



**KOLHAN UNIVERSITY**

CHAIBASA, WEST SINGHBHUM  
JHARKHAND, PIN-833201  
CONTACT NO: - 06582-255274

Ref. No. KU/CCDC/712./17

Date 03/11/2017

**NOTICE INVITING TENDER FOR SUPPLY OF BENCH-DESK AND OTHER  
FURNITURE ITEMS**

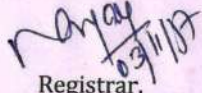
*Sealed Tender in two Parts-Technical & Financial Parts together with the detailed Technical description of the items on a separate sheet, are invited for supply of Bench-Desk and other Furniture items at Kolhan University, Chaibasa Coaching Centre, Chaibasa and other Three newly opened Colleges at Jagannathpur, Majhgaon & Manoharpur under Kolhan University, Chaibasa.*

*The Tender documents can be downloaded from the website of Kolhan University [www.kolhanuniversity.ac.in](http://www.kolhanuniversity.ac.in) The Tender document complete in all respect should reach to the office of the Registrar, Kolhan University on or before 25/11/2017 Till 1:00p.m.*

**Important information and instruction for the Bidder**

|   |  |
|---|--|
| Cost of tender  | Rs.10,000/- IN FORM OF DEMAND DRAFT IN FAVOUR OF "THE REGISTRAR, KOLHAN UNIVERSITY, CHAIBASA" PAYABLE AT CHAIBASA  |
| EARNEST MONEY DEPOSIT (EMD)   | Rs.50,000/- IN FORM OF DEMAND DRAFT IN FAVOUR OF "THE REGISTRAR KOLHAN UNIVERSITY" PAYABLE AT CHAIBASA.  |
| ISSUE OF TENDER DOCUMENT  | THE TENDER DOCUMENT CAN BE DOWNLOADED FROM THE OFFICIAL WEBSITE OF KOLHAN UNIVERSITY, CHAIBASA- <a href="http://www.kolhanuniversity.ac.in">www.kolhanuniversity.ac.in</a> |
| DUE DATE  |  |
| OPENING OF TECHNICAL BID IN PRESENCE OF AUTHORISED REPRESENTATIVE OF BIDDER | AT 2.00P.M. ON 27/11/2017 AT KOLHAN UNIVERSITY OFFICE  |

*Tender paper submitted without EMD shall be rejected out rightly and shall not be considered. The EMD and cost of tender should be annexed with the Technical part of the tender document otherwise the tender shall not be considered. The university reserves the right to increase or decrease the quantity or distribute the same amongst different tenderers to ensure early deliver. Further, the university reserves the right to cancel the tender at any stage without assigning any reasons thereof.*

  
Registrar,  
Kolhan University, Chaibasa





**Terms and conditions of Tender for supply of Furniture Article**

1.0 **Introduction:**

1.1 *Sealed tenders are invited from Manufacturers/Authorized Dealers/Distributors for Supply and Installation of Bench Desk and other office Furniture Items at Kolhan University, Chaibasa Coaching Center and other three Different Colleges under Kolhan University, Chaibasa.*

2.0 **Scope**

2.1 *Supply and Installation of Bench Desk and Office furniture items at Kolhan University Coaching Centre and other three Colleges under Kolhan University, Chaibasa mentioned under Annexure 'I, II & III'.*

2.2 *Comprehensive on-site warranty for minimum period of 12 months from the date of commissioning.*

3.0 **Bid Submission**

3.1 *The sealed envelope containing the cost of tender, EMD, Technical and financial bid shall be addressed to The Registrar, Kolhan University and should be superscripted as "Bid for Supply Of Bench Desk and other Office Furniture Items".*

3.2 *The sealed tender shall bear the name and firm's address on the cover of the envelope for proper identification.*

3.3 *The technical bid along with necessary papers as well as cost of tender paper and EMD should be marked as technical bid & submitted separately.*

3.4 *The technical bid and financial bid shall be sealed and submitted separately. The financial bid of only those tenders will be opened who will qualify in the scrutiny of technical bid by the appropriate committee of the university.*

