the physical form only, it shall be rejected out rightly.
5. Bids will be opened online as per time schedule mentioned in e-tender notice (**SECTION I Table 2**).
6. Before submission of online bids, bidders must ensure that self-attested scanned copies of all the necessary documents as mentioned in SECTION III “Technical Bid” and SECTION V “Financial Bid” of this tender document have been uploaded with the bid, failing which their bids may be out-rightly rejected and will not be considered.
7. It is mandatory for all the bidders to upload all the documents mentioned under tender document.
8. Bidder is required to upload scanned copy of EMD as specified in the tender documents and send original along with other hard copies of desired documents to be sent in technical bid envelope.
9. The details of EMD and tender cost specified in the tender documents should be the same as submitted online (scanned copies) otherwise tender will be rejected.
10. The conditional bids shall not be considered and may be rejected out rightly in very first instance.
11. The financial bids through e-tendering of only those bidders shall be opened who will qualify in the technical bid criteria.
12. The bidder must have an experience of Supply of Particle Board for Director Secretariat, District Library and Dean Academic Affair similar work in Govt. Institutes/Departments/College/ research labs etc. in India .having order value of **₹ 5 Lakhs** or more of last two years.
13. The bidder must have minimum annual turnover of **Rs.7.00 lacs** in case of last three financial years i.e.,2014-15, 2015-16 & 2016-17. Copies of audited balance sheets shall be submitted as proof.
14. An affidavit as per specimen enclosed as Annexure – 2.2 of SECTION II should accompany the tender. The tenderer who has been black-listed or his/her tenders have ever been cancelled or any legal proceedings have ever been initiated/pending or any penalty has ever been levied on account of delay or non-completion of supply order by any State/UT/Central Government, his/her tender will be out rightly rejected.
15. Downloading and submission of Tender will be done by E-tendering process through the website of Chandigarh Administration <http://etenders.chd.nic.in/nicgep>.
16. **EARNEST MONEY DEPOSIT (EMD)**: The Tender should be accompanied with Earnest Money as mentioned in the Table-1 of SECTION I to be paid in the shape of FDR/Demand

Draft/Banker's Cheque/Bank Guarantee from any Scheduled Bank in favor of Director, PEC University of Technology Chandigarh which shall be valid for **45 days** beyond final bid validity period. No firm/tenderer will be exempted from submission of EMD. The EMD deposited by the tenderer in respect of another similar tender will not be considered against this tender. Apart from submission of EMD in physical form, scanned copy of EMD duly attested and countersigned by the firms shall also be uploaded. The EMD of unsuccessful tenders will be refunded immediately after finalization/allotment of tender. No interest will be payable on the EMD. The EMD will be forfeited, if the tenderer withdraws his/her bid after submission of the Tender. Expression of Interest without the EMD shall be rejected.

17. **PERFORMANCE SECURITY:** The successful bidder shall have to submit performance security @ 5% of total value of contract within 07 days from the date of issuance of supply order in the shape of FDR/Bank Guarantee/Bankers Cheque which shall remain valid for a period of 60 days beyond final bid validity period.
18. **TECHNICAL BID:** The tenderer should submit scanned copy of documentary proof of his/her eligibility as mentioned in SECTION III“ Technical Bid” of this tender document.
19. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria through e-tendering process.
20. **FINANCIAL BID:** The financial bid (SECTION V) shall be quoted by the bidder through e-tendering. The financial bid should contain rates only. The rates should be mentioned both in figures as well as in words. Any change in rate quoted by the tenderer afterwards will entail forfeiture of earnest money deposit, cancellation of tender and blacklisting of the firm.
21. The bid should not contain corrections or over writing.
22. Tender received through e-tendering shall be opened online by the committee duly constituted by the authorities of PEC University of Technology, as per schedule given in Tender Notice in the office of the Chairman Estate & Works, PEC University of Technology Chandigarh. In the event of date of opening of Tender being declared a holiday, the due date of opening of the Tender will be the next working day at the same hours.
23. Tender is nontransferable.
24. The bidder shall submit the hard copy of e-tender along with forwarding letter (Annexure - 2.1 of SECTION II) duly signed by the authorized signatory.
25. The Director, PEC University of Technology Chandigarh reserves the right to accept or reject any or all tenders without assigning any reason.

