



काशी हिन्दू
विश्वविद्यालय



BANARAS HINDU
UNIVERSITY

An Institution of National Importance Established by an Act of Parliament

कुलसचिव कार्यालय (वित्त)
केन्द्रीय क्रय संगठन
OFFICE OF THE REGISTRAR (FINANCE)
CENTRAL PURCHASE ORGANIZATION



**BANARAS HINDU UNIVERSITY
VARANASI**

NOTICE

Banaras Hindu University invites the sealed quotation for Rate-Contract of General Stationeries, Computer Stationeries, Chalk & Writing Board, Various kind of Papers, All Types of Air Conditioners – Suitable Stabilizer, Spare List, A.M.C., Buy Back Offer, Air Cooler, Water Cooler, Water Purifier, Office Steel Furniture, Computer Furniture, On & Off-Line UPS, Servo, Automatic Voltage Stabilizer, Chemicals, Plastic wares, Glassware's / Ceramic laboratory wares, Filter Paper, Micro Slides, Cover Slip, Acid, Phenyl, for the session 2014 – 15. Interested manufacturers directly or through their authorized dealer can submit the quotation (***In case of authorized dealer a valid authorization from manufacturer for bidder quoting in Banaras Hindu University is required, failing which quotation of the authorized dealer will not be entertained in any circumstances***). The Tender Document and other details can be downloaded from the website i.e. www.bhu.ac.in **LAST DATE OF SUBMISSION OF COMPLETE TENDER DOCUMENT is 02.05.2014 up to 15.00 Hrs.** in the office of the Deputy Registrar (CPO)

**DEPUTY REGISTRAR
(PURCHASE)**



T: 91-542-2366865, 6701724
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काशी हिन्दू विश्वविद्यालय, वाराणसी

सूचना

सत्र 2014-15 हेतु जनरल व कम्प्यूटर स्टेसनरी, चाक एवं राइटिंग बोर्ड, सभी तरह के पेपर, आन व आफ लाइन यूपीएस, आटोमैटिक वोल्टेज व सर्वो स्टेबलाइजर, कार्यालयी स्टील व कम्प्यूटर फर्नीचर, सभी प्रकार के ए0 सी0, एयर कूलर, वाटर कूलर, लैब केमिकल, प्लास्टिक वेयर, ग्लास वेयर / सिरैमिक लैब वेयर, फिनायल, एसिड, वाटरकूलर व वाटरप्यूरीफायर, हेतु दर-अनुबन्धन हेतु मुहरबन्द निविदायें निर्माताओं या निर्माताओं द्वारा अधिकृत डीलरों से आमंत्रित की जाती हैं **(काशी हिन्दू विश्वविद्यालय में आपूर्ति के लिए अधिकृत डीलरों के सम्बंध में इस आशय का निर्माताओं द्वारा जारी एक प्रमाण पत्र निविदा के साथ संलग्न करना अनिवार्य होगा अन्यथा किसी भी परिस्थिति में निविदा स्वीकृत नहीं की जा सकेगी)** इच्छुक निर्माता / अधिकृत डीलर निविदा प्रपत्र विस्तृत विवरण, नियम व शर्तों के साथ काशी हिन्दू विश्वविद्यालय के वेबसाइट [पूड्रीनबण्णपद](#) से डाउनलोड कर प्राप्त कर सकते हैं। परिपूर्ण निविदा को उपकुलसचिव-कय, का0हि0वि0वि0 के कार्यालय में जमा करने की अन्तिम तिथि 02.05.2014-15.00 बजे है।

उप कुलसचिव -कय



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CENTRAL PURCHASE ORGANIZATION