3.5 *Each pages of the bid must be signed by the authorized signatory of the bidder with seal.*

4.0 **Eligibility Criteria:**

- 4.1 *The bidder should be registered with the respective authorities and have PAN, GST registration etc. in his possession (Self attested copy of relevant document to be attached).*
- 4.2 *The bidder should not be black-listed by any Govt. /Public sector undertaking. A declaration in this regard is to be enclosed with. Technical part of the tender. The Bider should have an average annual turnover of Rs-50.00 lakh for the last Three financial year. A copy of Balance sheet and profit and loss account three financial year should be enclosed.*
- 4.3 *The bidder should have experience of similar supplies amounting of 20.00lakh or above(in a single order tender) to the Govt. department/Public sector undertakings /University/College in the previous three F.Y. Self attested copies of supply order should be enclosed in the technical bid.*

5.0 **Opening of bid:**

- 5.1 *The bids of all the bidders will be opened in the presence of bidders or their authorized representatives who wish to be present on the date of opening.*
- 5.2 *Kolhan University is fully authorized and has the absolute right to accept or reject any bid or may deny to purchase any items without assigning any reason thereof at any stage of tender Further, it may decide to distribute the quantity among other renderers also to ensure early delivery.*

6.0 **General Conditions:**

- 6.1 *The tender enquiry is being issued with no financial commitment and the Kolhan University reserves the right to change or vary any part thereof at any stage. The university also reserves the right to withdraw any part thereof at any stage. The Kolhan University also reserves the right to withdraw the tender enquiry without assigning any reason thereof if it is felt necessary at any stage of the tender.*
- 6.2 *The rates quoted by the bidder shall remain valid for a period of at least six months from the last date of submission of tender document and there will be no change in the price structure during that period.*
- 6.3 *Before/after finalization of tender for supply of furniture, the university may depute officers for inspection of furniture items offered by the bidder, whose report regarding quality of materials shall be binding on the agency.*
- 6.4 *The earnest money deposit of Rs.50,000/- will be refunded to the unsuccessful bidder without any interest after finalization of tender. The EMD is liable for forfeiture in the event of: (a) withdrawal of offer during the validity period of the offer, (b)Non-confirmation of acceptance of orders within the stipulated time after award of order of (d)any unilateral revision made by the bidder during the validity period of offer(e) Against non supply defective supply inferior supply (f)or for other valid reason as per decision of the appropriate committee.*

7.0 **Payment Terms**

7.1 *No advance payment will be made under any circumstances.*

7.2 *Payment will be made to the supplier only after completion of order and supply of items as per order.*

7.3 *Bill in duplicate is to be submitted to the Registrar, Kolhan University, Chaibasa after successful execution of order for the supply of furniture items.*

8.0 **Delivery & Commissioning period:**

8.1 *At respective Kolhan University Coaching Centre and other three different colleges degree college, Manoharpur, Degree college Manjhgaon and Degree College Jagannathpur under Kolhan University, Chaibasa. Early delivery will be preferred.*

8.2 *The time allotted for supply fixing and installation of the work as entered in the tender shall be strictly observe for the contractor and shall be reckoned from the date on which the written order commence work is given to the contractor .The work shall through out stipulated period the contract be carried on with all due diligence (Time being deemed to the essence of the contract on the part of the contract or) and the contractor shall pay as compensation an amount equal to ½ percent on the amount of the estimated cost of the whole work as shown by the tender for every day or Maximum deduction up to 20% of work value.*

- *Delay of 3(three) months – work order and the tender shall be ended and the deposited amount shall be forfeited*

8.3 *The bidder whose tender is accepted has to supply the items within the stipulated period as mentioned.*

8.4 *All legal disputes are subject to the jurisdiction of Chaibasa courts only.*

9.0 **Consignee:**

9.1 *The CCDC of Kolhan University, Chaibasa is the consignee of the materials and the supply has to be made under his direction. The Place of supply and installation of these items will be intimated by him to the suppli*



