**Dr. Y. S. R. HORTICULTURAL UNIVERSITY**

**PULIVENDULA – 516 391**

**SHORT-TENDER DOCUMENT**

**SUPPLY AND INSTALLATION OF 100 METAL STUDENT PERFORATED WRITING PAD CHAIRS**

**AT**

**Dr. YSRHU-COLLGE OF HORTICULTURE,**

**PULIVENDULA**

****

**Dr. YSRHU-COLLGE OF HORTICULTURE,**

**PULIVENDULA**

**YSR - KADAPA (DIST)**

**ANDHRA PRADESH-516 391**

Dr.YSR HORTICULTURAL UNIVERSITY

COLLEGE OF HORTICULTURE

PULIVENDULA, YSR KADAPA DIST

Tender cum Open Auction Notice No: No.101/2025 for purchase of Students chairs to College of Horticulture, Pulivendula.

|  |  |  |
| --- | --- | --- |
| Date of Commencement of the Bid document | : | **02-08-2025** At 11.00 AM |
|  |  |  |
| Last date for receipt of bids | : | **18-08-2025** At 05.00 PM |
|  |  |  |
| Time and date of opening of bids and open auction | : | **19-08-2025** AT 2.00 PM  O/o ASSOCIATE DEAN  COLLEGE OF HORTICULTURE  PULIVENDULA  YSR KADAPA DISTRICT  ANDHRA PRADESH – 516931 |
|  |  |  |
| Address for communication | : | O/o ASSOCIATE DEAN  COLLEGE OF HORTICULTURE  PULIVENDULA  YSR KADAPA DISTRICT  ANDHRA PRADESH – 516931 |
|  |  | Mobile : 7842666538 (Office superintendent) / 9493870578 (Associate Dean)  Email: coh-pulivendula@drysrhu.edu.in |
|  |  |  |
| The tender document containing terms and conditions for the execution of this tender along with specifications and Earnest Money Deposit (EMD) to be paid are appended. | | |

**Invitation for Bids**

I. Site Location: Dr.YSRHU-College of Horticulture, Pulivendula, YSR District, Andhra Pradesh.

II. Bids are invited from reputed manufacturers/their authorized dealers for the equipment listed below. Authorization letters must be attached.

III. Past experience in supplying similar furniture must be provided.

IV. Supply and installation must be done as per specifications under supervision of the concerned authority, with warranty certificate.

|  |  |  |
| --- | --- | --- |
| **S. No** | **Equipment Description** | **Qty** |
| 1 | Metal student chairs (Perforated) with writing Pad | 100 |

* **EMD of Rs.10,000/-** must be submitted via crossed DD drawn in favor of **Associate Dean, College of Horticulture, Pulivendula**, payable at any nationalized bank.
* **Processing fee of Rs. 1,000/-** (non-refundable) through DD drawn in favour of **Comptroller, Dr. YSRHU**, payable at any nationalized bank, Tadepalligudem.

V. Specifications are indicative; detailed specifications with brochures should be enclosed.

VI. All taxes (including GST) and transport/installation charges must be included.

VII. Two-part bidding system: *Technical Bid* and *Price Bid* must be submitted in separate envelopes, sealed in one outer envelope.

VIII. Bidders' authorized representatives may attend bid opening.

IX. Dr. YSRHU reserves the right to accept/reject any or all tenders.

X. See Annexures II & III for specifications and general conditions.

**TERMS OF PAYMENT:**

|  |  |
| --- | --- |
| 1) Against the delivery of complete item and  installation. | 100% of the tender cost. |

XI) This Invitation for Bids is open to all suppliers.

Bidders who have been blacklisted / suspended by the purchaser or sister concerns are ineligible to quote. The quotes of such firms shall be summarily rejected. Prices shall be quoted in Indian Rupees for all offers as FOR –DESTINATION BASED and in case of offers received for supply from foreign countries may comply the offers to a convertible to Indian currency and customs duty as applicable to each item be given separately for parity during evaluation.

