



University College of Engineering Rajasthan Technical University, Kota-324010

Tel.: 0744-2473020, Fax: 0744-2473040, e-mail: uce.rtu.purchase@hotmail.com, Website: www.rtu.ac.in

TENDER - DOCUMENT

NIT No: UCE/ 01/2010-11

Date :- 26.08.2010

File No: UCE/PUR/F(9)27/ Lib. /09-10

DUE DATE: 14 - 09 -2010 up to 11:30 AM.

TENDER COST : Rs 1.17 Lakhs

OPENED ON: 14 - 09 -2010 at 3:00 PM.

TENDER FEE : Rs. 100/-

EMD : Rs. 2400/-

Sealed Quotations are invited from the original manufacturer or their authorized Distributors/ Dealers for **THE PURCHASE OF FURNITURE FOR LIBRARY**. Detailed specifications of the items are given in the **QUOTATION FORM-II** of the tender document.

Interested bidders are requested to obtain the Tender Document from the Purchase Section of UCE, RTU in any working day between **11.00 AM to 4.00 PM** after paying Tender Fee of **Rs. 100.00 (Rupees Two hundred only)** in the form of Demand Draft in favor of **Rajasthan Technical University, Kota**. Bidders can also down load the Tender Document from UCE, RTU website www.rtu.ac.in.

In case of downloaded tender form a tender fee of Rs. 100.00 in the form of Demand Draft (Non refundable) in favor of Rajasthan Technical University, Kota is to be paid separately along with the required EMD as per the tender on the submission of properly filled tender.

The terms and conditions for the bidders are:-

1. Quoting Firm either should be original manufacturer or authorized Distributors / Dealers of the manufacturer. While submitting the quotation by Authorized Distributors/Dealers enclose the Authorization letter for submitting the offer against UCE, RTU.
2. **Tenders without EMD or of those manufacturers who have not purchased the tender documents or submitted the cost of tender will liable for rejection. The tender should be valid for 90 days from the date of opening. The director reserves the right to split, accept or reject any or all the tenders without assigning any reason whatsoever.**
3. Firm should submit a Certificate issued by original manufacturer that the quoted firm will supply the genuine item.
4. Detailed profile of the firm along with list of Customers along with the details of contact person, telephone number, faxes number, complete correct address of the organization etc.
5. Photocopy of Certificate of VAT Registration No. duly attested.
6. **SALES TAX/VAT/SERVICE TAX:-** UCE, RTU is not authorized for submission of Sales Tax concessional form and chargeable amount of Sales Tax/VAT/Service Tax with chargeable percentage may be clearly mentioned in the quotation so that RTU will submit the taxes in concerned department as per circular F1(1)/finance/GF&AR (2010) DT. 21-04-2010 of GOR. TIN number and CST/ST number should be clearly mentioned in your quotation and Bill also.

7. Terms & conditions of the RTU are applicable to the bidder. Un-solicited bids will be straightaway rejected.
8. Packing, forwarding and octroi charges, etc. if any, be clearly mentioned in the quotation otherwise, it will be presumed that these charges are inclusive and no payment will be made to you extra to the basic cost.
9. Quotation will be enclosed in a sealed cover addressed to Director, University College Engineering, Rajasthan Technical University, Kota-324022. The cover should be sealed and super scribed **"QUOTATION IN RESPONSE TO UCE, RTU TENDER FILE NO. -----DATE OF OPENING -----"**.
10. **In case due to any reason Govt. of India/ Govt. of Rajasthan/RTU declared a holiday on date of opening of quotation then the quotation will be opened on the next working day on same time, in that case no separate intimation will be send to you.**
11. **The quotation shall be valid for a minimum period of Ninety days (90 days) from the date of opening of bids.**
12. **UCE, RTU is a reputed institute of Govt. of Rajasthan. Therefore it is requested to quote concessional rates applicable to academic institutions.**
13. Director, University College of Engineering, Rajasthan Technical University, Kota reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest without assigning any reasons thereof.
14. Any offer containing incorrect statement and incomplete information will be summarily rejected.
15. Quotation is dropped in the TENDER BOX, which is lying in the Purchase Section of UCE, RTU before the submission date and time. Quotation received by post addressed to the Director, UCE, RTU, Kota must be reached to this office before scheduled opening time of quotation.
16. Security deposit shall be furnished by the successful tenderer equal to 5% of the value of Purchase order along with the duly filled agreement of the RTU, Kota..
17. **PAYMENT TERMS:-** 100% payment will be made after Satisfactory installation, testing and commissioning at UCE, RTU against the pre-receipted bill in triplicate in favor of Director, UCE, RTU , Kota as per the conditions of purchase order.
18. **The Firm should clearly mention the delivery period for the supply of ordered items.**
19. **Other general terms & conditions of GF&AR purchase rules are also applicable.**

Director
UCE, RTU, Kota

I have gone through the tender document and shall abide by terms and Condition of tenders.

