



**NATIONAL SANSKRIT UNIVERSITY**  
**TIRUPATI-517 507**

**LIMITED TENDER ENQUIRY**  
**NOTICE INVITING QUOTATION**

Quotation No.	NSUT/Estt./LTE/002	Date:	29.12.2021
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**To**

(Supplier Address)

Sealed quotations are invited from reputed Original Equipment Manufacturers/ Authorized Dealers/ for the supply of Chairs for the faculty and student-chairs in the New Class Room Complex at National Sanskrit University, Tirupati.

S. No.	Name of the item	Class Room Furniture (Chairs for faculty and student chairs)
1	Chair with desklet (as per image attached) – 192 No.	Descriptive Images are given along with the layout. (all the measurements are in mm)
2	Mesh Back Chair (as per image attached) – 32 Nos.	

**Critical Dates Section:**

1	Specification	(as per layout)
2	EMD Amount	Bid Security Declaration form to be Submitted
3	Validity(Days)	90 Days
4	Tender publishing date	29.12.2021
5	Bid submission start date & time	29.12.2021 Wednesday
6	Bid submission end date & time	11.01.2022 Tuesday 03:00 PM
7	Bid opening date & time (Technical Bid)	12.01.2022 Wednesday 03:00 PM

- Quotations should be submitted in the format given in Annexure-I and Annexure-II.
- The envelope should contain the following details:

**“QUOTATION AGAINST ENQUIRY” (Chairs for the faculty and student-chairs in the New Class Room Complex) (NSUT/Estt./LTE/002) dated 29.12.2021.**  
Addressed to: The Registrar, National Sanskrit University, Tirupati – 517 507.

*Callan*  
29/12/21



**NATIONAL SANSKRIT UNIVERSITY**  
**TIRUPATI-517 507**

**Terms and Conditions**

1.	The quotation must be in the format furnished by National Sanskrit University, Tirupati and should be of typed format with proper signature of the authority. Hand-written bids/quotations and specifications will not be accepted for evaluation. In case there is any unavoidable correction it should be clearly readable and properly attested. If not, the quotation will not be considered.
2.	<p>a) Earnest Money Deposit (EMD) is to be submitted by way of Demand Draft drawn on any Nationalized Bank in India in favor of "The Registrar, National Sanskrit University" payable at Tirupati. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest. Bidder must fill the EMD returning Form (Annexure-III) and submit along with the quotation. EMD for this particular quotation is <b>2 per cent</b> of the quoted value.</p> <p>b) EMD exemption will be given as per the GOVT of India norms.</p> <p>c) Canvassing by the Bidder in any form, unsolicited letter and post-tender correction will lead to rejection of the bid and result in forfeiture of EMD.</p>
3.	You are invited to submit your most competitive quotation for the supply of goods according to the specifications, warranty, delivery and other terms as given in the Specification annexure.
4.	Bidders may send the quotations (Annexure-I and Annexure-II) in a single sealed cover with the quotation reference number and last date for receipt of quotations duly superscribed on the cover. Mention the company Contact Number/E-mail id on the cover.
5.	Quotation will be opened on <b>12.01.2022</b> at National Sanskrit University, Tirupati in the presence of the bidders or their representatives who may wish to be present. (Any change in the date, time and venue of the quotation opening will be informed to the bidders through telephone/ E-mail)
6.	The National Sanskrit University, Tirupati reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.
7.	<p><b>Eligibility:</b> Participation in this Limited tender is by invitation only. If any vendor/ supplier would like to participate in this tender process may send a request to <a href="mailto:registrar@nsktu.org">registrar@nsktu.org</a> along with the Quotation No and date of this tender document, upon approval they may be allowed to participate in this tender.</p> <p>For any details/ clarifications regarding could be obtained, free of cost from the National Sanskrit University, Tirupati on all working days during 09:30 Hrs to 18:00 Hrs.</p>
8.	Please quote whether your organization is large scale industry, medium or small-scale industry. If you have NSIC Certificate, please attach it to the quotation. Mention your registration details.
9.	Manufacturer's name and country of origin of materials offered must be clearly specified. Printed brochures, complete details and ISI specification, if any, must accompany the quotation. Make / brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
10.	Samples must be submitted where specified along with the quotations.
11.	All supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier warranty certificates and Manufacturer/ Government approved lab test certificate shall be furnished along with the supply, wherever applicable.

