

**BHASKARACHARYA COLLEGE OF APPLIED SCIENCES**  
(University of Delhi)

Sector – 2, Phase – 1, Dwarka, New Delhi – 110075, Phone- 011-25087597  
Website: <http://www.bcas.du.ac.in>, Email: [bhaskaracharya.college@gmail.com](mailto:bhaskaracharya.college@gmail.com)

M/S _____	Our Enquiry Ref No : _____
_____	BCAS/Quot./2015-16/ Furniture/ 01 / _____
_____	Dated 19 / 02 / 20 16
_____	Last date for Submission 9 / 03 / 20 16
_____	By the time 4:00 p.m.
_____	Date and Time of Opening 10 / 03 / 20 16
_____	in the College premises at 11:30 a.m.
_____	EMD 5% of the total quoted price
_____	Tender Value Rs. 12,00,000/-
_____	Tender Fee Rs. 500/-

**Subject: Invitation of sealed 2 fold bids for the purchase of \_ Furniture \_**

Dear Vendor,

Only the sealed bids are invited for the purchase of Furniture items as per the details available on college website [www.bcas.du.ac.in](http://www.bcas.du.ac.in) for list of items given as Enclosure-I on the website.

S.No.	Name of Items	Quantity Required	Minimum Specifications
1.	List attached	Enclosure I	

It is required that the following instructions should be carefully followed including detailed terms and conditions attached overleaf as Annexure 'A', while submitting your offer; otherwise your offer may not be considered.

- All the communication with the college should be addressed only to "The Principal, Bhaskaracharya College of Applied Sciences, Sector 2, Phase I, Dwarka, New Delhi- 110 075." (hereinafter called the Principal)
- Sealed Quotations will be two fold (a) one technical bid consisting of all technical details along with terms and conditions (b) another financial bid containing items wise price for the items mentioned in the technical bid. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- The technical bid and the financial bid should be sealed by the bidder in separate covers(A and B respectively) duly super scribed and both these sealed covers are to be put in a bigger cover (C) which should also be sealed and super scribed. All the three envelopes should be superscribed with format of the label shown in Annexure 'B'.
- While quoting for different items simultaneously, it may please be noted that the firm must submit single technical bid of all items whereas financial bids of each item have to be quoted separately and the same should be sealed item-wise in separate envelopes.
- Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
- The firm must be reputed and must be registered with Sales Tax/ Income Tax Authority. The bidder should clearly mention valid TIN/ TAN/ Service Tax No, as per the Govt. norms.
- The bidder should submit complete specifications with make and model, manufacturer's name and address, proprietary certificate, if applicable, technical compliance chart, technical literature or product catalogue, support and service centre details, warranty certificate, complete details of the customers for the last 3 years, self attested audited copy of balance sheet with trading, profit & loss account for the last three financial years, a copy of the cancelled cheque and/or any other document in support of the quoted item only with the technical bid of their respective offer.
- Incomplete bids or the ones submitted after due date would be summarily rejected. Moreover, the College will not be responsible for any postal or delay because of whatsoever reason.
- Any alteration/cutting/overwriting/white fluid etc. should also be avoided in the offer submitted. If they exist, they should be duly signed. Failing this the bids are liable to be rejected.
- The quoted price (only in the Financial Bid) should be F.O.R. BCAS/ C.I.F. New Delhi (for imported items) and will be taken as inclusive of all taxes including VAT and installation, packing, forwarding, freight, AMC, Insurance, discount and other charges until and unless rates are mentioned specifically and clearly. Taxes as applicable, if quoted, will not be considered and no further communication/ clarification may be required by the college in this regard. The agency commission, if any for imported items, payable only in Indian rupees should be mentioned separately. Vendors may use the format in the Annexure B for their Financial bid.
- Corrigendum, if any, will be uploaded on college website only.

Yours Sincerely,

Principal

Request For Quotation (RFQ)/Limited Tender for Bhaskaracharya College of Applied Sciences, Dwarka

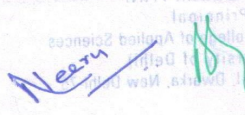
Principal

Bhaskaracharya College of Applied Sciences  
(University of Delhi)  
Sector 2, Phase-I, Dwarka, New Delhi-75

