

**Tender Reference no :HPNLU/TENDER/2023-24/77**  
**Date: 29.11.2023**

**TENDER-NOTICE INVITING QUOTATION FOR PROCUREMENT OF ITEMS FOR**  
**THE UNIVERSITY CARPENTRY STORE FOR THE YEAR F.Y 2023-24**



**HIMACHAL PRADESH NATIONAL  
LAW UNIVERSITY**

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Sealed item rate quotations are invited on behalf of Registrar, **Himachal Pradesh National Law University , Shimla** from **eligible manufacturers /distributors**/authorized dealers/ Dealer/Retailer/ Wholesaler for “Supply of the carpenter items for the university campus ” as per the specification given:-

1	Name of work	Supply of the Carpenter Items for the University Campus
2	Last date, time and venue for submission of quotation	15.12.2023 up to 2.00 PM
3	Date, time and venue for opening of technical bid	16.12.2023 at 3.00 PM, Tender Committee Room of the university.
4	Financial bid shall be opened after evaluation of technical bid/time notified thereafter	
5	Earnest Money Deposit (EMD)	Rs.10,000/- ( Ten Thousand ) only Demand Draft in favour of the “Registrar, Himachal Pradesh National Law University, Shimla “
6	Bid Document Fee	Rs 2000 /-( Two Thousand rupees ) only , Demand Draft in favour of the “Registrar, Himachal Pradesh National Law University, Shimla”
7	Performance Bank Guarantee (PBG)	5% of the total contract value to be submitted within 15 days from the date of signing of agreement.
8	Place of actual Implementation	Campus of the Himachal Pradesh National Law University (HPNLU),Shimla.
9	Email Address	To: registrar@hpnlu.ac.in , itsection@hpnlu.ac.in

**A). Instruction to Bidders:**

1. Tender should be handed over to the registrar office before the last date of the submission of the offer.
2. Tender must be submitted in Two bid system. Envelop A containing Technical bid and Envelop B contains Commercial bid.
3. The Quotation MUST BE ENCLOSED IN A SEALED COVER superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
4. Quoting of Price (s): Price quoted should be in Indian Rupees, free delivery at HPNLU,SHIMLA Campus at site.
5. Any bidder currently engaged in litigation with other Organizations, must inform their status in writing.
6. Communication with bidders will be carried out electronically and /or in hard copy. All bidders must provide their current E-mail address and phone number

**B). Terms & Conditions:**

- **Minimum eligibility createria for the bidders:**
  - be an Indian company/firm engaged in supplying carpentry Items in bulk in Shimla District and having its Office(head office/regional/Branch Office in Shimla District).
  - Should have supplied the carpentry items during the last three year [ 2023,2022,2021] worth at least
    - (1) Rs 10.00 lakhs per annum to any one organization
    - (2) Rs 5.00 lakhs per annum each to any two organizations
    - (3) Rs. 4.00 Lakhs per annum each to more than two organizations
  - have minimum Turnover of Rs. 25 lakh per year during each of the last three years ( Certified from the chartered accountant.)
  - not have been blacklisted by the Depts/Ministries of the Govt. of India/PSUs/ Autonomous Bodies.
  - Bidder shall submit Firm's registration certificate, GST registration certificate, Pan Number,shop license certificate .Each and every documents duly signed.

**However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.**

- **Earnest Money Deposits :**

- Earnest money deposit of Rs 10,000/- ( Ten Thousand only ) in the form of the Demand Draft in the favour of the HPNLU,Shimla payable at Shimla to be submitted with the Technical Bid failing which , submitted will be rejected .

- EMD of the unsuccessful bidder be returned with in 30 days after the award of the contract.
- For the successful bidder , EMD will be converted to the security deposit and will be retained with HPNLU, Shimla till the expiry of the contract.
- EMD of a tenderer will be forfeited , if the tenderer withdraws or amends its tender or derogates from the tender in any respect with in the period of the validity of its tender . Further, if the successful tenderers fails to furnish the required performance security with in the specified period, its EMD will be forfeited .
- If the quality of the product and service provided is not found satisfactory ,HPNLU ,Shimla reserves the right to cancel the contract.

