

## REQUEST FOR QUOTATION

Ref. No.: DBRANLU/Lib/574

Date: 24.05.2022

**Subject:** REQUEST FOR QUOTATION TO SUPPLY THE GLASS DOOR ALMIRAH & BOOK CASE / SHELVES.

Dr. B.R. Ambedkar National Law University, Sonipat, Haryana is a State University established under Act 15 of 2012. The quotations are invited from the interested Manufacturer/Authorized Dealer to supply the Glass Door Almiraah & Book Case / Shelves at Dr. B.R.Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonipat, Haryana 131029.

### Items Description:

#### A) Glass Door Almiraah

- 2000 x 915 x 460 (+/-10) mm with 5 fixed shelves & 6 compartment with Glass thickness 5 mm. All components of glass door almiraah made of MS Sheet (commercial quality R-1) 1mm / 1.2 mm thickness with powder coated in Grey colour sheet (image attached).
- Approx. Design of the glass door almiraah in the picture for the idea but not final.

#### B) Book Case /

#### Shelves

- 1980 x 915 x 360 (+/-10) mm with 4 fixed Shelves & 5 compartment with Glass thickness 5 mm. All components of book cases made of MS Sheet (commercial quality R-1) 1mm / 1.2 mm thickness with powder coated in Grey colour sheet (image attached).
- Approx. Design of the book case / shelves in the picture for the idea but not final.



S. No.	Particulars	Required Qty.
1	Glass Door Almiraah	06 Nos.
2	Book Case / Shelves	06 Nos.

### Terms & Conditions:

1. The interested Manufacturer/Authorized Dealer may send their quotations and the same must reach in all respect to the office of the Registrar, Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonipat, Haryana 131029 by post/courier/by hand/ latest by 5.00 PM on or before 13.06.2022.

### Note:

"The RFQ (Technical and Financial Bid in a separate sealed envelope) completed in all respect and should be put and submitted in a separate sealed envelope superscribed with the title "REQUEST FOR QUOTATION TO SUPPLY THE GLASS DOOR ALMIRAH & BOOK CASE / SHELVES" should be submitted to the Address mentioned below.

**Envelope-1(Superscribing Technical Bid for SUPPLY THE GLASS DOOR ALMIRAH & BOOK CASE / SHELVES)**

The Technical Bid should contain the Demand Draft as EMD, GST & PAN No. with bidder's signature on all pages of RFQ with supporting documents.

**Envelope- 2(Superscribing Financial Bid for SUPPLY THE GLASS DOOR ALMIRAH & BOOK CASE / SHELVES)**

The Bidder must submit their financial bid in the prescribed format attached herewith RFQ. No other format is acceptable.

**Address: TO, THE REGISTRAR, Dr. B.R. Ambedkar National Law University,Rajiv Gandhi Education City Rai, Sonipat -131029.**

2. **Earnest Money Deposit (EMD) (if applicable):** While submitting quotation, the quotee shall deposit an amount mentioned in RFQ document as Earnest Money, with the Institute through the following instruments:
- 2.1 The quotee should submit an EMD amount in form of Demand Draft drawn infavour of "Registrar, Dr. B. R. Ambedkar National Law University, Sonipat". The Quotation without EMD would be considered as UNRESPONSIVE and will not be accepted. The Earnest Money Deposit (EMD) in other form viz., Pay Order/Cheque etc. shall not be accepted.
- 2.2. No interest shall be payable by the BUYER to the quote on Earnest Money for the period of its currency.

<b>EMD Amount</b>		
1	Total estimated cost of RFQ	Rs. 2,40,000/-
2	For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the "Haryana State Public Procurement Policy for MSME-2016" notified vide G.O. No. 2/2/2016-4I BII(1) dated20-10- 2016.	NIL
3	For Haryana based manufacturing Startups/First Generation Entrepreneurs eligible as per State policy "Concession/benefits in Public Procurement to Startups/First Generation Entrepreneurs of State" issued vide G.O No.2/2/2016-4I B-II dated 03.01.2019.	NIL
4	Central or Haryana Public Sector Enterprises and "approved sources" as declared by the Industries Department, Haryana	NIL
5	For remaining quotees both from the Haryana and Non Haryana	<b>02% of RFQ (i.e Rs. 4800/- (Four Thousand Eight Hundred Rupees Only)</b>

**Note:** The concessions/benefits to MSMEs/startup subject to fulfillment/eligible as per Haryana State Public Procurement Policy for MSME -2016 notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016 and turnover criteria as per Haryana Government (or as amended from time to time in this regard).

