

UNIVERSITY OF MUMBAI



**ALKESH DINESH MODY INSTITUTE FOR FINANCIAL &
MANAGEMENT STUDIES**

Vidyanagari, Santacruz (E), Mumbai 400 098, India
Tel: (022) 26525511 / 26521680; Fax: (022) 26505515
[Email: director.admi@mu.ac.in](mailto:director.admi@mu.ac.in)

**TENDER DOCUMENT FOR FURNITURE
(GODREJ MAKE ONLY)**

Part A - Terms and Conditions

Part B - Specifications

Important Dates:

Last date of Sale of Tender Document	17 June , 2014, from 11.00 to 16.00 hrs
Last Date of Receiving sealed Bids	30 June , 2014, at 15.00 hrs
Date of Opening of Bids if minimum three Vendors have participated	01 July , 2014, 16.00 hrs

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PART A - TERMS AND CONDITIONS

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GENERAL INFORMATION

Sealed Tender bids for the said Item for Alkesh Dinesh Mody Institute For Financial & Management Studies are invited for and on behalf of University of Mumbai by Director – **Alkesh Dinesh Mody Institute For Financial & Management Studies**, so as reach in his Office (on the address mentioned in the Header of this Document) latest by 15.00 hrs on 30 June , 2014.

Tender Document containing terms and conditions and technical specifications are available on the Website of University of Mumbai (<http://www.mu.ac.in>). Terms and conditions as well as technical specifications can also be downloaded from the Website which is <http://www.mu.ac.in>. The tender bids duly complete in all respects, along with the necessary documents should be submitted to Director – **Alkesh Dinesh Mody Institute For Financial & Management Studies**, University of Mumbai, Vidyanagari, Santacruz (E), Mumbai 400098 before 15.00 hrs on 30 June , 2014.

The Technical Bids so received, shall be opened on 01st June, 2014, at 16.00 hrs in the Office of Director – **Alkesh Dinesh Mody Institute For Financial & Management Studies**, University of Mumbai, Vidyanagari, Santacruz (E), Mumbai 400098 in presence of the representatives of the Suppliers. The Financial bids of the Tenderers shall be opened on the same day/ or on the following day. The names of shortlisted Tenderers shall be announced on the website after scrutinizing the Technical bids and evaluating their suitability to meet the University requirements. Right to reject any or all Tenders, without assigning any reason thereof is reserved by the University of Mumbai.

Sd/-

**Director – Alkesh Dinesh Mody Institute
For Financial & Management Studies,
UNIVERSITY OF MUMBAI**

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Terms and Conditions of Supply:

1. The last date and time for the acceptance of the bids is **on 30 June , 2014 at 15.00 hrs.**
2. Suppliers shall submit the following documents along with their quotations:
 - Income- Tax clearance certificate from the Income-Tax Officer concerned, certifying that the tenderer has cleared all the Income-Tax dues.
 - Suppliers should be either manufacturer or authorized dealer of the said equipment and should submit the proof for the same. Also, the suppliers should state whether they are a Proprietary Firm, Partnership Firm or a Private/Public Limited Company and furnish the proof of the same.
 - The names of the organizations to which similar equipment have supplied.
 - VAT Registration No.
 - Technical specifications offered by the Supplier.
 - Technical compliance table
 - Proprietary certificate, if any
3. The rates should be mentioned in the **Schedule** attached with the Tender Document. Each page of the tender shall be signed in full and stamped with the seal by the supplier. The supplier must clearly state in what capacity he or she is signing the Tender.

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4. Supplier should read carefully all the instructions and terms and conditions, etc before registering rates in prescribed schedule of the tender. Taxes and duties etc., should be shown separately.
5. The offers made by the suppliers shall be open for acceptance within 120 days after the last date of submission of tender.
6. **The Sealed Envelopes shall be opened by the Nominee of Hon'ble Vice Chancellor along with Director – Alkesh Dinesh Mody Institute For Financial & Management Studies,, University of Mumbai, at 16.00 hrs on 01st June , 2014, for those bids for which minimum three Vendors have participated.**
7. In case of imported items/equipments/Furniture the rates should be quoted in the light of exemptions enjoyed by educational institutions. University is exempted from the payment of Octroi and the necessary certificate/form can be issued by the University. The customs duty applicable to the University of Mumbai is maximum 5% of the invoice.

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8. The delivery, installation & operational training of the instruments/equipment should be completed within 3 months from placing of the order, in case of the imported equipment and within 15 days if the instrument/equipment is made in India. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.
9. If the supplier fails to deliver the article as per the delivery schedule, the University of Mumbai shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.
10. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit accepted
11. The bills of the suppliers shall be paid by the University after all the materials /articles/equipments have been received, inspected as above.
12. **Vendor must submit Compliance statement in tabular form comparing each specification of the quoted item with that given in the Tender Document part B. The Vendor also must supply a soft copy of the Table only in Microsoft in word 2003 format.**
13. **The warranty period shall be for three years.**
14. **The Item/Furniture shall be installed within the available pace/s at specified location of the Department.**
15. As the suppliers shall be responsible for the supply and installation (wherever

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necessary) of equipment at Mumbai the cost towards insurance until installation of respective items (instruments/ hardware/ software/ items) in the appropriate location, shall be borne by suppliers.

16. In the event of any breach of the terms and conditions of the supply, the University of Mumbai may terminate the contract placed with the supplier and forfeit the security deposit or the supplier.

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SCHEDULE TO TENDER

Note:

- (a) Tenderers are advised to read carefully the Terms and Conditions of supply and "the Instructions to the Tenderers" before recording the rates in this Schedule.
- (b) No erasures or overwriting shall be allowed, unless they are authenticated under the full signature and the seal of the tenderer.
- (c) The Rates shall be FOR, at destinations/godowns/places indicated in the delivery

ITEM NO	DESCRIPTION OF GOODS WITH DETAILS OF SPECIFICATIONS	NUMBER/Q UANTITY	PRICE/ RATE PER UNIT	TAXES	DUTIES	ANY OTHER DETAILS

Signature of the Tenderer

Seal of the Firm

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Sr.No.	Description (Heads)	Qty
1	Head Rest Leoma Ch-9M01A	10
2	Kareena Mid Back (9P02A)	10
3	Bravo MidBack (9U02R)	25
4	Storwel Glassdoor (P.Grey) Size: H 1981 x W 916 X D 486mm	6
5	D - Alpina Sofa 3 Seater	2
6	Crystalline Coffee Table	4
7	Crystalline Corner Table	4
8	Versatila V -4	25
9	Shell Chair (CH 4212XW W/o Arms)	100
10	Godrej Split AC 2 Ton, 3 Star	4

Sd/-

Director, Alkesh Dinesh Mody Institute For Financial & Management Studies