

TENDER CALL NOTICE

**Directorate of Distance & Continuing Education, Utkal University ,
Vani Vihar, Bhubaneswar**

Last Date for online submission 26th November 2017 (1P.M)

Offers are invited from reputed firms to supply Dual desk to DDCE Utkal University. Picture of the same are available in the website i.e.www.ddceutkal.ac.in.

Offer would be opened on 26th November at 3.30 P.M

Hard copies along with requisite Demand Drafts are to deposited at DDCE office between 2PM to 5 PM on 26.11.2017.

PRICE-BID

Name & Address of the firm:

(Mandatory)

Contact Person : _____

(Mandatory)

Mobile No: _____

(Mandatory)

Email Id : _____

(Mandatory)

Cost of Tender Call Paper : Rs. 1000/-

D.D. No. _____ Date : _____

Bank/ Branch _____

Security Amount Deposited: Rs. 25,000/-

D.D. No. _____ Date: _____

Bank/ Branch _____

PRICE FORMAT

Sl.	Items	Description & Specifications	Unit price per item including all taxes & delivery at DDCE Ground Floor to 4th Floor as required
1	Dual desk (Sample of Room No-117)	Details attached separately	

We agree to abide by all the terms and conditions mentioned over leaf which are part of this offer.

DATE:
Signatory with Seal

Authorized

Annexure-1

Specifications for supply of Dual desk

SI No.	Details of Materials to be used
1	FRAME: One inch steel square bar Thickness- 19 Gauge.
2	SIZE: 1. Length-Table/Seat/Back Rest-5 feet 2. Height- Back rest-33 inch Seat-18 inch Table-30 inch. 3. Breadth- Back rest-8 inch Seat-12 inch Table-15 inch <hr/> Total Breadth=3ft
3	PLY: 19 mm thickness, Green Ply red optima, 100% water proof pine filler.
4	PAINT: Metal Primer for metal portion-Two coat Asian Paint/Berger Wood Primer for wood portion-Two coat Asian Paint/Berger Enamel Paint-Asian Paint /Berger-Two Coat Colour-Coffee/Deep brown.
5	A sample dual desk is to be displayed at the time of opening of quotation(without primer and paint)

Authorized Signatory with Seal

TERMS AND CONDITIONS

- The tender format has to filled online available on our website <http://www.ddceutkal.ac.in> latest by 1.00PM on 26.11.2017.
- Download hard copy along with requisite Demand Draft have to submitted on 26.11.2017 by 3PM at DDCE office “**Tender for supply of Dual Desk**”. Contact Name & Mobile No. to be provided on the top of the envelope.
- Enclose a Demand Draft for Rs. 1000/- drawn in favour of the Director, DDCE, Utkal University payable at SBI/Syndicate Bank, Bhubaneswar towards the cost of Tender Paper. This is non-refundable.
- Enclose a Demand Draft for Rs. 25,000/- drawn in favour of the Director, DDCE, Utkal University payable at SBI/Syndicate Bank ,Bhubaneswar towards Security Deposit. The Demand Draft would be returned to unsuccessful bidders.
- The firm has to provide a list of similar works executed with all details i.e site, name of contact person, telephone nos.etc attach separately documentary evidence(if any). DDCE official may physically visit such organizations.
- Valid authorized dealer certificate, IT Clearance / Valid GST Registration No and up to date Certificate etc. are to be provided.
- Offer would be opened on 26th November at 3.30 pm. Firm may depute authorized representative for negotiation if any
- Each firm is required to display a sample of dual desk at the time of opening of quotation(without primer and paint)
- In case a firm fails to execute the works properly as mentioned above, the earnest money will be forfeited.
- Payment will be made only after receipt of material in full and in good condition as per specification.
- Time of delivery:within 15 days from the date of issue of the order.
- Any loss/damage during transit will be borne by the supplier.
- Non Compliance of above terms and condition will make the tender liable for rejection.
- Tender would be finalized on the basis of quality, price and reputation of the firm. Offers from manufacturers shall be preferred.
- DDCE reserves the right to cancel or reject any one or all offers without assigning any reason thereof.
- Dispute, if any shall be subject to SDJM Bhubaneswar’ Jurisdiction only.

DIRECTOR, DDCE

UTKAL UNIVERSITY, BBSR



DUAL DESK