Annexure -I

**DESCRIPTION OF FURNITURE TO BE SUPPLIED**

| SL. NO. | ITEM/PARTICULARS  | SPECIFICATION AS PER ANNEXURE II & III  | MAKE MODEL(IF ANY)   | QTY      |
|---------|---|---|--|----------|
| 01      | BENCH & DESK  | AS PER ANNEXURE II  |  | 1100Nos. |
| 02.     | TABLE   | 4'X3'X2'X5'   | TABLE WITH WOODEN TOP & STEEL UNDER STRUCTURE, POWDER COATED PAINT DIMENSION 4'X3'X2'X5' | 25 Nos.  |
|         |   | 6'X4'X2.5'  | TABLE WITH WOODEN TOP & STEEL UNDER STRUCTURE, POWDER COATED PAINT DIMENSION 6'X4'X2.5'  | 09 Nos.  |
|         |   | 10X5  | TABLE WITH WOODEN TOP & STEEL UNDER STRUCTURE, POWDER COATED PAINT DIMENSION 10X5        | 04 Nos.  |
| 03.     | OFFICE CHAIR  | "S" TYPE CHAIR POWDER COATED FRAME WITH CUSHION DIMENSION 53.5 X 59.5 X 82.0CM X OR 57.0 X 88.0CM/UNSPECIFIED TOL .0.5CM.   |  | 96 Nos.  |
| 04.     | ALMIRAH   | PLAIN ALMIRAH WITH FOUR ADJUSTABLE SHELVES POWDER COATED PAINT DIMENSION 916 X 486 X 1980MM, 20G(OUTER)/22G(INNER.)   |  | 41Nos.   |
| 05.     | STEEL BOOK SHELF(OPEN)WITH 6 INCH HORIZONTAL STRIP FOR SUPPORT OF BOOKS | DIMENSION 66" X 15" X33",20G/18G(POWDER COATED)   |  | 179 Nos. |
| 06.     | COMPUTER TABLE  | AS PER ANNEXURE -III  |  | 16Nos.   |
| 07.     | PODIUM  | WATER PROOF ISI PLY WOOD 19MM,0.8 LAMINATE TEAK WOOD BIT, WATER PROOF POLISH,(UNIVERSITY LOGO AND NAME OF DEPARTMENT/COLLEGE TO BE SPECIFIED)   |  | 31Nos.   |
| 08.     | WHITE BOARD   | DIMENSION- 5' X 4'  | 1220X610X406mm   | 29 Nos.  |
| 09.     | NOTICE BOARD  | PLAIN TEAK BIT DEGE, SOFT BOARD 12mm POLISH BOMBAY DYEING NOTICE BOARD CLOTH WATER PROOF 19mm PLY. DIMENSION- 5' X 4'   |  | 17 Nos.  |
| 10      | EXECUTIVE TABLE   | 1200X740X600MM ,SIDE UNIT 1050X705X520MM  |  | 08Nos.   |
| 11      | EXECUTIVE CHAIR   | SHOULD HAVE 100% VOC FREE POWDER COATING .SHOULD PROVIDE KNOCK DOWN DESIGN REDUCING TRANSPORTATION EMISSIONS. SHOULD BE DESIGNED FOR LONG LIFE AND EASY PART REPLACEMENT 750X1000X600MM |  | 08 Nos.  |
| 12.     | VISITOR CHAIR(THREE SEATER)   | STAINLESS STEEL CHROME PLATED VISITOR 3 SEATER SOFA WITHOUT CUSHION   |  | 19Nos.   |
| 13      | ATTACH STUDY TABLE & CHAIR  | 2 PEOPLE STUDY TABLE FURNITURE.MATERIAL,WOOD SURFACE,POWDER COATING,ELECTROSTATIC SPRAYING CERTIFICATE,ISO 9001,ISO 14001   |  | 20 Nos.  |
| 14      | PLASTIC CHAIR WITH ARM  | REPUTED MAKE LIKE CELLO, MODERM, SUPREME ETC.   |  | 10 Nos   |

- \* The above quantity can be increased or decreased according to the requirement and availability of funds.
- \* Technical description of the furniture articles may be attached with the bid on a separate sheet together with the catalogue, if any. Deviation from the specification mentioned above should be mentioned separately.

