

**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY
NEAR PAHUJ DAM, JHANSI (UP)-284 003**

F.No. RLBCAU/Furniture/2015/

Dated: 10th Dec., 2015

To,

Sub: Limited Tender enquiry for the purchase of Office Furniture – reg

Dear Sir,

Limited Tender from reputed firms/dealers in two bids (Technical & Financial bid) is invited for the supply of Office Furniture to this University. The sealed tender should reach to this University on or before 2nd January, 2016 by 2.00PM. The tender will be opened on the same day at 3.00PM. The envelope containing tender should be super scribed as **“Tender for the supply of Office Furniture” due on 2nd January, 2016.**

Sl.No.	Name & Specifications of the items	Qty.	Remarks, if any
	Detailed specifications of the items are attached at Annexure-I		

Terms & Conditions:

1. The rates should be valid for 90 days from the last date fixed from receipt of the tender.
2. The rates should be on FOR basis.
3. The taxes, duties, freight charges or any other charges over and above the rates should be mentioned clearly.
4. Technical bid, price bid should be submitted in separate envelop and submitted in a common big envelop.
5. If the technical & financial bid merged with together, the tender will be liable to be rejected.
6. The envelop of technical will be opened at first.
7. The financial bid be will be opened only of the firms who qualify at the level of technical bid.
8. The envelope should be sealed and super scribed as “Tender for Office Furniture.
9. The envelope of the EMD should be accompanied with Tender.

10. The tenderer should submit the tender accompanied with EMD of Rs.20,000/- in form of DD/Banker Cheque in favour of RLBCAU, Jhansi.
11. The EMD will be released only after the finalization of tender. The EMD do not carry any interest thereon.
12. The successful bidder should deposit 10% of ordered value as Security Money (even after getting exemption from depositing EMD) in the form of DD/FDR in favour of RLBCAU, Jhansi (UP)
13. Successful bidder fails to execute the order within stipulated the date, the EMD/Security money will be forfeited and order will be cancelled.
14. The quantity of the items can be increased/decreased at the time of placing the supply order.
15. The payment will be made through E-mode only after receiving the material in good condition. The details of the banks a/c, IFSC code etc. should be mentioned.
16. The Vice Chancellor, RLBCAU, Jhansi reserves the right to accept or reject any or all the tenders either in full or part without assigning any reason thereof.
17. The tender can be sent by post OR can be delivered by hand/courier but this University will not be responsible for any postal delay or wrong delivery.
18. Check list of documents required with tender is given here under;
 - A) The firm submitting the tender/quotation should be of standing and repute having minimum annual turnover of Rs.10.00 crore and enclose balance sheet as evidence with technical bid.
 - B) Product/manufacturing firm should be ISO certified (copy should be enclosed).
 - C) Copy of PAN Card
 - D) Copy of VAT/registration
 - E) Authorization letter of the manufacturer/dealer if any.
19. Tender received after due date will not be entertained.
20. If the required items are covered under DGS&D rate contract, the copy of the same should be enclosed with the tender.
21. Cutting over writing should not be allowed.

Thanking you,

Yours faithfully,

Administrative Officer