Preamble

Banaras Hindu University is an internationally reputed temple of learning, situated in the holy city of Varanasi. This Creative and innovative university was founded by the great nationalist leader, Pandit Madan Mohan Malviya, in 1916 with cooperation of great personalities like Dr Annie Besant, who viewed it as the University of India. Banaras Hindu University was created under the Parliamentary legislation - B.H.U. Act 1915. It played a stellar role in the independence movement and has developed into the greatest center of learning in India. The area of the main campus of this premiere Central University is 1300 acres, having well maintained roads, extensive greenery, a temple, an air strip and buildings which are an architectural delight. Another campus of the university at Barkachha , in Mirzapur district, covering an area of 2700 acres. The university comprises 3 Institutes, 14 Faculties 140 Departments, 4 Inter disciplinary Centers a constituent college for women's and 3 Constituents Schools, spanning a vast range of subjects pertaining to all branches of humanities, social science, technology, medicine ,science, fine arts and performing arts. It has 6 centres of Advanced Studies, 10 Departments under Special Assistance Programme and a large number of specialized Research Centers. Four Degree Colleges of the city are affiliated to the University. Bharat Kala Bhavan, the reputed museum of the university, is a treasure trove of rare collections. The 1165 bedded hospital of the University is equipped with all the modern amenities. A well equipped with all the modern facilities Trauma Centre is going to be started very soon. The university provides a wide range of facilities for sport and hobbies, has large playgrounds, a big auditorium, a flying club and many auxiliary services and units like Printing Press, Publication Cell, Fruit Preservation Center, Subsidized Canteens, Employment and Information Bureau, Security etc. The University family consists of about 15000 students belonging to all streams of life, castes and religions and races, about 1700 teachers, and nearly 8000 non-teaching staff A large number of students from foreign countries like the U.S.A, the countries of Europe, Asia, Middle East, Africa etc., come to study here. The university has taken a leadership role in promoting new ideas, the spirit of integration of the world, and cultivation of intellect and culture. Banaras Hindu University is small virtually the universe in microcosm.

Tender document containing detailed guidelines is enclosed. Parties should read the document carefully before submitting their offers. They are also expected to familiarize themselves with actual conditions before submitting their offers.



DETAILS OF ITEMS FOR TENDER

CATEGORIES	ITEMS	SCHEDULE OF REQUIREMENT	MINIMUM ANNUAL TURN OVER	E.M.D.
2	3	4	5	6
Stationery / Papers	1. General Stationery / Computer Stationeries 2. Various kind of Papers	As per Appendix 'D'	10,00,000/- 50,00,000/-	30,000/- 50,000/-
Furniture & Misc. Items	1. Various kinds of Office Steel Furniture / Computer Furniture 2. Chalk & Writing Board	As per Appendix 'E' As per Appendix 'F'	50,00,000/- 5,00,000/-	50,000/- 20,000/-
Mechanical & Other Misc. Appliances	1. Air/Room Cooler (ABS Plastic Body) , Water Purifier (UV, RO /UV), 2. Water Cooler & Without Water Purifier.	Appendix- 'G'	50,00,000/- for each item	50,000/- for each item
Electrical & Electronics	1. UPS (On-line & Line Interactive), AVS/ SERVO, Stabilizer 2. All Type of Air Conditioners including Window, Split, Ductable with AVS etc (with BEE Star Rated models), Suitable Stabilizer, Spare List, A.M.C., Buy Back Offer	Appendix 'I' Appendix 'H'	50,00,000/- for each item	50,000/- for each item
Chemical & Glassware	1. Lab Chemicals 2. Plastic wares, Glassware's/Ceramic lab. wares / Filter Paper / Micro Slides / Cover slip.	APPENDIX ' J'	10,00,000/- 10,00,000/-	50,000/- 50,000/-

REQUISITE FEE

Cost of Tender Form	:	Rs. 500/- (Non-refundable)
Tender Processing Fee (T.P.F.)	:	Rs. 2,000/- (Non-refundable)
Earnest Money Deposit (E.M.D.)	:	In shape of FDR as per detailed mentioned in column No. 6 above. (Refundable)

- **Separate tenders should be submitted in separate envelopes, in case the bidder is willing to quote for more than one item (Column – 3). Each tender must be accompanied with requisite Cost of Tender Form, TPF and EMD.**
- Cost of Tender Form and non-refundable tender processing fee are to be submitted separately through D/D in favour of the Registrar, BHU payable at Varanasi. These should not be clubbed otherwise the tender is liable to be rejected.
- **Earnest Money Deposit (EMD) should be in shape of Fixed Deposit Receipt duly discharged in favour of the Registrar, BHU.**
- Tenders received without Earnest Money Deposit, Cost of Tender Form and Tender Processing Fee will be summarily rejected.

