



**Tender Document for**  
**Supply and setting up of Multipurpose Chair at**  
**Mahatma Gandhi University Innovation Foundation (MGUIF)**

## **TENDER NOTICE**

The Chairman, MGU Innovation Foundation, Mahatma Gandhi University, Kottayam, invites online bid (Technical & Financial bid) from reputed firms for MGU Innovation Foundation which includes Supply and setting up of Multipurpose Chair at MGUIF in the University premises. Tender documents and other tender details can be downloaded from the website: <https://etenders.kerala.gov.in>

1.	<b>Tender No</b>	<b>MGUIF/PUR/05/2023-24</b>
2.	Cost of Bid Document	Rs. 500/- (Rupees Five Hundred only + GST (Non-Transferable and non-Refundable))
3.	Earnest Money Deposit (EMD)	Rs. 2950/- (Rupees Two Thousand Nine Hundred and Fifty Only)
4.	Tender publishing date	11-12-2023
5.	Last Date of Receipt of the Tender	20-12-2023 up to 5:30 PM
6.	Date of Opening Technical Bid	22-12-2023 at 10:00 AM
7.	Mode of Submission of Bid	The Tender details and documents can be viewed & downloaded by login into <a href="https://etenders.kerala.gov.in">https://etenders.kerala.gov.in</a> .
8.	Address	The Chairman, MG Innovation Foundation, Mahatma Gandhi University, Kottayam, Kerala-686560.
9.	Contact Person	Contact Mob: 9778429535(CTO, MGUIF), 8078010009 (Purchase, MGUIF).

### **1. Project Brief:**

MGU Innovation Foundation invites e tender for Supply and setting up of Multipurpose Chair at MGUIF in the University premises as per attached Technical specifications.

This Tender is under **two bid system** and this consists of two parts. **Part-A is Technical Bid and Part-B is Commercial/Price Bid.** Vendors whose Technical Solutions are found acceptable will only be considered for evaluation of their commercial/price bids and subsequent placement of order.

### **2. Scope of Work:**

Supply and Supply and setting up of Multipurpose Chair at MGUIF in the University premises as per attached Technical specifications.

### **3. Documents required along with the technical bid.**

The bidder shall ensure to submit the following details in their bid. Submission of items mentioned mandatory shall lead to rejection of the bid

- 1) Tender document duly stamped and signed by the Bidder.
- 2) Documents for EMD exemption if applicable
- 3) Affidavit certifying that Bidder, Promoter(s), Director(s), Partners of organization are not blacklisted.
- 4) Scanned copy of valid Registration Certificate

#### **4. Technical Specifications**

<b>S.No</b>	<b>ITEM</b>	<b>Description</b>	<b>NOS</b>
1	Multipurpose Chair	Backrest cushioned with imported fabric/ High density PU foam (Compression rate 32 -- 45lbs) and fixed to chair frame.	50
		Armrest fixed- Powder coated mild steel/stainless steel with connected leg frame	
		Seat upholstered with imported fabric/ High density PU foam (Compression rate 32 -- 45lbs)	
		Back Cushion thickness min 25mm & seat cushion thickness min 20 mm	
		Min 2.1 mm thick, fixed round tube powder coated/electroplated chrome mild steel cantilever base with nylon/PTFE bushes	
		Writing Pad: One way adjustable BWP grade ply board (25 mm) with lamination thickness of minimum 4 mm	
		Overall Dimensions (Minimum) Width – 55 cm; Depth – 55 cm; Height – 85 cm	
		Preferred Brands – Nilkamal/ Chairman/or any other premium brands	
		Manufacturer Certifications: BIFMA, ISO 9001 is preferred.	
		Warranty – 12 Months or higher is preferred	

## **5. ELIGIBILITY CRITERIA**

1	Bidder should be, a Company registered in Kerala	Copy of valid Registration certificates / Copy of Certificates of incorporation
2	Average Turnover in the last 3 financial years must be not less than 50 lakhs	Attested Balance sheet proof to be attached.
3	Should not have been blacklisted by any of the Government entities under state / central Govt.	Self-Certificate
4	The bidder should have a registration number of 1. GST where his business is located 2. Income tax / PAN number	Copies of relevant certificates of registration
5	The bidder should be a manufacturer / service partner of furniture.	Copies of relevant documents
6	The bidder should have similar work orders from Government Institutes or Corporates	Copy of work order
7	Must have service authorization from OEM	Manufacturers Authorization Form (MAF)

