

Dr. Ram Manohar Lohiya National Law University

Sector-D-1, LDA Colony, Kanpur Road Scheme, Lucknow, Web site: www.rmlnlu.ac.in



Short-term tender notice

(For Repairing & Cleaning of Auditorium Chairs/Sofas)

Objective of tender

Dr. B.R. Ambedkar Auditorium of the University has nearly 2800 cushioned theatre chairs with pushback features. Apart from these chairs there are nearly 20 sofas. These items require repairing & cleaning/dry cleaning on regular intervals. The University intends to select the competent service provider who can provide these services on regular basis. The selected agency will be empanelled for 03 years which may be extended further on mutual consent basis.

Time Schedule for tender process

DATE OF SALE OF TENDER	:	31.07.2017
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	:	21.08.2017 (up to 02:00 PM)
TIME AND DATE FOR OPENING OF THE TENDER (Technical Bid)	:	4:30 PM on 21.08.2017
TIME AND DATE FOR OPENING OF THE TENDER (Financial Bid)	:	Date and time of financial bid opening will be informed telephonically
PLACE OF OPENING OF THE TENDER	:	Administrative Block of the University.
ADDRESS FOR COMMUNICATION	:	Registrar, Dr. Ram Manohar Lohiya National Law University, Lucknow -226012
PERIOD OF CONTRACT	:	03 Years
TENDER PROCESSING FEE	:	Rs. 1,000/-

Name & Signatures of the authorized person of the tendering firm

Seal of the Firm

Dr. Ram Manohar Lohiya National Law University

**Annexure-I
Technical Bid**

(Particulars of the Tendering Firm)

1.	Name of firm	Relevant details filled by the bidder
2.	Address of the firm	
3.	Telephone/Mobile No.	
4.	E-mail ID	
5.	Bank A/c No. (Please enclose an unsigned cancelled cheque)	
6.	Income Tax (PAN No.)	
	GST Registration No.	
	Earnest Money Details	TDR/D.D. No.: Dated: Drawn on:
	Past experience (Minimum 03 years is must)	
	Turnover of the firm from similar business in past 03 years (Minimum annual turnover should be Rs. 25 lacs. per annum)	F.Y. - 2013-14 F.Y. - 2014-15 F.Y. - 2015-16
	Acceptance of terms and conditions (given overleaf) Yes/No	

Undertaking by the tendering firm

I have gone through all the terms & conditions and scope of work given in the tender document. I declare that the information given by me in the technical bid is true as per my knowledge and belief. I understand that my firm fulfills the eligibility conditions of the tender document. I also understand that in case any of the information provided by us in the technical bid is found to be false, we are liable to be debarred from the tendering process and the University may also take any other punitive action as per law. I agree to abide by all the term & conditions of the tender in case work is awarded to our firm. I have also seen the scope of work carefully.

Name & Signatures of the authorized person of the tendering firm

Seal of the Firm

Dr. Ram Manohar Lohiya National Law University

Terms & Conditions of empanelment

SCOPE OF WORKS

Repairing:

Repairing includes change of upholstery, changing of cushion material, replacement of broken arms, re-grouting of uprooted chairs, tightening of nuts/bolts, replacement of pushback channels etc. Tendering firms are required to visit the auditorium to understand the scope of work and thereafter quote the rates, item-wise.

Cleaning/dry-cleaning:

Professional cleaning/dry-cleaning of chairs & sofas are required on timely basis. Tendering firms are required to visit the site and see the quality of fabric of sofas/chairs to understand the exact requirement of cleaning/dry-cleaning.

Eligibility conditions:

1. The firm must have its local office in Lucknow.
2. The firm must have a valid PAN and GST Registration number.
3. The firm should have minimum of three years experience in providing quality tentage services.
4. The turnover of the firm should not be less than Rs.25.00 lac per annum of past three years.