Offer will be accepted/uploaded in two covers under Details containing:

SECTION-III (TECHNICAL BID)

1. Name of the firm/organization & address Contact person name and telephone/ Mob. No./Fax. No./ on letter pad of the company/firm.
2. Earnest money deposit as mentioned in Point 16 of SECTION II of this tender document.
3. Bidder should have a turnover of at least **Rs.7 Lakhs** in each of last three years 2014-15, 2015-16 & 2016-17. Financial statements duly audited signed & stamped by the Chartered Accountant shall be submitted as proof.
4. Document showing experience of Supply of Particle Board for Director Secretariat, District Library and Dean Academic Affair for at-least one Govt. Institute/Department/College/Research lab etc. having order value of ₹ **5 lakhs** or more last two years i.e. 2015-16 & 2016-17 and satisfactory performance certificate from such Institutions/Departments/College/etc(**Annexure 2.3 SECTION II**).
5. Complied statement the specification and details given in SECTION IV with Make and model quoted.
6. Self-attested copies of PAN/TAN Card/GST No.
7. Certificate of acceptance of terms & condition mentioned in Section II and Section VI of Tender Document.
8. Registration Certificate of the company issued by the competent authority for GST.
9. Affidavit of not being Black Listed (Affidavit as per **Annexure 2.2 of SECTION II**)
10. Covering letter (**Annexure 2.1 of SECTION II**)

NOTE: All the above mentioned documents should be duly in order and are essential to qualify at Technical Bid Stage.

ANNEXTURE – 2.1

From

Subject: Submission of Tender for Supply, , of Particle Board for Director Secretariat, District Library and Dean Academic Affair in PEC University of Technology, Sector-12, Chandigarh

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to **Supply, , Of Particle Board for Director Secretariat, Digital Library and Dean Academic Affair in PEC University of Technology, Sector-12, Chandigarh. AS PER SCHEDULE OF REQUIREMENT SECTION III OF TENDER DOCUMENT**, PEC University of Technology, Chandigarh.

I/We shall supply the Equipment's truly and faithfully as set forth in the terms and conditions of the tender document. I/We shall be responsible for all complaints as regards to the quality of product and in case of any dispute; the decision of the Director, PEC University of Technology, Chandigarh shall be final and binding on me/us.

A FDR No. _____ Dated _____ drawn on _____ intended for the prescribed amount of Rs. _____ (Rupees _____ Only) in favor of Director, PEC

University of Technology, Chandigarh, payable at Chandigarh is enclosed as earnest money as desired.

I/WE shall have no claim to the refund of earnest money / performance security prescribed against this tender in the event of my/our non-compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory supply of equipment's/service/violation of any term, or if I/We withdraw my/our tender at any stage during the period of validity. My/Our tender shall remain valid for a period of 120 days from the last date prescribed for submission of the tender against the above-mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration.

I/We have read the terms and conditions carefully and have signed the same in token of our absolute and unqualified acceptance.

Thanking you,

Place

Yours faithfully,

Signatures
Date with stamp
& Full Address

ANNEXURE - 2.2

(To be furnished on non-judicial stamp paper duly attested by the 1st Class Magistrate/Notary).

AFFIDAVIT

I/We/M/s _____ are registered Company/Ltd Company etc. as per Registration Certificate No. _____ issued by _____ having registered office at _____ and manufacturing/supply base at _____ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of work/service/supply order by any State/UT/Central Government or by any authority.

Place: _____

DEPONENT

Dated : _____

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place : _____

DEPONENT

Dated : _____

ANNEXURE - 2.3

Details of previous work done in India

(Attach self-attested photocopies of the work order and original certificate of satisfactory performance):

S No.	Type of Board	Date of Supply	Name and Address of the Organization with reference letters	Value of the Order (In Rs.)	Name of the contact person & Mobile No.
1					
2 ↓					

Place:
Date:

SIGNATURE OF THE TENDERER
with stamp

PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

SECTION IV

FINANCIAL BID

SECOND COVER TITLED AS “FINANCIAL BID” CONSIST OF

Financial (Price) Bid for **Supply of Particle Board for Director Secretariat Digital Library and Dean Academic Affair in PEC University of Technology, Sector-12, Chandigarh** to be delivered by the bidder at PEC University of technology, Sector 12, is to be submitted online in excel sheet provided.

Notes: Rate should be quoted in Indian Rupees only including GST etc. levies.

SCHEDULE OF QUANTITY					
Sr. No.	Description of items	Qty	Unit	Rate	Amount
1	Supply of pre laminated particle board with one side decorative and other side balancing lamination, flat pressed & graded (medium Density) Grade I Type II confirming to IS: 12823 (Exterior grade) size 8”X6”-25mm thick make Century/ Green/Associated panel board.	5040	Sqft		
2	Supply of pre laminated particle board with one side decorative and other side balancing lamination, flat pressed & graded (medium Density) Grade I Type II confirming to IS: 12823 (Exterior grade) size 8”X6”-18 or 19mm thick make Century/ Green/ Associated panel board.	768	Sqft		

SECTION VI

GENERAL TERMS AND CONDITIONS

1. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the bidding documents may notify the PEC in writing or by telex or cable or fax at the PEC's mailing address indicated in the Invitation for Bids. The PEC will respond in writing to any request for clarification of the bidding documents which it receives no later than 15 days prior to the deadline for submission of bids prescribed by the PEC.

2. Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, the PEC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.

In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the PEC, at its discretion, may extend the deadline for the submission of bids.

3. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the PEC, shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the translation shall govern.

4. Period of Validity of Bids

Bids shall remain valid for 90 days after the deadline for submission of bids prescribed by the PEC. A bid valid for a shorter period shall be rejected by the PEC as non-responsive.

5. Opening of Bids by the PEC

The PEC will open technical bids, in the presence of Bidders' representatives who choose to attend, at 03:30 PM on 01.11.2017 and in the following location:

Chairman Estate & Works,
Sector 12 Chandigarh 160012

The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of date of opening of Tender being declared a holiday, the due date of opening of the Tender will be the next working day at the same hours and venue.

6. Payment

- Payment for Goods and Services shall be made in Indian Rupees only as follows:
 1. On Final Acceptance
 2. 100 percent of the Contract Price shall be paid on the Successful Completion of work and Satisfactory performance
- The Supplier's request(s) for payment shall be made to the PEC in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted and upon fulfillment of other obligations stipulated in the contract.
- Payments shall be made in Indian Rupees only.
- No advance payment will be made. Payment will be released after satisfactory completion of work.

8. Documents comprising the Bids

The Bids prepared by the Tenderers shall comprise of following components:

- Bid to be furnished as per the format for technical specifications.
- Technical literature for each product/service, covering full technical specifications.
- Bid prices should be quoted item wise as per format provided in excel sheet only duly signed and complete as per the format.
- Maximum educational discount as could be offered should be mentioned.

9. Cost of Tender

The tenderer shall bear all costs associated with the preparation and submission of its Bid, including the cost of presentation for the purpose of clarification of the bid, if so desired by the PEC and the PEC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering Process.

10. Others Terms and Conditions

- An EMD/ bid security of equipment should be submitted in form of FDR/Demand Draft/Banker's Cheque/Bank Guarantee valid for 45 days from scheduled bank in favour of Director PEC University of Technology, Chandigarh which shall remain valid for a period of 45 days beyond final bid validity period. Tender without earnest money shall be considered unresponsive and rejected.
- PERFORMANCE SECURITY: The successful bidder shall have to submit performance security @ 5% of total value of contract within 07 days from the date of issuance of supply order in the shape of FDR/Bank Guarantee/Bankers Cheque which shall remain valid for a period of 60 days beyond final bid validity period.
- It may please be specified if the packing, insurance and sales Tax/Excise Duty etc. will be inclusive or extra of the prices quoted.
- All legal disputes will be subject to Chandigarh Jurisdiction and will be interpreted under Indian Laws.
- The Director PEC University of Technology reserves to himself the right to reject any or all tenders without assigning any reasons.
- The firm who has been blacklisted by Centre/State Govt/UT/Boards/Corporations/any government authority/PEC University of Technology are not eligible for the Tender.
- The penalty will be charged @ 0.5% of cost of work per week after the expiry of supply period, mentioned in the work order if delivery date is not extended by the PEC.
- **All the rates will be FOR, PEC University of Technology, Chandigarh.**
- The institute being a premier Education and Research Institute funded by Chandigarh Administration, discounts as applicable to Research Instituted/Educational Institutes may be provided in the Tender.
- The bidders shall not be allowed to change, alter or modify the bids after expiry of the deadlines for the receipts of bids.
- The firm is entirely responsible for any damage or losses occurred to the material in the transit. The firm will lodge all complaints regarding the damage occurred in the transit and shall bear all expenses.
- Situation in which EMD security will stand forfeited if a bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form (SECTION VII), and in case of successful bidder, if the bidder fails to execute the work or to furnish performance security in accordance with the tender.
- Bids received after the due date will not be considered.

- The tenderer is required to bring their own testing and measurement instruments which are required. These can be taken back after completion of the process.
- In case, any free gift scheme / cash scheme is launched by the company same will be offered by the vender to PEC University of Technology, Chandigarh free of cost.
- Generally the bid offer will be received /opened on the day as specified in the schedule. If the scheduled date is declared as a holiday, then the tender shall be received / opened on the next working day at the same time.
- The institute has been exempted from custom and central excise duty.
- Tender validity should be 45 days from the opening of tender.

All the terms and Conditions of this tender document are acceptable to me /us.

Signature of Bidder

SPECIAL CONDITIONS:-

1. The firm shall quote item rates for supply of Particle Board etc.
2. The quantity can be increased or decreased as per actual requirement at site.
3. No claim on account of fluctuation in prices shall be considered.
4. The supply of material shall be completed strictly as per specifications and to the entire satisfaction of the Engineer- in- Charge.
5. The firm has to strictly follow the fair wage clause.
6. The department reserves the right to issue any amendment to the work order as emergency demands or alter or altogether cancel the contract without assigning any reason. The department reserves the right to delete any item.
7. The tenderer is responsible for having got the “All risk comprehensive Insurance for men valid upto the completion of the work, right from the initial stage of transit/transportation of material, handing over to the department.”