**C) General Terms and conditions regarding the tender:**

- The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay, the University will not be responsible. The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.
- Quotations must be in the enclosed prescribed Performa on the letterhead of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of the quotation by the authorized representative letter of authorization must be attached with the quotation. The Quotation should be submitted at following address:  
**“The Registrar,**  
**Himachal Pradesh National Law University ,**  
 Shimla, 171014 , Himachal Pradesh  
 ,India”.
- Rates must be quoted in Indian rupees and as per the format specified taxes extra if any must be written separately.
- Please confirm that the total amount mentioned in the Commercial details. Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
- GST or any other taxes as per Govt. norms shall be applicable from time to time.
- Incomplete and conditional Quotation (s) will not be accepted. Price bid must be signed by your authorized representative bearing Company Stamp. Bidder’s signature is Mandatory.
- No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- The rates quoted must be valid for 180 days minimum from the date of opening of the quotation.
- Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- 100% payment will be made made with in 30days after the submission of the bill and acceptance . Payment will be made in electronic mode.
- The University is National importance engaged in Education and Research the Bidders/Vendors shall give /offer a special educational discounts on quoted rates.
- HPNLU, Shimla reserves the right to increase or decrease the quantity. The decision of Quantity of material in the HPNLU, Shimla will be final in this regard.

- Information Brochure/Product Catalogue, if any must be accompanied with the quotation.
- The Vendor/Bidder shall furnish information of the Client list.
- **Delivery Period** –within 8-10 days from the date of receipt of the Purchase order. Goods shall be supplied/delivered by the Vendor/Bidder at the University free of cost on working days. Delivery of material as per specification.
- **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to a maximum of 10% of the total order value.
- **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the HPNLU, Shimla . The vendor will be required to submit the bills in triplicate along with the delivery memo.
- HPNLU, Shimla reserves the right to reject any quotation or part or the whole of the inviting quotation process without assigning any reason. The decision of the HPNLU, Shimla will be final in this regard.

## **SUPPLY OF CARPENTARY ITMES TO HPNLU,SHIMLA**

### **INFORMATION/DOCUMENTS TO BE SUBMITTED ALONGWITH THE BID**

<b>1.</b>	Name of the bidder	
<b>2.</b>	Address of the bidder	
<b>3.</b>	Contact Details of the bidder	
	Telephone No. with STD code	
	Fax No.	
	Mobile No.	
	E-mail	
	Website, if any	
<b>4.</b>	Name of Proprietor / Partners /Directors of the firm/agency	
<b>5.</b>	Bidder's bank details:	
	Name of Account Holder	
	Complete A/C No. (Current/Savings)	
	Name of Bank	
	Name of the Branch with complete address	
	IFS Code of the Branch	
	9 digit MICR Code of the Branch <i>(Attach one copy of cancelled cheque leaf after cutting the cheque number)</i>	
<b>6.</b>	Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc (Please attach copies of the relevant documents/certificates)	
<b>7.</b>	CST/VAT/Excise Duty/TIN/gst etc. registration details (Please attach copies of the relevant documents/certificates)	
<b>8.</b>	Copies of Permanent Income TaxNumber (PAN)/Income Tax Circle/TIN of the bidder	
<b>9.</b>	Copies of Income Tax Returns filed forthe last three years should be attached	
<b>10.</b>	Annual turnover for the last three Years (Audited a/c statements such as Profit & Loss a/c, balance sheets, etc for last three financial years should be attached)if any	

<b>11.</b>	Proof of experience as mentioned above	
<b>12.</b>	Declaration regarding blacklisting or otherwise by the Govt. Departments as given in <b>Annexure –1.</b>	
<b>13.</b>	The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.	
<b>14.</b>	No / quantity of samples (enclosed), if any,	

**N.B. Bidders to ensure that all**

- (i) Pages have been signed and stamped by the authorized persons
- (ii) Pages have been numbered
- (iii) Documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Name & Address of Firm