**ANNEXURE 'A'**

- I. The bids should be valid for a period of 60 days from the date of its opening.
- II. A non refundable tender fee of Rs. 500/- single demand draft from any nationalized bank in favour of "The Principal, Bhaskaracharya College of Applied Sciences" along with the bid enclosed in the outermost envelope (C). Name, address and telephone number of the bidder should be clearly written on the backside of the Demand Draft.
- III. A refundable Bid Security/ Earnest Money Deposit of a 5% of the total quoted price should be deposited in the form of a bank guarantee/ single demand draft from any nationalized bank in favour of "The Principal, Bhaskaracharya College of Applied Sciences" along with the bid enclosed in the outermost envelope (C). Name, address and telephone number of the bidder should be clearly written on the backside of the Demand Draft. The bid security of the successful vendor will be treated as the performance security for the contract or the warranty period. GFR 2005 will be applicable in regard of bid and the performance security deposited.
- IV. The final offered rate (only in the financial bid) shall be quoted by the vendor, for every item, in words and also in figures and shall match with the amount figure. If rates in words do not tally with rates in figure then the rates which correspond to the amount shall be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or in words then the rate quoted by the vendor in words shall be taken as correct.
- V. The firm/company should have experience of supplying & installation for similar Equipments/ Instruments to institutes of National repute.
- VI. The bidder shall bear all the costs associated with the preparation and submission of its quotation including samples, literatures etc, regardless of the conduct or outcome of the bidding process.
- VII. Only the sealed bids submitted personally/ post will be considered and the bids sent by Fax/Email will not be considered. Only the specific clarification, if any, sought by the college may be replied electronically.
- VIII. Authorised representative of the bidders is permitted to attend the bid opening schedule stated above. The representative should bring with them a letter of authority from the corresponding bidder, without which, they are not permitted to attend the bid opening.
- IX. The period of warranty of the item purchased would start only after successful installation and satisfactory functioning, training (if required) of the same.
- X. The college reserves the right to change the number of items to be procured as also their quantity.
- XI. The Principal reserves its rights to reject or accept wholly or partly the offer without assigning any reason(s). The Principal also reserves the right to cancel all Quotations without assigning any reason thereof.
- XII. The Principal also reserves its right to terminate the maintenance contract at any time without assigning any reason. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.
- XIII. The decision for the placement of Order is at the sole discretion of the Principal. Once an order is placed, it will be non-transferable/ sublet/ or outsource by the successful bidder to any other firm or vendor.
- XIV. Any dispute or disagreement will be interpreted and addressed under Indian Laws in the Hon'ble Courts of Delhi Jurisdiction only.
- XV. Each bidder shall submit only one bid either by himself or as a partner in a joint venture. A bidder who submits or participates in more than one bid will be disqualified.
- XVI. Canvassing whether directly or indirectly, in connection with bids is strictly prohibited and the bids submitted by the bidders who resort to canvassing will be liable to rejection.
- XVII. The college may ask the vendors for sample reviewing and demonstration free of charge and no obligation basis and reserves the right to reject before opening of the financial bids.
- XVIII. The successful vendors will have to provide their complete bank details in the prescribed proforma, in case the college desires to make the payment through ECS/RTGS.
- XIX. In case of any deviation from the tender specification or any misconduct, the firm will be held responsible and may lose the Earnest Money Deposit with additional penalty imposed.
- XX. No advance payment will be made. TDS applicable for professional services will be deducted.
- XXI. In the event of non-execution of the order within the specified period, the Principal may impose a penalty of 0.5% per week and a maximum deduction of 10% of the total cost on the suppliers.
- XXII. Indian agents quoting directly or representing foreign principals (suppliers/manufacturer) should be registered with DGS & D for the items appearing in the restricted list of current EXIM policy of GOI.
- XXIII. For imported equipment/s, payment can be made against the letter of Credit/Sight draft. The firm opting for Letter of Credit (LC) opening should clearly mention the address of foreign bank in the financial bid.
- XXIV. Tender conditions, other than those stated above, sent along with your offer shall not be binding on the college.

Request For Quotation (RFQ)/Limited Tender for Bhaskaracharya College of Applied Sciences, Dwarka

  
**Dr. BALARAM PANI**  
Principal  
Bhaskaracharya College of Applied Sciences  
(University of Delhi)  
Sector-2, Phase-I, Dwarka, New Delhi-75

- XXV. While sending bids, the firm/company/s shall ensure that the terms/conditions mentioned in this document against which the bids are being given are acceptable to them. The vendor submitting an offer in the response of this enquiry is assumed to accept our terms and conditions stated above.

**ANNEXURE 'B'**

- Vendors should use the below mentioned formatted label on their respective sealed envelopes to avoid any confusion.