Tender may be submitted by Registered Post / Speed Post or by Hand in the office of the Dy. Registrar – Purchase, BHU as per schedule



IMPORTANT INSTRUCTIONS FOR TENDERERS

LAST DATE OF SUBMISSION OF THE OFFERSE

The offer should be addressed to the **Dy. Registrar – Purchase, Central Purchase Organization, Banaras Hindu University, Varanasi** in a sealed cover clearly super scribed with “**Tender Enquiry for Rate Contract for item.....**” on the face of the envelope and submitted on or before **02.05.2014**. **Any offer received after the last date shall not be entertained.**

1. RATES

Please quote your lowest rates inclusive of all taxes, duties, whatsoever F.O.R. Destination in following terms only otherwise your offer may not be considered. Please quote for those items/specifications only which have been asked for. The rates should include insurance coverage, if necessary for safe delivery. The University shall not pay separately for transit risk insurance. The firm shall be responsible until the stores arrive in good condition at the Destination.

S.N	Name of the Items	Packing sizes	Discount offered to BHU	Cost for BHU inclusive all levies

Further, if there is any damage or loss to the stores in transit, the firm will get the stores replaced/repaired to the entire satisfaction of the consignee otherwise cost will be deducted for items found in broken/ unserviceable conditions or short in quantities.

2. DISCOUNT

Kindly indicate the maximum discount allowed on the printed price list for the purpose of rate contract. As the University is an educational institution and the largest Central University of the country, its rate contract is quite prestigious.

3. TAXES AND DUTIES

Please clearly specify the rates for the taxes, duties and other expenses applicable on the stores even if the rates are net. The rate of taxes as applicable should be clearly mentioned in the offer.

In case of sales made by local dealer, only UPTT / VAT can be charged. UPTT / VAT is also not payable to the second importers of the goods in the state.

The CST will be paid only when supplies are made from outside the state of U.P. and are not reimbursable to the local dealers.

4. VALIDITY OF THE OFFER

Since it is rate contract for the financial year 2014– 15 the rates quoted shall remain valid till next Rate Contract is finalized for the next session and no request for rate revision shall be entertained during this period.

5. FALL CLAUSE

- i. The prices charged for the stores supplied under the rate contract by the firm in no event should exceed the lowest price at which the firm sells the stores or offers to sell the stores



of identical description to any individual / organization / body etc. during the currency of the rate contract.

- ii.* If at any time during the said period, the firm reduces the sales price, sells or offers to sell such stores to any person (s) /organization (s) / body etc including the purchaser or any Department of Central Government or any Department of State Government of any statutory undertaking of the Central or a State Government as the case may be, at a price lower than the price chargeable under the contract, it shall forthwith inform such reduction or sale or offer to sale to the Dy. Registrar – Purchase and the price payable under the contract for stores supplied after the date of coming into force of such reduction or sale or offer to sale shall stand correspondingly reduced. However, if it is discovered later on that the firm failed to inform the University about the reduction in the sale price and continues to charge higher rates, **excess money so charged is liable to be deducted from E.M.D. Further, more such firm is liable to be debarred from doing any business with the University in future.**

6. EXECUTION OF SUPPLIES AND BILLING

It is desired that the supplies be made by a manufacturer directly. However, if a manufacturer is not in a position to execute supplies directly and intends to make the same through authorized dealer(s) their name(s) and address(es) should be declared in advance at the time of submission of the offer.

It has been noted that on many occasions, only one dealer is authorized to execute the supplies. The University desires that in order to maintain smooth supplies to the University, **there should be more than one Local Dealer but not more than three** for the purpose. **However, the rates should be quoted by the manufacturer only.** Also, the manufacturer should clearly indicate whether the orders will be placed with it or its authorized dealer(s). In such cases, no extra charges by way of any local Taxes / Trade Tax in addition to Central Sales Tax be admissible in case of supplies received from local authorized dealer(s).

7. PAYMENT TERMS

Payments shall be made after satisfactory execution of the order and supply of goods in satisfactory condition on bill basis.

8. REJECTION CLAUSE

If the stores received do not conform to the description and quality as contained in the catalogue or have deteriorated (and the decision of the purchaser in that behalf will be final and conclusive) the purchaser will be entitled to reject the said items or such portion, thereof as may be discovered not to conform to the said description and quality. On such rejection the goods will be replaced by the firm at its cost.

If the terms of the quotation etc. are vague, incomplete, contradictory and confusing, the offer will summarily be rejected without any information.