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**NATIONAL SANSKRIT UNIVERSITY**  
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12.	National Sanskrit University, Tirupati reserves the right to modify the quantity specified in this enquiry by +/-25%.
13.	<b>Bid Price</b> <ol style="list-style-type: none"><li>The contract shall be for the entire quantity. Bidders must quote for entire quantity. Each bidder shall submit only one quotation in Indian Rupees only.</li><li>List of reputed customers should be submitted.</li><li>The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.</li><li>All taxes, packing, forwarding and delivering other allied items at the destination shall be included in the price. All such price components may be shown in the quotation. If there is no indication regarding above charges, it will be considered as inclusive of all charges.</li><li>In case of any discrepancy between unit price and total, the unit price shall prevail.</li><li>In case the items in the enquiry are covered by any rate contract or any other State or Central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract.</li><li>Quotations containing conditions like "subject to prior sale" may not be considered.</li><li>Delivery period required for supplying the material should be invariably specified in the quotation</li><li>Offer from Manufacturer/Authorized dealer/reputed contractor alone will be accepted.</li></ol>
14.	<b>Evaluation of Quotations:</b> Quotations will be evaluated item-wise or lump sum basis. The purchase committee will evaluate and compare the quotations determined to be substantially responsive i.e., (i) are properly signed; (ii) Conform to the terms & conditions and specifications; and (iii) prices offered are competitive.
15.	<b>Award of contract</b> <ol style="list-style-type: none"><li>The National Sanskrit University, Tirupati will award the Order for supply of Goods / Services to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quotation price.</li><li>The Bidder should furnish the contract agreement and performance security (5% of the contract value), within 15 days from the date of receipt of the order for supply of goods / services, failing which the order will be cancelled without further notice and awarded to next eligible bidder.</li><li>Notwithstanding the above, National Sanskrit University, Tirupati, reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.</li><li>National Sanskrit University, Tirupati, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract. The terms of accepted offer shall be incorporated in the purchase order.</li></ol>
16.	<b>Warranty: 36 Months</b> shall be applicable to the supplied goods and installation work. Bidder should clearly indicate the arrangements for support and maintenance during the period for which the warranty shall be in force.
17.	<b>Performance Security:</b> The successful bidder is required to submit performance security for an amount of 5% of purchase order value either in the form of bank guarantee or crossed demand draft drawn on any Nationalized bank in India in favor of "The Registrar, National Sanskrit University, Tirupati" payable at Tirupati. The bank guarantee / Demand Draft will be returned to the supplier after 60 days from date of successful completion of supply, installation, and the warranty period.
18.	<b>Payment:</b> 100% will be paid after Installation and satisfactory working/ date of Completion of service if the documents are in order. The bill should be raised in favour

*Handwritten signature*  
29/11/21



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**TIRUPATI-517 507**

	of "The Registrar, National Sanskrit University, Tirupati" with University GSTNo.37AABAR3145B1ZX. No advance will be provided to the supplier/service provider.
19.	<b>Liquidity damages:</b> If the bidder / supplier, after accepting the Purchase Order or supply of Goods/Services, fails to deliver any or all of the Goods or to perform Services within the period(s) specified in the Order, The National Sanskrit University, Tirupati shall impose penalty without assigning any reasons to the bidder / supplier a sum equivalent to <b>0.50 %</b> of the total cost as indicated in the Purchase Order (which will be deemed as agreed price) for each week or part thereof of delay until actual delivery or performance is completed and such penal charges shall be limited to a maximum of <b>5%</b> of the agreed price. Once the maximum is reached, The National Sanskrit University, Tirupati, may proceed on its own to consider the termination /cancellation of the Order and may inform the bidder about the cancellation of the said purchase order, unless extension is obtained in writing from the office/ Department mentioning the levy of LD clause on valid ground before expiry of delivery period.
20.	Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the courts at Tirupati only.

**ACCEPTANCE BY THE BIDDER**

I/We hereby certify that I/We shall hereby abide by the terms and conditions and the Annexures of this limited quotation.

**Signature & Seal of Vendor with Date**

For any details / clarifications regarding could be obtained from the Assistant Registrar, Establishment on all working days during 09:30 Hrs. to 18:00 Hrs at the following mail ID: ar\_estb@nsktu.org

**Enclosures:**

- |                                    |                |
|------------------------------------|----------------|
| 1) Specifications of the equipment | Annexure - I   |
| 2) Price Format                    | Annexure - II  |
| 3) EMD Return Format               | Annexure - III |
| 4) Bank Mandate Form               | Annexure - IV  |

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**NATIONAL SANSKRIT UNIVERSITY  
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**Specifications of the Equipment**

**Annexure-I**

**Ref:**

**Date:**

S.No	Specification	Specification of the Supplier	
1.		Make	
		Model	
		(No hand written)	
<b>Reasons(if there is difference in specification)</b>			
1.			
2.			

S.No	Other requirements related to the equipment	Requirement	Supplier commitment
1.	Installation required	<b>Yes</b>	
2.	Warranty (in Months)	<b>36 Months</b>	
3.	Comprehensive AMC required	<b>No</b>	
4.	Delivery Period(Weeks)	<b>6-8 weeks</b>	
5.		Shipment terms	
6.		Performance Security in%	<b>5% of total cost of Goods</b>
7.		Payment Terms	<b>100% Payment after Satisfactory delivery/ Installation</b>
8.		EMD Amount (2 to 5)%	<b>2% of Bid Amount</b>

**Signature & Seal of Vendor with Date**

**Note:**

Specification of the Supplier should be given in detail, single word confirmation like Complied / Yes/ same will be treated as non - responsive Bid and summarily rejected.