**ELIGIBILITY CRITERIA**

1. The preference would be given to manufacturer, authorized dealer / supplier with experience of having supply of similar items in reputed Universities / State Departments / Colleges / ICAR institutes / private organizations.
2. The company bidding should be in the industry for at least 3 years in the same field. Tenderers should have authorized dealer certificate/manufacturing certificate (Please attach certificate).
3. Audited financial statements duly certified by chartered accountant for the last three financial years ending March, 31st, 2025 should be submitted.
4. The buyer reserves the right to evaluate the tender on Technical Presentation/ capabilities and is not bound to accept lowest tender / quotations.

**Evaluation of Bid:**

1. The Technical Bid documents will be opened first and evaluated by the Tender Committee. Financial Bid documents of only those bidders will be opened who have qualified in Technical Bid.
2. The Competent Authority reserves the right to accept or reject any tender without any reason thereof.
3. Prices to be quoted on FOR basis including all taxes including GST/freight/ installation/commissioning/trial/training charges etc. in Indian rupees.
4. It is necessary to submit all the relevant documents like Processing fee, EMD(3%), Income tax return files for last 3 years, GST/Sales Tax Registration, Authorized dealer of a reputed company, along with technical bid.
5. Tenderer should submit the copies of Purchase Orders in support of their genuineness in supplying of student chairs / other similar items in reputed Universities / Colleges / Departments / Institutes/private organizations. The tenderer should submit users list for the last 3 years.
6. It is necessary to submit all the relevant documents like Pan Card, ISO Certification, GST/Sales Tax Registration, Authorized dealer of a reputed company, Certificate of Incorporation / Partnership Deed, In-voice, Make and model, warranty and installation details along with financial bid.

**DISQUALIFICATION:**

The EOI may, at its own sole discretion, at any time during the EOI process, disqualify any Interested party from the EOI process if:

1. the response to the tender is submitted after the dead line for submission.
2. the Interested Entity has made misleading or false representation in the forms, statements, attachments submitted in proof of eligibility.
3. the tender is not accompanied by required documentation.
4. the Interested Entity failed to provide clarifications related thereto, when sought.

The Dr.YSRHU reserves the right to verify the claims made by the Bidder and to carry out the capacity assessment of the bidder and the Dr. YSRHU decision shall be final in this regard.

**ANNEXURE – I (Part I): TECHNICAL BID CHECKLIST**

| **S. No.** | **Requirement** | **Annexure/Page No.** |
| --- | --- | --- |
| 1 | Company Profile |  |
| 2 | Work Orders/Completion Certificates |  |
| 3 | Years of Experience |  |
| 4 | Details of Past Equipment Supply |  |
| 5 | Service Capacity/Support Center Info |  |
| 6 | Financial Details (CA certified) |  |
| 7 | Office Contact Details |  |
| 8 | GST Registration |  |
| 9 | Other Required Documents |  |

**General Terms & Conditions:**

1. Technical quote / bid and price quote / bid, should be submitted separately.
2. A compliance statement in detail for each individual technical parameters / component of each item including warranty etc. as given in each item should be prepared by the vendor in the Technical Bid.
3. Each firm should submit separately technical specifications as at serial no.2 in one single envelope – technical quote. However, the price bids for item quoted with the offer should be submitted separately.
4. Validity of quotations/tenders should be at least 3 months from last date of receipt of quotations/tenders.
5. Product brochures should be enclosed for the item.
6. Make and Model should be mentioned clearly.
7. Name of the customer/s with telephone, e-mail ID should be given, for each instrument, separately.
8. The service network team / persons with contact numbers, mailing address, e-mails preferably in AP should be given for each chair model separately.
9. If the item is imported, the supplier should take all responsibilities for clearing, duties, delivery etc.,
10. Installation should be at free of cost.
11. All the supplies should be through authorized dealer/distributor in AP (Authorized dealer / distributor certificate should be enclosed along with quotations/tenders).
12. All quotations / tenders for each item should have compliance report as per the specifications mentioned point wise.
13. The item should be delivered at COH, Pulivendula at free of cost or the price quoted should include the delivery and handling charges, if any. No additional charges will be paid towards delivery and installation.
14. The quotations/tenders should be submitted in a sealed cover super scribing “**Quotation/ Tender (TECHNICAL BID / PRICE BID) for supply of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (S.No: ) for** COH, Pulivendula, **Andhra Pradesh**”.