Envelope C: Quotation for the <items description>		
Your Reference No:< > /Reply to Quotation on your website		Dated: <19.02.2016>
Envelope A/ B	<b>The Principal Bhaskaracharya College of Applied Sciences University of Delhi Sector-2, Phase I, Dwarka New Delhi- 110075</b>	Last Date and Time of Receiving the Quotation: <09.03.2016, 4:00 p.m.>
A:<Technical Bid> OR B:<Financial Bid>		
From: <Vendor Details>		
Kind Attn: <Dr. Neeru Sharma>		

- The vendors may use the following format for submitting the financial bid

Financial Bid for the <Item>															
Vendor Details															
Single Item Details (as per the item mentioned in the RFQ)	Unit Price ₹	Quantity Required	Discount offered ₹	AMC Charges, if any ₹	Installation/ Training Charges ₹	Insurance charges, if any ₹	Freight charges, if any ₹	Service Charges	TIN No	Service Tax No	Warranty period in	VAT	Any Other ₹	Remarks	Total ₹ (Inclusive ALL)
Kindly mention <b>Not Applicable (NA)</b> instead of deleting any entry, wherever required. Taxes as Applicable should be avoided instead clear rate should be mentioned. Final offered rate of each item should be also quoted in words.															

*Neeru*

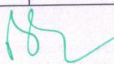


**Dr. BALARAM PANI**  
Principal  
Bhaskaracharya College of Applied Sciences  
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Bhaskaracharya College of Applied Sciences, Sec-2, Dwarka, New Delhi - 110075			
S.No	Name of Items**	Maximum Quantity Required	Specification
1	Steel Almirah without Locker	17	Body and shelves 22 gauge, door 20 gauge. Conforming to ISI specification 312/84, with amendment 1 & 2 of sizes 1980x910x480 mm(78"x36"x19") with 4 shelves making 5 compartments without locker.
2	Book case	16	66"x33"x12" having four compartments side back bottom & Shelves 0.8 mm thick lock 6 lever & duplicate key four plain transparent doors.
3	File cabinet	8	Filing cabinet with plastic handle side back top bottom 0.8 mm. Lock mechanism shall be off 1.6 size telescopic sight channel for extra long life and smooth movement fitted with brass lock six lever. size- 4 drawers 1380X470X700mm , 2 drawer 750x470x700 mm
4	Property Rack/ Bag Racks	10	Suprit close type shelving rack- made out of Angle 40x40x2 mm shelves 0.8 mm gussets of 1 mm thickness and 75 mm long 36"x18".
5	Wooden Book Trolley/Book Truck	4	L-36"xW-16"xH-42"xD-15", having four tilted shelves i.e. two on each side and one flat. Bottom fixed with four wheels of superior quality size-4". Made of the best quality material duly polished.
6	Steel Double Faced Library Stacks	10 Main 10 Additional	(Main+Additional Unit) - Library stack double faced unit of size 7'6"Hx6'Lx22"D each, having 28 shelves and side rest made out of 20 gauge sheet. Shoes of the stacks are made out of 14 gauge sheet.
7	Wooden Library Counter	1	Size: 12'x6'x48"H (U Shape) and 24" deep made out of best quality 19 mm commercial Board. Sunmica 0.8 mm with polish. With 17 mm Granite top Depth 12". With 2 Almirah and 6 Drawers with computer facility.
8	Teachers/Visitor chairs	16	(a)Office chair cane seat & back with arm teak wood. (b) Commender Chair high density foam seat and back with PU arms
9	Revolving Office Chair	2	Mediom Back Chair, PP Arms, Nylon Base, Gas Lift, PP seat Back Cover, Fabric Tapestry, Synchro Tilt.
10	Computer chair	121	Revolving chairs with arms.Seat & back cushioned .
11	Workstation(Computer)	74	Size 2'-6"Lx2'Wx2'-6"H
12	Computer Table	109	VDU tables with storage shelf for keeping CPU & UPS, with sliding key board, Size- 36"x24"x30".
13	Teacher's Table for class room	12	made of teak wood with sunmica top on 19mm commercial board (ISI) size 48"x24"x30" with one drawer, legs 2"x2", under top frame 3"x6" foot size 2"x 1.5".
14	Assistant Table	3	made of 1" sq. pipe with sunmica top with three drawer on one side and one shelf on other side.(1370x680x750mm)
15	Office table	7	made of 1" sq. pipe with three drawer on right side with sunmica top size 48"x24"x30".
16	Wooden Desk for class rooms Three seater	50 - 3 seater 20 - 1 seater	made of 1"sq pipe (24-25 kg per 100 ft) with wooden top, seat,back made of teak wood. Thickness of wood 20mm. Wooden portion should be spirit polished Steel pipe frame should be black painted, Top seat should be in two pcs. (single joint) (1) Three seater desk 54"x36"x30" (2) Two seater desk 36"x36"x30" (3) Single seater desk 24"x36"x30" . Top 15" seat 12" back 6".
17	Chemical Racks	6	Wooden shelving rack with five shelves each shelf measuring 12". Size 84" X 8" X 60"
18	Wooden Lab stool	125	Wooden stool frame made out of teak wood and duly spirit polished top made of 19 mm commercial board with 1 mm thick sunmica with teak wood lipping duly spirit polished 15"x15"x24".
19	Wooden Laboratory Table	1	Wooden Laboratory table measuring 6'x2.5'x33"(without drawer)
20	Steel Property Rack/ Bag Racks	1	Size : 78"x36"x19" having 18 compartments With individual door. Made out of 20/22 gauge sheet.