3. **Refund of EMD:** The EMD will be returned without any interest to unsuccessful quotees only after the award of Purchase Order. In case of successful quotee, EMD will be returned without any interest with the payment of the material.

EMD will not be refunded, if the work order/purchase order is not accepted by the successful quotee. In case, the offer is accepted, but not honoured by the successful quotee, the EMD will be forfeited.

The EMD will also be forfeited, if wrong information is furnished or any vital information is concealed in the RFQ document. Apart from it, he will be liable for any other action against him, as may be considered necessary by the Vice-Chancellor.

If the RFQ is cancelled or recalled on any grounds, the EMD will be returned to the quotee.

4. The same shall be opened on 15.06.2022 at 4.00 PM. The quotees or their authorized representatives will be allowed to attend the meeting of the Quotation Opening Committee at their own costs.
5. The quotations must be accompanied with PAN, GST, product specifications and supporting documents to be submitted with the quotations.
6. The GST and other taxes on the above items should be mentioned clearly in the quotations/bid.
7. The price must include all packing, forwarding, freight, insurance charges, loading, unloading, delivery charges, Excise duty/custom duty, Installation, commissioning, at our site/address.
8. Materials should be supplied within thirty days from date of placement of purchase order in toto and good condition at Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonapat, Haryana 131029.
9. If the supplier fails to supply the materials within the stipulated period shall entitle the buyer to take all or any one of the following actions, whichever required:
  - 9.1. To cancel the order and purchase the item/equipment from the other source on the total risk of the supplier.
  - 9.2. To recover liquidated damages for delay in delivery from the supplier at the rate of 1% (one percent) of the total cost of the material per day till the supply/work remains incomplete, provide that the total amount of the compensation shall not exceed 10% (ten percent) of the total cost of the material.
10. The authority reserves the right to reject any or all quotations without assigning any reason thereof.
11. The supplier shall provide the comprehensive onsite warranty for One years at Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi

- Education City, Rai, Sonipat, Haryana 131029 from date of last delivered item.
12. Payment shall be released on receipt of the valid & original bills in duplicate, completed in all respects.
  13. Payment Schedule:
    - 13.1. 95% of material cost payment and 100% of tax payment will be made against the successful supply and installation of the material.
    - 13.2. 05% of material cost will be retained by the university as a performance guarantee and will be released after the successful completion of warranty period.
  14. If the supplier fails to provide the Comprehensive Warranty for One years and/or violates any of the provisions of the terms and conditions of this document then his performance guarantee amount may be forfeited.
  15. Penalty Clause: If the supplier fails to provide the Comprehensive warranty services within 10 days shall entitle the university to impose the penalty which will be any or all of the following:
    - 15.1. Forfeiting the Performance guarantee amount.
    - 15.2. Blacklisting the Firm for a period of three years.
  16. Quantities mentioned in the Quotation format are only tentative in nature and may increase or decrease at the sole discretion of authority. Payment will be made on actual delivered quantities.
  17. L1 will be selected on the basis of the lowest total amount in quotations.
  18. Supplier may please quote their unconditional rates strictly in the quotation format.
  19. The price quoted in the quotation format shall remain valid for a period of at least three months from the date of opening of quotation/tender.
  20. There is no provision of advance payment in the rules of the University. Thus, payment will be made strictly against the work/delivery of the material and satisfaction of the Inspection Committee.
  21. The acceptance of the material shall be subject to satisfactory report of this Office's Inspection Committee/Technical Committee/ Experts Committee.
  22. Incomplete quotation/tender documents or quotation/tender document received after due date and time will be rejected out rightly.
  23. The dispute, if any, shall be subject to the jurisdiction of Courts at Sonipat, Haryana. Any other jurisdiction mentioned in the quotations or invoices of the Manufacturer/Authorized shall be invalid and shall have no legal sanctity.

Assistant Librarian  
for Registrar  
DBRANLU, Sonipat

## Financial Quotation Format

The financial proposal shall be considered only on the basis of the quoted lowest total amount.

Sr. No.	Item Description	Quantity	Units	BASIC RATE PER UNIT without GST In Figures in Rs. P	GST in %	TOTAL AMOUNT without GST In Figures in Rs. P	TOTAL GST Amount in Figures in Rs. P	TOTAL AMOUNT with GST In Figures in Rs. P
1	Glass Door Almirah	06	Nos.					
2	Book Case / Shelves	06	Nos.					
Total in Figures				----	----			
Total Quoted Rate in Words								

Assistant Librarian  
for Registrar  
DBRANLU, Sonipat