The Dr. Y.S.R.H.U reserves the right to verify the claims made by the Bidder and to carry out the capacity assessment of the bidder and Dr Y.S.R.H.U decision shall be final in this regard.

**Annexure– I (Part–II)**

**“DECLARATION OF THE BIDDER”**

1. That I/We am/are the authorized nominee (s) of the firm hereby submit tender to COH, Pulivendula. The copy of the power of Attorney is attached here with.
2. I am to state that the information provided in the tender form is true and correct
3. I/We may be punished as per law for any wrong information, misleading facts provided in the tender form besides rejection of my/our tender.
4. In case of any dispute, the Jurisdiction will be as applicable to Dr YSRHU only.
5. I/We have carefully read all the general and specific terms and conditions of the tender and I solemnly declare that the same are acceptable to me/us and binding on me/us.

Place : Signature of Bidder :

Date :

Name of Bidder :

Capacity in which signed :

Full address of the Bidder : With seal & stamp :

(Attach Identity card Xerox)

Phone No. :

Mobile No. :

**ANNEXURE – II:**

**TECHNICAL SPECIFICATIONS**

**Student Perforated Writing Pad Chair (Qty: 100)**

* **Usage/Application**: For Student
* **Arm Style**: Half Pad
* **Material**: Metal
* **Seat Material**: Metal
* **Armrest**: Yes
* **Color**: Black
* **Design Type**: Customized, non-rotatable, non-foldable
* **Country of Origin**: Made in India
* **Seating Length : 20 inchs**
* **Frame Thickness**: 19 mm
* **Pipe Diameter**: 19 mm
* **Pipe Thickness**: 1 mm
* **Product Type**: Student Chair

The Dr. Y.S.R.H.U reserves the right to verify the claims made by the Bidder and to carry out the capacity assessment of the bidder and Dr Y.S.R.H.U decision shall be final in this regard.

**ANNEXURE – II :**

**TECHNICAL SPECIFICATIONS**

**ANNEXURE – II: TECHNICAL SPECIFICATIONS**

**Student Perforated Writing Pad Chair (Qty: 100)**

* **Usage/Application**: Student
* **Arm Style**: Half Pad
* **Material**: Metal
* **Seat Material**: Metal
* **Armrest**: Yes
* **Brand**: SSF (or Equivalent)
* **Color**: Black
* **Design Type**: Customized
* **Country of Origin**: Made in India
* **Frame Material**: Mild Steel
* **Frame Thickness**: 19 mm
* **Pipe Diameter**: 19 mm
* **Pipe Thickness**: 1 mm
* **Product Type**: Student Chair

**ANNEXURE – III**

**(General Conditions)**

### Submission of Tender and Deposit of earnest money

1. Quoted rate should be written legibly in ink or type written. No alterations should be made to any of the terms and conditions of the tenders by scoring out, altering or overwriting; similarly, no alterations are permitted in the rates quoted by them. No alterations will be allowed after this Office receives the tender. Ambiguity must be avoided in filling the tenders. However, any corrections etc., made will have to be duly attested with dated signatures and official seal. The tenders not complying with these conditions will be rejected summarily.
2. The tenders not conforming to the prescribed terms and conditions of the Horticultural University or conditional Tenders or Tenders which cannot adhere to the prescribed time schedule are liable for rejection.

#### Validity of rates and other Conditions

1. The defect liability period for the supplied chairs shall be given for 12 months or more from the date of installation. In the event of any correction or defects or replacement of defective material done during this period, it should be corrected/ replaced at the cost of the bidder/ agency.
2. Bids shall remain valid for a period of 90 days from the date of opening of the bid prescribed. In exceptional circumstances, the University may solicit the bidder’s consent for an extension of the period of validity. The request and response shall be made in writing / cable / telex / fax / e-mail.
3. The validity of the tender will extend for a period of three months from the date of placing the initial order and it shall be open to the Dr.YSRHU to place the orders with the suppliers on the same rates, terms and conditions for any additional quantities likely to be recurred during that period.
4. The bidders shall submit the technical bid and price bid in separate covers and kept in a single cover.
5. The inner and outer envelops shall bear the following address:

