

# **TENDER DOCUMENT**

(NIT No: RGNUL/CMW/226

Dated: 22/10/2021

Tender Notice for repair sofa sets (replacement of leatherette, cushioning with additional foam etc. & furnishing as per requirement) in RGNUL CAMPUS SIDHUWAL BHADSON ROAD PATIALA.



**(Construction and Maintenance Wing)  
Rajiv Gandhi National University of Law, Punjab,  
Patiala**

**RGNUL, PUNJAB**  
**(Construction and Maintenance Wing)**  
**TENDER DOCUMENT**

<b>TENDER NO.</b>	:	<b>RGNUL/CMW/ 226</b>
<b>NAME OF WORK</b>	:	Tender Notice for repair sofa sets (replacement of leatherette, cushioning with additional foam etc. & furnishing as per requirement) in RGNUL CAMPUS SIDHUWAL BHADSON ROAD PATIALA.
<b>TIME ALLOWED</b>		<b>01 Month</b>
<b>EARNEST MONEY</b>	:	<b>Rs. 5000/-</b>
<b>DATE AND TIME OF ISSUE OF TENDER DOCUMENTS</b>	:	<b>25.10.2021 TO 01.11.2021 (up to 10:00 AM)</b>
<b>DATE AND TIME OF RECEIPT OF TENDERS</b>	:	<b>01.11.2021 (UPTO 11:00 A.M.)</b>
<b>DATE AND TIME OF OPENING OF TENDERS</b>	:	<b>01.11.2021 (AT 11:30 A.M.)</b>

## Rajiv Gandhi National University of Law Punjab.

### NOTICE INVITING TENDERS

**No-226**

**Date 22.10.2021**

SEALED TENDERS are invited under Limited Enquiry in a single bid system from the reputed firms dealing with maintenance/repairing of sofas etc. at RGNUL Campus Sidhuwal, Bhadson Road Patiala. The firm which fulfills the following minimum criteria may only apply:-

- i) The firm should be registered with relevant authorities (Registration with service tax, PAN No. etc.); (Attested copies of Registrations to be enclosed).
- ii) The firm should have similar experience of at least three years in Government Sector/PSU, etc. (Attested copies of Certificates/work orders to be enclosed).
- iii) The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone nos., photograph,) will have to be provided to this office.

#### 2. The Bid should contain the following information/documents

- i) The Earnest Money of Rs. 5,000/- (Rupees Five thousand only) in form of Demand Draft in favour of Registrar, RGNUL payable at Patiala.
- ii) Quotations in rupees for the respective items are to be mentioned after checking the sofa sets in RGNUL campus.
- iii) The unrealistic rates viz. free of cost/complementary/fraction of rupee etc. shall not be entertained and reasonability of rates shall be ascertained according to the item of works.
- iv) Complete tender document can be downloaded free of cost from [www.rgnul.ac.in](http://www.rgnul.ac.in)
- v) The tender has to be accompanied by an Earnest Money Deposit of Rs.5,000/- (Rupees Five Thousand only) in the form of Demand Draft in favour of Registrar, RGNUL Punjab payable at Patiala. If the successful tenderer declines to act on the offer made by RGNUL and/or withdraw/amend their quotations after opening of tenders, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract.

#### 3. SCOPE OF WORK: **Repair sofa sets (replacement of leatherette, cushioning with additional foam etc. & furnishing as per requirement) The Sofa Sets can be seen in the University Campus Sidhuwal during office hours on any working day by contacting Mr. Satish Kumar Property In-charge 0175/2391353**

4. TERMS & CONDITIONS:

- i) RGNUL reserves the right to award the contractor to more than one contractor on common lowest rates or split the same.
- ii) A performance security of Rs. 20,000/- (Rupees Twenty thousand only) shall have to be deposited by the successful tenderer in the form of F.D.R. of any scheduled commercial Bank in favour of Registrar, RGNUL. The same will be released after six months from the date of completion of job done to the satisfaction of RGNUL with no Government liabilities due from the Contractor. The performance security will be forfeited for breach of the any of terms/conditions of our tender and if it is found at any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. The decision of RGNUL in this regard shall be final and binding on the firm.
- iii) The work is to be carried out in the premises of RGNUL campus Sidhuwal Bhadson Road Patiala Only such work as cannot be done in the office premises would be allowed to be done outside.No extra charges will however be payable on this account.
- iv) The payment shall be made after the work is completed to te satisfaction of RGNUL. RGNUL shall not pay for any other incidentals like transportation etc. There shall also be no advance payment for any jobs assigned in terms of the contract.
- v) The antecedents of persons deployed should be properly verified and their details (names, addresses, telephone nos., photograph,) will have to be provided to this office.
- vi) RGNUL reserves the right to reject any or all the quotations without assigning any reason thereof. Decision of RGNUL shall be final in this regard.
- vii) Bids incomplete in any respect shall be liable to be rejected.

5. The sealed quotations, on the letter head of the agency as per Annexure II only, are to be dropped in the tender box placed at the University Engineer's office in RGNUL campus Sidhuwal Bhadson Road Patiala. **The due date and time for submission of the quotations is '11.00 AM on 01.11.2021'**. The quotations shall be opened on the same date at 11.30 AM in the presence of tenderers who may remain present at that time or may, of so desire, depute one of their representatives to be present at the time of opening of tenders. It may be specifically noted that the quotations are required to be submitted with EMD with necessary documents only. In case 01.11.2021 is declared holiday, the same will be received/opened on next working day at the same time.

6. The office reserves the right to cancel the contract at any time without assigning any reason whatsoever. The tender document should be signed by the tenderers on each page in ink and mentioned at last of the tender document "The above terms & Conditions laid down in the tender document are acceptable to us and will be binding on us" and countersigned the same.

REGISTRAR

## ANNEXURE-I

Sr. No.	Particulars	
1	Name of the Firm/Company/Agency	
2	Address of Firm/Company/Agency	
3	Telephone No. and Mobile No.	
4	The details of registration(s) Viz. No., Date, Validity etc. with Govt. Authorities towards incorporation of the firm, running of stated business viz. Service tax and authorized premises.	
7	15 Digit Service Tax Code No. and PAN No. (Proof to be attached)	
8	EMO details (Amount, Name of the Bank Branch, DD No. and Date)	
9	Name & Address of the Department/Ministries and other organizations where the work has been done (self-certify duly stamp copies of contract letter be attached)	
10	Name, Designation, Telephone No./Mobile No. and Address of the person to whom all references shall be made regarding this tender.	
11	Name, Address & Telephone Number of the proprietor	

Yours faithfully,

Date:

Place:

(Signature of the Authorized Person)

Name: Designation: Business Address:

## BID FORM

To

The Registrar,  
RGNUL, Punjab,  
Patiala.

**Sub: Tender Notice for repair sofa sets (replacement of leatherette, cushioning with additional foam etc. & furnishing as per requirement) and other related miscellaneous items of furniture and other Carpentry work in RGNUL CAMPUS SIDHUWAL BHADSON ROAD PATIALA.**

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Tender Notice No. **RGNUL/CMW/226 Dated 22.10.2021**

The information desired and the rates quoted are as per following details:-

**Item wise rate to be quoted after checking the sofa sets by Visiting RGNUL campus**

### DECLARATION

- (I) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed therefrom and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

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(Signature of Authorized  
Signatory)Name of the bidder:..