*Nayay*  
*02/11/17*

Registrar,  
Kolhan University, Chaibasa

*02/11/17*



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ANNEXURE -II

THREE SEATER DESK BENCH ATTACH WITH MS TUBE FRAME AND PARTICLE BOARD

| SL. | Description  | Size           |
|-----|--|----------------|
| 1.  | <b><u>Three setter Desk Bench Attach</u></b>   |                |
|     | <b><u>Type:</u></b> 25x25x2 mm thickness square pipe frame structure & ISI marked pre Laminated particle board. TOP, Seat Back and shelf.  | 1828x914x762mm |
|     | <b><u>TOP:</u></b> 1828X381mm made of 18mm thick. ISI marked pre laminated particle board with edge teak wood bit lipping with water proof polish. Top should be screwed 38/10 RK Brand screw fixing.  | 1828X381X18mm  |
|     | <b><u>SEAT:</u></b> 280x1828mm made of 18mm thick. ISI marked pre laminated particle board with edge teal wood bit lipping with water proof polish. Seat & Shelf should be screwed 38/10 RK Brand Screw fixing.  |                |
|     | <b><u>Back Rest:</u></b> 203X182mm made of 18mm thick. ISI marked pre Laminated particle board with edge teak wood bit lipping with water proof polish. Back rest should be screwed 38/10 RK Screw fixing.   | 280x1828x18mm  |
|     | <b><u>SHELF:</u></b> 280x1778MM MADE OF 18MM THICK. ISI MARKED LPRE LAMINATED PARTICLE BOARD WITH EDGE TEAK WOOD BIT LIPPING WITH WATER PROOF POLISH. SEAT & SHELF SHOULD BE SCREWED 38/10 RK BRAND SCREW FIXING.  |                |
|     | <b><u>EDGE BINDING:</u></b> 2mm thick pvc tape with corner rounding  |                |
|     | <b><u>PAINT:</u></b> a. surface finishing shall be done before painting by grinding/filling/emery paper process.   | 203X1828X18mm  |
|     | b. Two coat of metal primer of standard make like ASIN/BERGER/SHALIMAR/NEROLAC Shall be applied after proper putty applied on the surface and over it one under coat and the final coat of superior quantity synthetic enamel paint of standard. Make like ASIN/BERGER/SHALIMAR/NEROLAC should be applied in black colour. | 280X1778X18mm  |
|     | <b><u>STRUCTURE:</u></b> Made of MS Tube 24x24x2mm welded and on coat of metal primer of reputed make shall be applied after proper surface finishing and applying putty on the surface and over it one under coat and one final coat of superior quality synthetic enamel paint of standard make.                         |                |
|     | <b>RUBBER SHOES OF BEST QUALITY SHALL BE PROVIDED ON LEGS.</b>   | 22x6mm         |



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**ANNEXURE -III**  
**SPECIFICATION OF COMPUTER TABLE**

| <b>SL.</b> | <b>Description</b>   |
|------------|--|
| <b>01.</b> | <b><u>COMPUTER TABLE</u></b><br>1. SUPPLYING AND FIXING COMPUTER TABLE OF SIZE 120CM * 60 CM * 75CM, FOR SLIDES, VERTOCA., NPTTP., DPPR AND BACK MADE OF 18MM PRELAMINATE PARTICLE BOARD.<br><br>2. TOP OF TABLE FINISHED WITH PRELAMINATED PARTICLE BOARD AND EDGE BANDING WITH SAME COLOUR PVC TAPE.<br><br>3. ONE DRAWER OF 40 * 50 * 18* CM SIZE, ONE CUPBOARD WITH SHELF, CPU STAND, FOOT REST, KEY BOARD TRAY FITTED WITH NECESSARY FITTING SUCH AS WIRE/CABLE MANAGER, AUTO CLOSING HINGES, STAINLESS STEEL HANDLE, MULTIPURPOSE LOCK, SLIDERS, NECESSARY BUSHES ETC. WITH FULLY CLOSED BACK PANES.<br><br>4. ALL WOOD FINISH SHOULD GIVE THE FEELING OF WARMTH AND BLENDS WITH THE OFFICE AMBIENCE.<br><br>5. SHOULD BE COMPACT WITH AMPLE STORAGE.<br><br>6. SHOULD BE AESTHETICALLY APPEALING IN LOOKS.<br><br>7. SHOULD BE STYLISH, STURDY AND DURABLE. |