## **6. SPECIAL CONDITIONS**

- 1) The intended bidders can verify the proposed site and building (MGU Innovation Foundation building) between 10.15 am and 4.45 pm on all working days till the last date of submission of tender.
- 2) Quoted price in the BOQ should be inclusive of freight, loading & unloading / installation charges.
- 3) Quoted rates should have at least six months validity period.
- 4) The right to accept or reject the quotations without assigning any reason rests entirely with the undersigned.
- 5) The tender should be of branded quality products
- 6) If a negotiation meeting is convened by the undersigned, the authorized person of the firm should attend the meeting in time at their cost.

- 7) Payment process will be initiated either by satisfactory supply of the items and installation after receiving reports from the experts from the MGU Innovation Foundation or advance payment against equivalent amount of PBG.
- 8) If the date of receipt and opening of the tenders is declared a holiday, the same time of the next working day will be the last date and time for the purpose.

**Contact Us :-**

MG Innovation Foundation, Mahatma Gandhi University Campus.

Mob: 9778429535 (CTO, MGUIF), Email. [cto@mguif.com](mailto:cto@mguif.com)

Mob: 8078010009 (Purchase, MGUIF). Email. [purchase@mguif.com](mailto:purchase@mguif.com)

**Note:** Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned above.

**7. Acceptance period:**

The Tender/Bid shall remain valid for acceptance for a period of 90 days from the date of opening of the Commercial/Price Bid. However in case of any delay due to genuine reasons, the validity period may be extended further for additional period of 30 days. If any bidder withdraws his Technical Bid before the said period or makes any modification in the Price Bid or terms and conditions of the Tender/Bid, the MGU Innovation Foundation, without prejudice to any other right or remedy, will be at liberty to forfeit the whole of the earnest money.

**8. Rates quoted by the Bidder:**

Rates quoted by the bidder must include the cost of transportation of the items to the MGU Innovation Foundation, Supplying and laying Interlock tile to the surroundings work as per tender NIT. All necessary taxes and duties (GST should be shown separately) and no claim after submitting the Bid shall be entertained. Any other charges over the quoted rate shall clearly be indicated. The Bidder should have valid GST Registration, No alternations in tender forms shall be made by the Tenderer/ Bidder and if any such alteration is made, the tender is liable to be rejected.

**9. Scrutiny of the Offers:**

Tenderer/Bidder qualifies for participating in the tender process based on the pre-qualification conditions as stipulated in this tender. Offers from the Tenderers/Bidders not meeting the pre-qualification criteria specified will be summarily rejected.

The Part A (Technical Bid) of the Bidders shortlisted after stage (a) above will be subjected to the substantial responsiveness of each offer to the tender document. For purpose to these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Tender Document without material deviations. MGU Innovation Foundation's determination of an offer's responsiveness is to be based on the contents of the Tender itself. MGU Innovation Foundation will scrutinize the offer to determine whether the offer is complete, whether required technical details/documentation have been furnished, whether the documents have been properly signed, and whether the offer is in order. Substantially responsiveness of the technical offer in the tender will be decided based on the proposed solution. A tender offer determined as not substantially responsive will be rejected.

**Part A (Technical Bid)** of the eligible Bidders found technically meeting MGU Innovation Foundation's requirements will only be shortlisted for further processing. Offers not meeting technical requirements of MGU Innovation Foundation will be rejected.

**Part B (Commercial/Price Bid)** of Tenderers/Bidders short-listed after stage above will only be opened for further processing.

MGU Innovation Foundation reserves the right to alter and revise the technical specifications or the required quantity of the items at any point of time. In case of such alteration, the Vendor shall be duly notified.

