

TENDER DOCUMENT
For
Supply of Desks & Benches at
Science College, Kokrajhar, BTC, Assam

NOTICE INVITING TENDER (NIT)

Tender Notice No : SC/Admn/RUSA-TENDER/109-A/2018-19/19437
Date of Issue : 24-07-2026
Last date of Submission : 30-07-2026



Issued By :
Office of the Principal
Science College, Kokrajhar
Kokrajhar – 783370

PROCUREMENT OF CLASSROOM DESKS AND BENCHES

TENDER INVITING NOTICE

The Principal, Science College, Kokrajhar invites sealed quotation from reputed manufacturers /authorized dealers affixing non-refundable court fee of Rs. 8.25/- for the supply of 4-seater Desk Bench (Steel Desk) under RUSA 2.0 fund for Science College, Kokrajhar.

Details may kindly be seen at the website: www.sciencecollege.ac.in

The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.


Principal /c
Science College, Kokrajhar
Principal /c
Science College, Kokrajhar

1. Tender Details

Particular	Details
Name of Procuring Authority	Science College Kokrajhar
Name of Work	Supply of Classroom Desks and Benches
Estimated Value	₹2,10,532/-
Tender Type	Single Stage Two Envelope System (Technical & Financial Bid)
Bid Submission Mode	Sealed Tender
Last Date & Time of Submission	30 th July, 2026 up to 3:00 PM
Opening of Technical Bid	07 August 2026 at 3:00 PM
Opening of Financial Bid	To be notified to technically qualified bidders
Validity of Bid	07 Days

2. Scope of Supply

Supply, transportation, unloading and delivery of classroom desks and benches complete in all respects.

The successful bidder shall supply the materials as per the specifications approved by the College.

3. Technical Specifications

The furniture should preferably conform to BIS/ISI standards wherever applicable.

Desk

- Heavy duty MS steel frame
- Powder coated finish
- Good quality laminated wooden top
- Smooth edges
- Rust resistant
- Suitable for classroom use

Bench

- Matching steel frame
- Wooden seating
- Powder coated finish
- Heavy duty construction
- Proper welding and finishing

The Purchase Committee reserves the right to inspect samples before placing the order.

4. Eligibility Criteria

The bidder shall submit:

1. GST Registration Certificate.
2. PAN Card.
3. Trade Licence.
4. MSME/Udyam Registration (if applicable).
5. Authorization Certificate (for dealers).
6. Experience of supplying furniture to Government Departments/Educational Institutions during the last three years (copies of work orders).
7. Income Tax Return of the latest Assessment Year.
8. Bank Account Details.
9. Declaration regarding non-blacklisting.
10. Bid Security Declaration.

5. Earnest Money Deposit (EMD)

The bidder shall furnish:

EMD Amount: ₹4,200/- (2% of estimated value)

The EMD shall be submitted in the form of:

- Demand Draft

drawn in favour of: **Principal, Science College Kokrajhar**

EMD shall be refunded to unsuccessful bidders after finalization of the tender.

EMD of the successful bidder shall be retained until submission of Performance Security.

Note: MSME/NSIC/GeM-exempted bidders shall submit valid exemption certificates.

6. Bid Security Declaration

In case exemption from EMD is claimed, the bidder shall submit the following declaration:

"We hereby declare that if we withdraw or modify our bid during the period of validity or fail to accept the purchase order after award of contract, we shall be suspended/debarred from participating in future tenders of Science College Kokrajhar for a period as decided by the competent authority."

7. Performance Security

The successful bidder shall furnish Performance Security equivalent to **5% of the contract value** within 10 days of issue of the Supply Order.

The Performance Security shall remain valid for sixty days beyond completion of warranty.

8. Delivery Period

Supply shall be completed within **30 days** from the date of issue of Purchase Order.

9. Inspection

Materials shall be inspected by the College Purchase Committee.

Rejected materials shall be replaced by the supplier at his own cost.

10. Warranty

Minimum warranty of **12 months** against manufacturing defects.

11. Payment Terms

Payment shall be released only after:

- Complete supply
- Successful inspection
- Acceptance by the Purchase Committee
- Submission of GST Invoice

No advance payment shall be made.

12. Evaluation Method

Stage-I: Technical Evaluation

The following documents shall be verified:

- Eligibility Documents
- Technical Specifications
- Past Experience
- GST Compliance
- PAN
- Trade License
- Bid Security

Only technically qualified bidders shall be considered for financial evaluation.

Stage-II: Financial Evaluation

Financial bids of technically qualified bidders shall be opened.

The contract shall normally be awarded to the **Lowest Evaluated Responsive Bidder (L-1)** meeting all technical requirements.

The College reserves the right to negotiate if permitted under applicable procurement rules.

13. General Terms & Conditions

1. Rates shall be inclusive of all taxes, transportation, loading, unloading and installation.
2. Conditional bids shall be rejected.
3. Incomplete bids shall be rejected.
4. The College reserves the right to increase or decrease the quantity.
5. The College reserves the right to reject any or all bids without assigning any reason.
6. False information shall lead to cancellation of bid.
7. The successful bidder shall comply with all Government of Assam procurement guidelines and GeM provisions wherever applicable.
8. Any dispute shall be subject to the jurisdiction of Kokrajhar Courts only.


Principal i/c
Science College, Kokrajhar
Principal i/c
Science College, Kokrajhar

ANNEXURE-I (BID SUBMISSION LETTER)

To,

The Principal
Science College Kokrajhar

Sir,

Having examined the Tender Documents, we hereby submit our bid for Supply of Classroom Desks and Benches.

We agree to abide by all terms and conditions of the Tender.

Date:

Place:

Signature of Bidder
Seal

ANNEXURE-II (Bidder Information)

- Name of Firm
- Address
- Contact Number
- Email
- GST Number
- PAN
- Trade Licence No.
- Bank Details

ANNEXURE-III (Financial Bid)

Sl. No.	Item	Quantity	Unit Rate	GST	Total Amount
1	Classroom Desk	_____	_____	_____	_____
2	Classroom Bench	_____	_____	_____	_____

Grand Total (Inclusive of GST): ₹ _____

ANNEXURE–IV

NON-BLACKLISTING CERTIFICATE

"I/We certify that our firm has not been blacklisted by any Central Government Department, State Government Department, PSU, Autonomous Body or Educational Institution."

Signature

Seal

ANNEXURE–V

BID SECURITY DECLARATION

"I/We undertake that if we withdraw or modify our bid during the validity period or fail to execute the contract after award, the College may take action as per applicable procurement rules."

Signature

Seal

ANNEXURE–VI (Checklist)

- GST Registration
- PAN
- Trade License
- EMD / Exemption
- Bid Security Declaration
- Experience Certificates
- Bank Details
- Technical Specifications
- Financial Bid
- Signed Tender Document