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### Annexure -IV

### TECHNICAL BID FOR SUPPLY OF BENCH-DESK AND OTHER FURNITURE ITEMS TO KOLHAN UNIVERSITY COACHING CENTRE, CHAIBASA AND OTHER COLLEGES UNDER KOLHAN UNIVERSITY.

| SI  | Particular  | Required information/Document                             | Page no. |
|-----|---|---|----------|
| 1   | Name of the Tendering Company/Firm/Agency   | Attach Self attested copy of certificate of Registration. |          |
| 2.  | Name of the Director of Company/Active Partner of Firm/Authorized Agent/Proprietor with Telephone No. Landline & Mobile   |   |          |
| 3.  | Full Address of Registered Office   |   |          |
|     | Telephone Number/Fax No./EMAIL ID   |   |          |
|     | Mobile No.  |   |          |
| 4.  | Full Address of Operating/Branch office with Telephone Number, Fax Number   |   |          |
| 5.  | Name of the representative authorized to sign tender document including financial Bid (if any)  | Attach original authorization letter.                     |          |
| 6.  | PAN NO..  | Attached self attested copy..                             |          |
| 7.  | GST Registration no.  | Attached self attested copy..                             |          |
| 8.  | Evidence of supplies made to the Govt. departments/public sector undertaking University/College value of which should not be less 20.00LAKH in the previous three F.Y. (in a single order tender) to the Govt. department/Public sector undertakings /University/College in the previous three F.Y. Self attested copies of supply order should be enclosed in the technical bid. | Self attested copies of orders.                           |          |
| 9   | Details of payment of cost of tender paper of Rs:-10,000/-  | Original Demand Draft to be enclosed.                     |          |
| 10. | Details of payment of EMD(50,000/-)   | -DO-  |          |
| 11. | Copy of tender Document attached with each page signed by the authorized representative and stamped(Yes or No)  |   |          |

|     |   |  |  |
|-----|---|--|--|
| 12  | Commercial tax clearance certificate  |  |  |
| 13. | Comprehensive on-site warranty for minimum period of 12 months from the date of commissioning.  |  |  |
| 14. | Last three year balance ITR financial statements.   |  |  |
| 15  | Last three year years audit balance sheet.  |  |  |
| 16  | Undertaking of Bid validity 180 days  |  |  |
| 17  | Affidavit stating bidder's agreement with the general rules, conditions of contract, and special conditions of contract must be submitted with bid in undertaking format. The bidder who disagrees on the conditions will not be eligible to participate in the tender. |  |  |
| 18  | Bidder must not have been blacklisted by any PSU's/ Central or State Government/Court of Law.   |  |  |

I....., Director of Company/Active partner of Firm/Authorized Representative/Proprietor of..... have read/fully understood and accept the terms and conditions as contained in the Tender Document issued by the Kolhan University, Chaibasa vide Reference KU/R ...../17 dated.....it is further declared that my firm/agency has not been black listed by any Govt. department or any public sector undertaking.

Date:.....

(Signature of Authorized person)

Place:.....

Name:  
 Designation:  
 Office Address:  
 Phone(Office):  
 Seal of the

Company/Firm/Agency/Contractor



# KOLHAN UNIVERSITY

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**ANNEXURE-V**  
**FINANCIAL BID FOR SUPPLY OF DENCH-DESK AND OTHER FURNITURE**  
 Rate to be quoted for items as per specification mentioned at Annexure 'I, II & III'