Date:

Signature & Seal of firm:



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QUOTATION FORM-II

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Demand Draft No. Date Of Bank for EMD.

Demand Draft No. Date Of Bank for Tender Fee.

S. No.	DESCRIPTION (ATTACH LITERATURE/SAMPLE ALSO IF ANY)	UNIT QTY. REQD.	RATE PER UNIT (In figers)	RATE PER UNIT (In words)
1.	Steel double faced Library stacks (2 Unit each stack) (a) Overall height of stack 2285mm (b) Width of basic sections with sides. 985mm (c) Depth of double faced stacks 550mm (d) Width of shelves 880mm (e) Depth of shelves 230mm (f) Stanchion 01mm (g) Shoe 02mm (h) Shelf 01mm (i) Shelf Bracket 02mm (j) Bracing Channel 02mm (k) Range indicator 01mm (L) Label Holder 01mm	05		
2.	Glass Door storewell (a) 4 Shelves (b) Thickness of Glass 3mm (c) Thickness of sheet of shelves, side body and doors. 1.00mm (d) Thickness of back side 0.8mm (e) Shelves will be fixed type. (f) Width 920mm (g) Depth 485mm (h) Height 1980mm (i) 3 way Locking arrangement.	02		
3.	Steel filling Cabinets 4 drawers 1. Width 475mm 2. Length 705mm 3. Height 1390mm 4. Drawers Slides very smoothly 5. Locking arrangements.	02		

4.	<p>Wooden Office Table (Teak wood) Size:</p> <ol style="list-style-type: none"> 1. Length : 1800mm 2. Width : 900mm 3. Height : 750mm 4. Sliding drawers at right side 5. Sliding Drawer for keeping 6. Computer key board. 7. Drawers. <ul style="list-style-type: none"> • 3 Drawers at both sides of table. (sliding drawers with locks) • Width of drawers 480mm • Height of drawers 160mm • Top drawer both sides should be kept hollow, as per drawing. 8. Center Support for reaming Space. Size: thickness 40mm, width 100mm 9. Covered 3 sides as per photograph enclosed. 10. Thickness of Board at back sides 40mm 11. Half round teakwood beeding all sides vertical and Horizontal. (Half round) 12. Overall Board Size 19 mm thick, ISI mark & best quality. 13. Sunmica 1 mm thick, Cream color, ISI approved 14. Board and Beeding painted with coffee color. 15. Type of Table and design is needed as per enclosed photographs. 16. Board of back view of table <ul style="list-style-type: none"> • Thickness 40mm • Thickness of beeding 40mm Half round 	01		
5.	<p>Multipurpose display stand</p> <p>(a) Double sided board in side 4x4 with 5 shelves, lower shelves, lower shelves can be made that for storage or slanting for display.</p> <p>(b) Fitted on an aluminum stand.</p>	01		
6.	<p>Revolving Map storage stand (For storage of 24 rolled maps)</p>	01		
7.	<p>Combined Atlas and dictionary stand:</p> <ol style="list-style-type: none"> 1. Front Height : 40 2. Height : 44 3. Width : 30 4. Deep : 27 5. Space in the shelves : 03 <p>The slopping Top may also be used as dieting stand.</p>	01		
PLACE:		SIGNATURE:		
DATE:		SEAL:		

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QUOTATION FORM PART-I

TENDER NO. _____

DUE DATE: _____

SL. NO.	DESCRIPTION REQUIRED	TO BE FILLED BY THE TENDERER
1.	NAME OF THE TENDERER :	M/S
2.	ADDRESS : (WITH TELEPHONE NO.) TELEGRAPHIC :	
3.	NAME OF THE DESIGNATION : OF THE SIGNATORY :	
4.	PLACE OF DELIVERY ON : QUOTED RATES (F.O.R.) :	
5.	TAXES AGAINST QUOTED : RATES (R.S.T./C.S.T.) :	
6.	RATE OF EXCISE DUTY : IF CHARGED EXTRA :	
7.	TERMS OF PAYMENT : (SEE IMPORTANT NOTE ATTACHED HERE)	
8.	DISCOUNT IF ANY :	
9.	VALIDITY PERIOD : 90 Days from the opening of Tender. (SPECIFIC DATE) :	
10.	INSPECTION SITE :	UNIVERSITY COLLEGE OF ENGINEERING,KOTA
11.	MODE OF DESPATECH : (SEE IMPORTANT NOTE) :	
12.	DELIVERY PERIOD AFTER : PLACEMENT OF ORDER :	
13.	GUARANTEE IF ANY :	
14.	EARNEST MONEY DETAILS : (SEE IMPORTANT NOTE) :	D.D. NO. _____ Date: _____ BANK _____ AMOUNT Rs. _____
15.	ANY OTHER CONDITIONS IF TENDERER WANT TO SPECIFY:	

PLACE:

DATE:

SIGNATURE