#### **10. Award Criteria:**

Contract may be awarded to the Tenderer/Bidder whose technical proposal is responsive, cost-effective and meeting all the requirements of MGU Innovation Foundation and whose commercial/price bid has been determined to be lowest evaluated bid. After opening of the commercial/price bid of the short-listed Bidders, if there is a discrepancy between words and figures, the amount indicated in words will prevail. However, the Institute reserves the right to accept or reject any offer without assigning any reason whatsoever and no communication will be entertained in this regard. MGU Innovation Foundation also reserves the right to accept or reject any or all

tenders either in whole or in part or to invite revised bids or to annul the bidding process at any time prior to finalization without incurring any liability to the affected Tenderer/Bidder. The Chairman, MGU Innovation Foundation does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the Tenderer/Bidder shall be bound to perform the same at the rates quoted.

**11. Delivery Schedule and Penalty for Delay:**

Delivery schedule shall clearly be indicated in the quotation submitted by the supplier. Penalty at the rate of 0.5% or part thereof of the order value per week, subject to a maximum of 5% of the order value will be imposed for delayed delivery and installation.

**12. Payments:**

As Per MGU Innovation Foundation Payment Rules

**13. Income Tax:**

Every Tenderer/Bidder shall furnish along with the Tender the latest Income Tax Clearance Certificate without which his/her tender is liable to be rejected. The Institute will deduct amount towards Tax Deducted at Source (TDS) as per the latest Income Tax Rules from all payments made to the supplier/contractor.

**14. Termination of Contract:**

MGU Innovation Foundation reserves its right to terminate the contract for any reason at its absolute discretion including, but not limited to the following: If the Vendor is adjudicated insolvent by a Competent Court of Law or files for insolvency or the Agency's Company is ordered to be wound up by a Competent Court.

Vendor commits any material breach of the terms of this contract with MGU Innovation Foundation or if found guilty of any malpractice in the performance of the Contract. iii) If any charge-sheet is filed by the Competent Authority of the Government against the Vendor is convicted by a criminal court on grounds of moral turpitude.

In the event of non-satisfactory service or failure on the part of the Vendor or if the Vendor shall neglect to execute the Contract with due diligence or expedition or shall refuse or neglect to comply with any reasonable order given to him by MGU Innovation



Foundation in connection with the Projector shall contravene the provisions of the Contract, MGU Innovation Foundation shall have the option to terminate the Contract by giving one month notice and may get the procurement executed (either in part or in whole, as the case may be) by any alternate sources at the Vendor's risk and cost. In such an event the Vendor shall have no claims whatsoever against MGU Innovation Foundation in consequence of such termination of the contract. The decision of MGU Innovation Foundation in terminating the contract will be final and binding on the Vendor.

**15. Force Majeure:**

If either party is prevented from the performance of its obligations in whole or in part for reasons of Force Majeure, viz., acts of God, acts of Government, acts of public enemy, war, hostility, civil commotion, blockade, sabotages, riots, fire, floods, earthquake, explosions, epidemics, strike and lawful lockout, the period of Force Majeure shall be excluded accordingly. If Force Majeure event(s) continue beyond the period of three months, the parties shall hold consultation to chalk out the further course of action. Neither party can claim any compensation from the other party on account of Force Majeure.

**16. Conciliation:**

Any dispute or difference whatsoever arising between the parties relating to or arising out of Contract, shall be settled first by Conciliation in accordance with the Govt. Rules and settlement so rendered between the parties in pursuance thereof shall be final and binding on the parties. Reference to Arbitration shall be made only when the Conciliation has failed.

**17. Other Conditions:**

Canvassing by the bidders in any form or influencing the bidding process in any manner will render the bidder disqualified. MG University Innovation foundation reserves the right to annul the entire bidding process and/or reject all bids at any time prior to award of contract without incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for such decision.

Vendors are to abide by all the Terms and Conditions detailed above. In case these terms and conditions are not acceptable to any Tenderer/ Bidder, he/she should clearly specify the deviations in his/her tender. MG University Innovation foundation reserves the right to accept or to reject them. In case of any dispute, the decision of the Chairman of the

MGUIF shall be final and binding on all the parties. MG University Innovation Foundation will not be liable for non-receipt of the Tender in time due to any reason.

Sd/-

**Chairman & Managing Director  
MGU Innovation Foundation**