\*\* Sample images of the items available on the college website are indicative only.

Vendors can visit the college campus on any working day between 10:00 a.m. to 3:00 p.m.

*Neeraj*  
  
**DR. BALARAM PANI**  
 Principal  
 Bhaskaracharya College of Applied Sciences  
 (University of Delhi)  
 Sector-2, Phase-I, Dwarka, New Delhi-75

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**Sample images of the items are indicative only**



1. Steel Almirah without locker



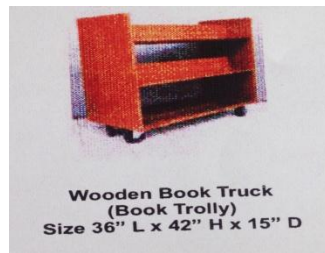
2. Book Case



3. File Cabinet



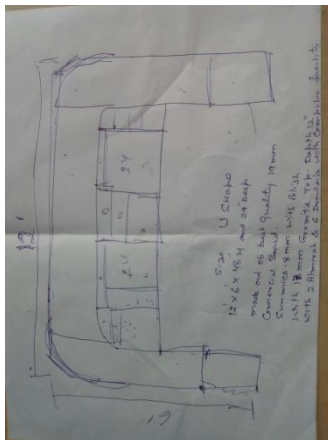
4. Property Rack/ Bag Rack



Wooden Book Truck  
(Book Trolley)  
Size 36" L x 42" H x 15" D



STEEL LIBRARY STACKS  
DOUBLE FACED  
ONE MAIN UNIT WITH ONE ADDL. UNIT  
SIZE 7'6" H X 6' W X 22" D HAVING 28 SHELVES



Wooden Library Counter



Teacher's Chair



Revolving office chair

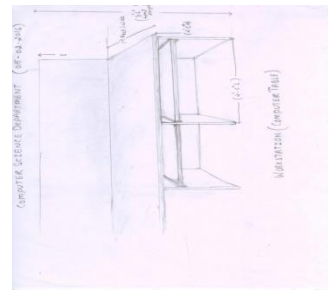
**Sample images of the items are indicative only**



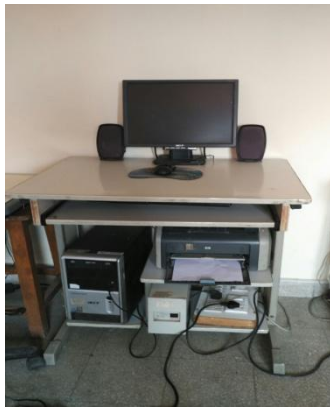
Computer Chair



Workstation(Computer)



WorkStation (Computer)



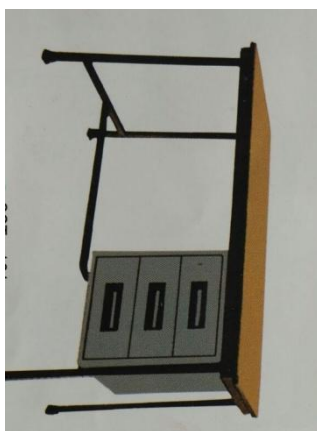
Computer Table



Teacher's table for classroom



Assistant table



Office table



Wooden desk for classroom( Three seater, One seater)



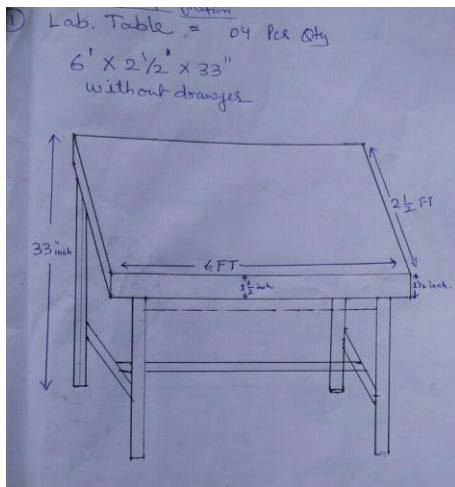
Sample images of the items are indicative only



Chemical Rack



Wooden lab Stool



Wooden Laboratory table