Other Conditions:

1. Proposals of the firms not fulfilling eligibility conditions mentioned 1 to 4 above shall be rejected summarily.
2. The University will enter into the contract for a period of three years, extendable to a further period depending on the mutual agreement. The terms and conditions of the contract, during the period of agreement shall remain unchanged. The contract may be terminated at any time in case services are not found satisfactory.
3. The tendering agency is required to enclosed Rs. 25,000/- as EMD by way of Bank Draft in favour of Registrar, Dr. Ram Manohar Lohiya National Law University, Lucknow. This EMD shall be converted in to Security Deposit in case of empanelled agency. EMD of all unsuccessful firms shall be refunded within 2 weeks of completion of tender process. Security Deposit of the empanelled agency shall be refunded within 30 days after the expiry of the contract period. The security money shall be treated as a collateral guarantee for compliance of terms and contract of empanelment, therefore, liable for forfeiture, adjustment, based on actual assessment of loss, against any breach of contract terms.
4. The University shall not make any advance payment to the empanelled firm for any of the work assigned by the University. The payments shall be released by the University against the bills received from the firm after completion of the work to the satisfaction of the University.
5. The University reserves the right to remove any such agency along with forfeiture of Performance Guarantee, if the service provided by the Agency is found to be unsatisfactory or the agency defaults on account of adherence to the conditions of empanelment.
6. Bidders offering lowest rates will be empanelled by the University.
7. The University reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
8. The agency will be issued a work order by the University specifying the required works. The firm shall be required to ensure completion the work according to the work order. The firm shall be required to follow the dates/timelines as mentioned by the University in the work order.
9. All payments shall be subject to TDS at applicable rates.
10. Tendering firms are required to submit their proposals in two envelopes. Envelope-1 shall contain page no. 1 to 3 of the tender document and will be known as technical bid. Envelope-2 shall contain page no. 4 only which shall be known as financial bid. These two envelopes shall be sealed in one big envelope superscripted as 'Proposal Repairing & Cleaning of Auditorium Chairs/Sofas. Financial bids of only those bidders shall be opened who qualify the conditions of the technical bid. Envelope containing the proposal (all four pages) must be superscripted as and submitted in the University within prescribed date and time. Proposals received after prescribed time and date shall not be accepted.
11. Payment will be made as per actual repaired/dry-cleaned/cleaned quantities which may vary from the ordered quantity some time.
12. Rate must be quoted on per item basis (including transportation, labor, installation etc.) in the price. The rates quoted shall be exclusive of taxes. Taxes as applicable will be paid by the University separately
13. Rates will be compared on the basis of grand total and not on the basis of individual items to be used in repairing/cleaning/dry-cleaning.
14. The representatives of the firm should be available on telephone and also on mobile to enable the University to call them in emergency situation. Therefore telephone as well as mobile nos. shall be provided to the University.
15. Tenders received without E.M.D. or incomplete Tenders would be rejected.
16. Any dispute regarding the terms of empanelment will be referred to the sole arbitrator appointed by the University. Decision of such arbitrator shall be final and binding on the both of the parties (i.e. The University and the empanelled service provider).

Declaration by the tendering firm

It is certified that the details given above are correct. I understand that if at any stage any of the detail/declaration is found to be false, the contract shall be liable to be terminated and the University shall be free to take any legal action as per law. I have read the terms and conditions of the tender documents given above and agree to comply those in case of empanelment of my agency. It is also certified that our firm has no history of being blacklisted by any organization in the past.

Name & Signatures of the authorized person of the tendering firm

Seal of the Firm

Dr. Ram Manohar Lohiya National Law University

Annexure-II Financial Bid

Items usually required to be repair/dry cleaning from time to time

Sr. No.	Work Description	Unit	Quoted Rate
1.	Changing of fabric upholstery of chair	Per seat	
2.	Changing of cushioning material	Per seat	
3.	Replacement of broken arms	Per arm	
4.	Re-grouting of uprooted chairs	Per chair	
5.	Tightening of nuts/bolts	Per chair	
6.	Replacement of pushback channels	Per chair	
7.	Replacement of complete back/base	Per chair	
8.	Replacement of complete chair	Per chair	
9.	Changing of complete leatherite upholstery of sofa	Per sofa	
10.	Cleaning of chairs/Sofa	Per sofa/chair	
11.	dry-cleaning of chairs/sofas	Per sofa/chair	

Name & Signatures of the authorized person of the tendering firm

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