**THE ASSOCIATE DEAN**

**COLLEGE OF HORTICULTURE-**

**PULIVENDULA -516 391**

**YSR KADAPA (DIST), ANDHRA PRADESH.**

1. The inner envelopes should also contain the name and address of the bidder.
2. Telex, cable, e-mail or facsimile bids will be rejected.
3. Bidding Documents must be received by the University at the address specified not later than the time and date specified in the invitation (Notification) for bids.
4. In the event of the date specified being declared as a holiday for the University, the bids will be received up to the appointed time on the next working day.
5. The Bidder’s representatives who are present shall sign in the register evidencing their attendance.
6. During evaluation of bids subsequent to opening, the University may at its discretion, to ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing and no-change in the bid will be entertained.
7. The evaluation of the bid will take into account, the past experience in addition to the bid price. Such price should include all duties and taxes to be paid or payable on components of works.
8. The bidder may present power point presentation to Committee on the following.
9. Equipment related and their working performance
10. Operation and maintenance

**Acceptance of tenders**

1. Price bids will be opened after completion of power point presentation in the presence of such tenderers who are qualified in technical bid as may be present. A decision with regard to acceptance of tender will be taken as soon as possible.
2. The successful tenderer (s) will be intimated by letter (s) or other means of communication and the tenderer (s) so informed shall be bound from the time of transmission of such acceptance by the University. Formal acceptance of the tender (s) will be forwarded to successful tenderer (s) in due course but it will serve merely as a confirmation of the initial information and shall not affect the time from which the offer is/are is bound by the contract(s).
3. The University is not bound to accept the lowest tender. Any or all the quotations may be rejected without assigning any reasons. It reserves the right of acceptance in whole or part of the offer made. The decision of the Dr.YSR Horticultural University in the matter shall be final and binding on the tenderers.
4. 2% of income tax will be deducted from each item of the approved tender item.

**TENDER EVALUATION**

The evaluation and comparison of the bids shall be done for the technical as well as financial aspects.

**a) Technical Bid Evaluation:**

While power point presentation or the examination of the documents submitted by the tenderer, the committee shall have the right to verify the claims of experience made by the bidders. Based on the bid evaluation, only technically qualified bidders shall be short listed. After thorough evaluation of the technical bid by the committee, the financial bid of only technically qualified Bidders shall be opened in due course.

**b) Financial Bid Evaluation:**

The total cost of the project (landed cost) quoted by the bidder would be considered for financial bid evaluation.

**Committee:**

1. The committee shall do the above evaluation. The committee shall determine the approach and methodologies for the issues, which may arise during the above, referred evaluation process and their decision is final. The decision of the committee to reject or accept shall be final and binding on all the bidders.
2. The successful bidder shall be responsible for the maintenance of the equipment for a period of ONE YEAR from the date of installation. The bidder shall deploy at least one experienced person from time to time for advising any doubts regarding operation and maintenance besides troubleshooting whenever required.

#### Other contractual obligations

1. The contract shall not be deferred/ modified except by written consent by both Dr. YSRHU and the Bidder.
2. The Bidder shall not sublet or delegate this contract or part thereof without the written consent of the Horticultural University.
3. No undertaking or commitment given by or made by any officer of the University

verbally or in writing does not have any validity unless it is signed again by the

authority competent who concluded an agreement earlier.

#### Consequence of non-supply and damages

1. All risks of loss, damage or depreciation to the equipment/ material there off shall be upon the supplier until the material is delivered at the addresses specified and in accordance with the provision of the contract. Till the material is received at the respective destination indicated by the university, the property continues to be at the risk of the Bidder. The mere fact that the material is delivered to transporter is no defense to the Bidder and the Bidder will be squarely held responsible for any delayed receipt of the material by the University or for loss or damage of any kind to the material in transit.
2. Assuming that the bidder fails to deliver any or all the material covered by the contract, the Horticultural University reserves the right in addition to other legal remedies, to cancel the contract or any portion thereof and hold the Bidder liable for all damages sustained by the university by virtue of the Bidder failing to perform the contract and consequent cancellation of the contract.
3. The time allowed for delivery of goods shall be deemed to be the essence of the contract. The University also reserves the right to cancel the purchase order in case supplies are delayed beyond the scheduled date of delivery and to make such arrangements as it may think fit for the completion of supplies on account and at the risk of the suppliers (s). The additional expenses thus incurred together with the consequential losses and also the liquidated damages shall be recovered from the supplier out of his / their security deposit / earnest money deposit and any other