Proof for the supplier's specification must be enclosed along with the quotations.(Catalogue, brochure, and product website link if any)

*Handwritten signature and date: 29/11/21*



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**PRICE BID FORMAT FOR BIDDERS**

**Annexure-II**

Quotation reference No. & Date:

Bidder's Offer No. & Date:

S. No.	Description of item	Unit (Set/ No)	QTY	Rate / Qty in Rs. (Excluding GST)	GST in Rs.			Total Value +GST in Rs.
					SGST	CGST	IGST	
1.	<b>Supply portion</b> (The price indicated shall be exclusive of all accessories, spares etc. as given in the scope of supply)	<u>Nos.</u>						
2.	Other accessories/spares etc. as given in scope of supply (Individual item-wise break-up price shall be attached as an Annexure to this price bid format.)							
3.	Installation and Commissioning charges (if any)	<u>YES</u>						
4.	Packing & Forwarding charges (if any)							
5.	Freight & Transit insurance charges (if any)							
6.	Total price							
7.	<b>Net cost to be paid</b>							

**Signature & Seal of Vendor**

**Note: The price quoted should be in typed format only as per the above form. Hand written quotes will be rejected. No row shall be left blank, Kindly mention NA in case the item is "Not Applicable". If this format is not used or any column is left blank, then the bid will be rejected.**

*Handwritten signature and date: 29/11/21*



**NATIONAL SANSKRIT UNIVERSITY  
TIRUPATI - 517 507**

**PROCESS COMPLIANCE/ ACCEPTANCE OF TENDER CONDITIONS FORM**

To

**The Registrar,  
National Sanskrit University,  
Tirupati-517 507.**

**Annexure-III**

Sub : Acceptance to the Process related & Terms and Conditions for the Limited Tender Enquiry

Ref : The Terms & Conditions for Limited-Tendering mentioned in Tender No.

Sir,

We here by confirm the following.

The undersigned is authorized representative of the Company. We have carefully gone through the National Sanskrit University, Tirupati, Tender Documents and the Rules governing the Limited Tender Enquiry along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply the tendered products, in conformity with the Bidding Documents and in accordance with the condition of contact, specified in this tender document. We will honor the Bid submitted by us during the Limited Tender Enquiry. We give undertaking that if any mistake occurs while submitting the bid from our side, we will honor the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we will be suspended for the period of 01 year from being eligible to submit Bids for contracts with National Sanskrit University, Tirupati.

We are aware that if National Sanskrit University, Tirupati has to carry out tender/ e-tender again due to our mistake, National Sanskrit University, Tirupati has the right to disqualify us for this tender. We confirm that National Sanskrit University, Tirupati shall not be liable & responsible in any manner when refloats unforeseen circumstances etc. Our bid shall be valid for the period from the date fixed for the bid submission deadline, and it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender. If our bid is accepted, we commit to provide a performance security at 5% in Bank Guarantee/ Fixed Deposits for due performance of the contract as per National Sanskrit University, Tirupati policy and warranty-guarantee as per tender specification or agrees as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority in National Sanskrit University, Tirupati will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of National Sanskrit University, Tirupati at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of National Sanskrit University, Tirupati with respect to this Tender-Result will be fully agreeable and binding on us.

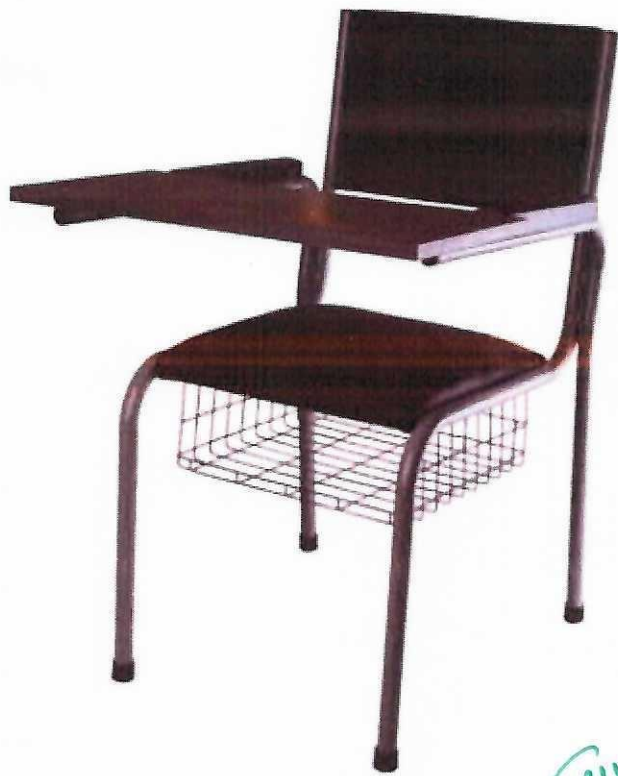
This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/ Enterprises to sign:

Name  
Designation  
Contact Details

*(Handwritten signature)*  
29/11/24

Date with stamp & seal of organization:



Chair  
29/11/21





29/1/24