| Sl. No. | ITEM/PARTICULARS  | SPECIFICATION AS PER ANNEXUE 'I, II & III'   | DEVIATION IF ANY   | RATE PER UNIT (Rs. In Figure) | RATE PER UNIT (Rs. In Words) |
|---------|---|--|--|-------------------------------|------------------------------|
| 1.      | BENCH DESK (3 Seater)   | AS PER ANNEXURE 'I, II & III'  |  |                               |                              |
| 02.     | TABLE   | 4'X3'X 2' X 5'   | TABLE WITH WOODEN TOP & STEEL UNDER STRUCTURE, POWDER COATED PAINT DIMENSION 4'X3'X 2'X 5' |                               |                              |
|         |   | 6'X4'X 2. 5'   | TABLE WITH WOODEN TOP & STEEL UNDER STRUCTURE, POWDER COATED PAINT DIMENSION 6'X4'X 2. 5'  |                               |                              |
| 03.     | OFFICE CHAIR  | "S"TYPE CHAIR POWDER COATED FRAME WITH CUSHION DIMENSION 53.5 X 59.5 X 82.0CM X OR 57.0 X 88.0CM/UNSPECIFIED TOL 0.5CM.  |  |                               |                              |
| 04.     | ALMIRAH   | PLAIN ALMIRAH WITH FOUR ADJUSTABLE SHELVES POWDER COATED PAINT DIMENSION 916 X 486 X 1980MM, 20G(OUTER)/22G(INNER.)  |  |                               |                              |
| 05.     | STEEL BOOK SHELF(OPEN)WITH 6 INCH HORIZONTAL STRIP FOR SUPPORT OF BOOKS | DIMENSION 66" X 15" X 33", 20G/18G(POWDER COATED)  |  |                               |                              |
| 06.     | COMPUTER TABLE  | AS PER ANNEXURE-'III'  |  |                               |                              |
| 07.     | PODIUM  | WATER PROOF ISI PLY WOOD 19MM,0.8 LAMINATE TEAK WOOD BIT, WATER PROOF POLISH,(UNIVERSITY LOGO AND NAME OF DEPARTMENT/COLLEGE TO BE SPECIDIED)  |  |                               |                              |
| 08.     | WHITE BOARD   | DIMENSION- 5' X 4'   |  |                               |                              |
| 09.     | NOTICE BOARD  | PLAIN TEAK BIT DEGE, SOFT BOARD 12mm POLISH BOMBAY DYEING NOTICE B:OARD CLOTH WATER PROOF 19mm PLY.  |  |                               |                              |
| 10.     | EXECUTIVE TABLE   | 1200X740X600MM ,SIDE UNIT 1050X705X520MM   |  |                               |                              |
| 11.     | EXECUTIVE CHAIR   | SHOULD HAVE 100% VOC FREE POWDER COATING SHOULD PROVIDE KNOCK DOWN DESIGN REDUCING TRANSPORTATION EMISSIONS. SHOULD BE DESIGNED FOR LONG LIFE AND EASY PART REPLACEMENT 750X1000X600MM |  |                               |                              |
| 12.     | VISITOR CHAIR(THREE SEATER)   | STAINLESS STEEL CHROME PLATED VISITOR 3 SEATER SOFA WITH OR WITHOUT CUSHION  |  |                               |                              |
| 13.     | STUDY TABLE & CHAIR   | 2 PEOPLE STUDY TABLE FURNITURE.MATERIAL,WOOD SURFACE,POWDER COATING,ELECTROSTATIC SPRAYING CERTIFICATE,ISO 9001,ISO 14001  |  |                               |                              |
| 14.     | PLASTIC CHAIR WITH ARM  | REPUTED MAKE LIKE CELLO, MODERM, SUPREME ETC.  |  |                               |                              |

1. The rate should be inclusive of all taxes, duties & freight etc, for delivery at the Kolhan University, Chaibasa and other Newly Opened Degree Colleges at Jagannathpur, Majhgaon & Manoharpur under Kolhan University, Chaibasa.

2. No cutting & overwriting is allowed in rate.

3. Rate is to be mentioned both in number as well as in words also. In case of difference of the rate in number and word, the rate mentioned in word shall be taken.

4. While quoting rate the agency should consider maximum discount allowable to the educational institutions.

*Signature and stamp of  
the Bidder with date*