amount due to him / them. The balance still, if any, payable by the supplier shall be paid by him/them within 7 days of notice by the Dr.Y.S.RHorticultural University

**FORFEITURE/REFUND OF THE EARNEST MONEY DEPOSIT(EMD)**

1. In case the selected Tenderer(s) does not supply the equipment at the quoted rates within the stipulated time and commits any breach of any one or more of these terms and conditions, the Earnest Money Deposit deposited by the Tenderers (s) will be forfeited.
2. Earnest Money of the unsuccessful Tenderer (s) shall be refunded within three months from the date of decision regarding the tenders. No interest is payable by the University on such deposit.
3. On due performance and satisfactory completion of the order in all respects during the contract periods, the Earnest Money Deposit (Security Deposit) will be refunded to the Bidder (s) without interest within a period of 3 months with effect from the date of receipt of a request to this effect from the Bidder.

#### SETTLEMENT OF DISPUTES

#### Any difference or dispute arising out of or in connection with this tender or acceptance thereof or the contract that may be entered in consequence thereof, shall be decided by arbitration. The Chairman of the committee for purchase of the equipment, Dr.Y.S.R Horticultural University or his nominee shall be the sole arbitrator and the arbitrator’s decision shall be final and binding on the parties. The Tenderer (s) will have no objection to such appointment on any ground whatsoever including that such nominee, in his official capacity dealt with this matter at any stage.

1. The parties hereby agree that in the event of any dispute no cause of action shall arise in their favor to approach any court unless they have restored to and exhausted the remedy of arbitration as envisaged above.
2. The parties also do hereby agree that the contract envisaged by these terms and conditions shall be deemed to have been entered into at Dr.Y.S.R.H.U, V R Gudem

and the courts at Eluru, West Godavari District alone will have jurisdiction to try and legal proceedings which may arise out of this contract. Neither party shall file any proceedings in any other Court.

**TENDER FORM**

**(Should be included in Financial bid only)**

From: To

The ASSOCIATE DEAN,

College of Horticulture

Dr YSR Horticultural University

Pulivendula – 516 391. (A.P)

Ref: 1. Your tender Notice No: NIT NO. /Dr. Y.S.R.H.U/2023-24 Dated...........

2. EMD – D.D. No. ...................Dated..........................for Rs............................

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I/We have read the contents of the terms and conditions mentioned in your tender schedule and its enclosures and agree to abide by the same.

I/We hereby offer to Supply and Installation of Student chairs to College of Horticulture, Pulivendula prescribed in the schedule (or such portion thereof as you may specify on the acceptance of tender) at the price given below.

I/We agree to hold this offer open for a period of 3 months from the date of acceptance of tender and shall be bound by communication of acceptance dispatched within a period of 15 days from the date of accepting the tender of the bidder.

I/We have also examined the requisite specifications of the material to be supplied and my / our offer is to supply the required material in accordance with the requisite specifications.

I/We have carefully considered all terms and conditions in Annexure I, II (part -1/2) and III and particulars regarding settlement of disputes and we have signed the same in token of consciously accepting the same and do hereby state that we accept them without any reservations and accordingly I/We quote the rates inclusive of all taxes, duties, transportation, insurance etc., as below.

Name of the item Unit : Unit price :

The articles will be ready for delivery within ..........................days from the date of receipt of supply orders.

Yours faithfully, Proprietor

(Signature and stamp of the Tenderers

State legal status, whether Prop. /

Partner / Registered firm / Company etc.)

Encl: Samples enclosed

EMD-DD No.......................................dated............................for Rs...........................