In case of sub-standard supply / non-execution of supply of ordered goods within the stipulated time, the University reserves the right to impose penalty on the concerned firm.

9. WARRANTY/GUARANTEE TERMS

Should be clearly stated for all items, service facilities, consumables / spare prices, post warranty full spares maintenance agreement rate, terms and conditions

10. **Annual Maintenance Contract (Comprehensive)** : The Tenderer shall provide comprehensive warranty against all manufacturing defects for a period of 12 months from the date of complete commissioning or 18 months from the date of completion of supply of material whichever is minimum for all hardware & system software.

11. The Bidders must agree for immediate free replacement in case any discrepancy is found with regard to quality/quantity of the material to be supplied by them under this Rate Contract.



12. The enclosed **certificates and proforma** (Appendix A,B,C) **must be returned in original** duly filled in and signed (**Photocopy will not be accepted**) failing which quotation may not be considered for Rate Contract.
13. In case any of item(s) are on the current running Rate Contract lists with DGS&D, please quote DGS&D rate with DGS&D Rate Contract reference(s) and also submit a copy of the relevant DGS&D R/C alongwith quotations.
14. Printed conditions of tender including there on to reserve or otherwise sent alongwith the tender, if any shall not be binding upon us
15. **ENHANCEMENT OR REDUCTION OF QUANTITIES:** The purchaser shall be at liberty to enhance or reduce the quantity mentioned in the purchase order up to a maximum of 30% without assigning any reasons. The bidder shall comply to such modifications unconditionally provided these are made before completion of the deliveries under the purchase order. Any such change in quantity shall have no impact on the rates mentioned in the purchase order for any such item.
16. **AFTER SALE SERVICE :** The Tenderers are advised to submit the Appendix 'L' alongwith other desired enclosures necessarily to ensure and undertake the after sale services
17. **THE UNIVERSITY RESERVES THE RIGHT TO**
- i. Enter into parallel rate contracts simultaneously with more than one firm for the purchases of the items.
 - ii. Withdraw rate contract of any firm during the currency of rate contract without assigning any reason.
 - iii. Reject the quotation in absence of not furnishing the documentary evidence in respect of Trade Tax Registration (C.S.T. / U.P.T.T/VAT.), Income Tax and Trade Tax clearance certificates together with the performance of supplies in various branches/institutions.
 - iv. Reject the quotation in the event of non-furnishing the authentic documentary evidence in respect of Testing reports/Performance report of the concerned Govt. Organization/Institutions about the products being manufactured and marketed. The performance test of the product can be conducted at University level also for which charge will have to be borne by the suppliers.
 - v. Reject the supplies already made, if not found up to the mark. Random checking may be adopted to test the correctness of the supply. In such an event further action may call to conform the supply or discard further business.
 - vi. Cancel the order/reject the supplies of chemicals in case where more than one authorized dealers are there and order is placed to local dealer and not to the manufacturers / distributors.
 - vii. To reject any addition/alteration in respect of local dealerships intimated by the Principals after consideration of the case by the committee appointed by the University for the purpose.
 - viii. To reject any offer which is not supported / submitted along with the Pricelist / Catalogues / Leaflets / Brochures / Samples where ever applicable within the scheduled time.
 - ix. To reject any or all the offers without assigning any reasons thereof.
 - x. **The dealership certificate should be submitted as per Appendix 'K'**
 - xi. **In case of any dispute arises between the supplier and purchaser, the matter should be referred to Hon'ble Vice-Chancellor, BHU for arbitration.**
 - xii. All disputes are subject to **“Varanasi jurisdiction”** only.



The decisions of the University in all respect shall be final and binding on all.

Please ensure that your offer is complete in all respect as no further clarifications shall be sought from bidder and reaches us within the last date mentioned above. **The University shall not be responsible for any postal delay/loss in transit etc.**

Please mention our reference number and due date on the sealed envelope, otherwise your quotation may not be entertained.

A checklist (list documents to be attached) with proper signature, seal and date should be enclosed with tender document for verification, otherwise the proposal will not be entertained.