Authorised Signature & Seal of the Firm

**SUPPLY OF SANITARY ITMES ON RATE CONTRACT BASIS TO LOK SABHA  
SECRETARIAT**

**Schedule of Rates (Financial Bid)**

To ,

**The Regiatarar,  
HPNLU,Shimla.**

**Sir,**

I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supply of the items required –

**My / our rates are as under-**

<u>S. No</u>	<u>Nomenclature (</u> <u>name of the</u> <u>items</u>	<u>Brand</u>	<u>Size</u>	<u>Quantity</u>	<u>MRP</u> <u>( In</u> <u>Rs.)</u>	<u>Rate</u> <u>per</u> <u>unit</u>	<u>GST</u> <u>per</u> <u>unit</u>	<u>Total</u> <u>in Rs.</u> <u>Per</u> <u>unit</u>	<u>Total</u> <u>of all</u> <u>quant</u> <u>ity (</u> <u>Rs.)</u>
1	Curtain Road	SS	1 inch/12 feet	20 Nos.					
2	Curtain Clump	SS		50 Nos.					
3	Curtain Road Final	SS		20 Nos.					
4	Plastic Wall Giti	Plastic	35 mm	30Nos.					
5	Screw Star	SS	35-8	10 pkt.					
6	Screw Normal	SS	35-8	10 pkt.					
7	Screw Jipsam	Black	35-8	02 pkt.					
8	Screw Jipsam	Black	20-5	05 pkt.					
9	Screw	SS	20-5	05 pkt.					
10	Screw Jipsam	Black	50-10	02 Nos.					
11	Nails		3 inch/14 no.	05 kg					
12	Nails		2 inch/14 no.	05kg					
13	Nails		1.5 inch/14 no.	05 kg					
14	Nails		1 inch/14 no.	02 kg					
15	Nails		1.5 inch/14 no.	02 kg					
16	Nails Black		3/4 inch	02 kg					
17	Ply	Century	9 mm/8x4	15 Nos.					
18	Ply Board	Century	19 mm/8x4	30 Nos.					



19	Teak Ply	Natural	6 mm/8x4	10 Nos.					
20	Door Handle	SS	6 inch	50 Nos.					
21	Window Handle	SS	5 inch	50 Nos.					
22	I Hook	SS		50 Nos.					
23	Nails		19 no.	01 kg					
24	Cupboard Handle	SS	10 inch	30 Nos.					
25	Cupboard handle Screw	SS	1 inch	150 Nos.					
26	Door Stopper	SS		100 Nos.					
27	Door Closer	Godrej		10 No.					
28	L drop (Musaber)	SS	10 inch	05 Nos.					
29	Handle Lock	Godrej		05 Nos.					
30	Magnet kacher	SS		30 Nos.					
31	Latches (Kundi)	SS	10 inch	100 Nos.					
32	Latches (Kundi)	SS	4 inch	50 Nos.					
33	Kunda chhapka	SS	4 inch	10 Nos.					
34	Musaber Aluminum	Aluminum	12 inch	10 Nos.					
35	Fevicol	SH		20 kg					
36	Fevicol	Hitex		05 kg					
37	Masking Tape			03 pkt.					
38	Wall to Wall	SS	1 inch	50 Nos.					
39	Nets (Jali)	Diamond	4 feetx20 feet	01 Nos.					
40	Musaber bolt	SS	2 inch/14 no.	50 Nos.					
41	Aluminum Dead Lock	Godrej		10 Nos.					
42	Wood Panel Fatta	Shisham	35mm/100mm/8 ft	02 Nos.					
43	Wood Panel Fatta	Teakwood	35mm/75mm/10 feet	02 Nos.					
44	Wood Panel Fatta	Pinewood	2x2inch	02 Nos.					
45	L Pati	SS	4 inch	20 Nos.					
46	Highlight screw	SS	1 inch	05 Pkt.					

	(Aluminum Work)								
47	Regmar (goal)		60 No.	20 Nos.					
48	Grinder Pad			20 Nos.					
49	Hinges	SS	4 inch	20 Nos.					
50	Hinges	SS	6 inch	20 Nos.					
51	Wood corner	Pinewood	1 inch	20 Nos.					
52	Wood corner	Teakwood	12 mm	20 Nos.					
53	Aluminum Handle	Aluminum	5 inch	20 Nos.					
54	Cloth Wire (Plastic Mix)		30 meter	05 Role					
55	Sunmica Wooden Shade	Virgo	1 mm	10 Nos.					
56	Board	Century	19 mm/8x4	20 Nos.					
57	Hinges		1/2 x 3/4	20 Nos.					
58	Cutter Blade	Extra Power	5 inch	10 Nos.					
59	Door Guard		36 inch	20 Nos.					
60	Edge band Tape	Glossy		03 Nos.					
61	Drawer Channel with Wheal	Godrej		10 Pair					
62	Spring Door Closer	Capsule		05 Nos.					
63	Sliding double track channel	Godrej		06 Nos.					

**N.B. Bidders to ensure that all**

- 1.Pages have been signed and stamped by the authorized persons
- 2.Pages have been numbered
- 3.Documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Name & Address of Firm

Authorised Signature & Seal of the Firm

## DECLARATION FOR ACCEPTANCE OF RFP TERMS AND CONDITIONS

(On Company / firm's Letterhead)

To,

Date:

The Registrar  
Himachal Pradesh National law  
University , Shimla ,

Sir/Madam,

**Ref: Supply of the University Carpentry items**

I/we carefully gone through the Terms & Conditions as mentioned in the above referred RFP document. I/we declare that all the provisions of this RFP are acceptable to my company. I /we further certify that I'm an authorized signatory of my company and am, therefore, competent to makethis declaration.

Yours faithfully,

(Signature of the  
Bidder) Printed  
Name  
Designation  
Business Address:

## CLIENT DETAILS

(On Company / firm's Letterhead)

To,

Date:

The Registrar  
Himachal Pradesh National law University , Shimla

Sir/Madam,

**Ref: Supply of the University Carpentry items**

I/we hereby mention following list of our clients where our firm had provided our materials timely and in good condition. (Supported by copy of Purchase orders/work orders for your reference:

Sr. No.	Name of Client	Short Description of Work done	Contact Person & Telephone No.

Yours faithfully,

(Signature of  
the Bidder)  
Printed  
Name  
Designation  
Business Address:

**DECLARATION OF ANNUAL TURNOVER AND  
INCOME TAX RETURN**

(On Company / firm's Letterhead)

To,

Date:

The Registrar  
Himachal Pradesh National law University , Shimla

Sir/Madam,

**Ref: Supply of the University Carpentry items**

1) I/we hereby declare that, our firm's Annual Turnover as follows, and I/we have also supported an Audited Accounts for your references:

F. Y. 2020-21	F. Y. 2021-22	F. Y. 2022-23

Yours faithfully,

(Signature of  
the Bidder)  
Printed  
Name  
Designation  
Business Address:

## CHECKLIST

**The following items must be checked before the Bid is submitted:**

1. Envelope “A”
  - a) Demand Draft for Rs. 2000/- (Rs. Two thousand only) towards cost of Bid document
  - b) Demand Draft for Rs. 10,000/- (Rs. Ten Thousand only) towards Earnest Money Deposit.
  - c) Eligibility Criteria Responses (each page duly sealed and signed by the authorized signatory)
  - d) Copy of this RFP document duly sealed and signed by the authorized signatory on every page.
- e) Annexure: Bidder's Information
  - Annexure: Declaration Regarding Clean Track by Bidder
  - Annexure: Declaration for Acceptance of RFP Terms
  - Annexure: Client's Details
  - Annexure: Declaration of Annual Turnover
2. Envelope “B”
  - a) Commercial Bid:

Your quotation must be submitted in two envelopes **Technical Bid (Envelope A)** and **Commercial Bid (Envelope B)** superscribing on both the envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our **Tender No. & Due Date.**