Dy. Registrar – Purchase

NOTE: 1- *While arranging the Tender Documents, check list should be placed on TOP.*
2- *EMD should be enclosed afresh. If EMD is already in lying with CPO, the same will be returned on request.*

CENTRAL PURCHASE ORGANIZATION



UNDERTAKING FOR CHECK LIST

The following undertaking for checklist duly signed with seal and with required documents should be submitted along with offer:

We hereby declare that the following requirements have been fulfilled by us –

- i. Printed copies of the **Catalogue / Price List** of the products.
- ii. Attested photocopy of current manufacturing license, for respective items, issued by competent authority.
- iii. List of organizations where the firm is on rate contract or has been supplying the items, along with their performance certificates if available and attested photocopies of rate contracts.
- iv. The enclosed certificates and proforma (Annexure A,B,C,) duly filled in and signed.
- v. **Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet of both the manufacturer as well as authorized dealer separately. A minimum turnover for consumables & non-consumables as indicated at page no. 2 & 3 is essential for manufacturer and authorized dealer separately.**
- vi. Demand Draft of Rs. 500/- (in case tender form downloaded from Website) **in favour of “The Registrar, BHU” payable at Varanasi.**
- vii. Demand Draft of Rs. 2000/- (Tender Processing Fee) **in favour of “The Registrar, BHU” payable at Varanasi.**
- viii. An Earnest Money Deposit (EMD) for each items as per amount indicated at page no. 2 & 3 is to be submitted along with the offer in form of an Fixed Deposit Receipt duly discharged in favour of **“The Registrar, BHU” payable at Varanasi.**
- ix. Registration Certificate of Central Excise, wherever applicable.
- x. Registration Certificate of C.S.T. and other Taxes of State Govts.
- xi. Drug manufacturing license (for Chemical & Glassware / plastic ware etc. category)
- xii. **Copy of Income Tax Returns for 3 years of both the manufacturer and authorized dealer.**
- xiii. **Copy of Sales Tax / VAT Assessment for 3 years of both the manufacturer and authorized dealer.**
- xiv. Registration in SSI / DI, in case of manufacturer.
- xv. Undertaking for Quality Control System – Copy of Certificate pertaining to ISO, BIS etc.
- xvi. **Every page of the tender documents and the enclosed copies of the certificates have been signed with seal.**

We hereby agree that in the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to us.

Date:

Signature with seal



TO BE RETURNED WITH QUOTATION

Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation. (Please refer to the detailed instructions/notes before filling this proforma).

- 1. Validity of the offer
2. Approximate Delivery Period
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges.
(b) If not, please mention the same
4. (a) Whether the prices are inclusive of Sales Tax/VAT & other taxes.
(b) If not, kindly specify the amount / rate
5. If the Sales Tax/VAT is charged extra, declaration for Charging Sales Tax Correctly, attached.
6. (a) Whether supply will be made directly or through any Local / Regional / Authorized Dealer / Stockiest
(b) If through a Stockiest / Dealer : -
(i) Name and full address of the Party
(ii) Whether the order to be placed with the
(iii) Who will raise the bill
(iv) Cheques will be drawn in favour of
(v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockiest/Dealer
7. Our terms of payment (Please indicate your preference By a (✓) mark) Please note that no other payment terms are likely to be accepted.
(a) For Local Firms or if the bills are raised by the Local Dealers.
(i) 100% Payment on bill basis
OR
(ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report.
(b) If the bill are raised by outstation Firms
(i) 100% Payment on bill basis
OR
(ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report
OR
(iii) D.G.S. & D. Terms of Payment for D.G.S. & D Rate Contract items
OR



(iv) 75% against Proforma Invoice (at site) or documents through Bank and 25% after receipt of materials in good condition, installation and satisfactory report.

:

OR

(v) 90% payment against Proforma Invoice (at site) or documents through bank and 10% after receipt of materials in good condition, installation and satisfactory report (Only under special Circumstances).

:

8. Whether any Excise Duty is payable on the items. : YES / NO

If yes, indicate the amount / percentage. :%

(Please note that excise duty shall be paid only when it is clearly shown in the invoice separately

9. Whether any installation charges are payable extra. : YES / NO

If yes, amount to be specified. :

10. Whether any discount for educational institution offered on the printed price list of the manufacturer. : YES / NO

If yes, mention the amount / percentage. :%

11. Whether the product is on DGS &D/D.I. Rate contract. : YES / NO

If yes, please enclose a photocopy of the same.

12. Whether the product bears I.S.I. Mark. : YES / NO

If yes, please mention the I.S.I. License no. :

13. (a) Whether the firm is Sales Tax payer. : YES / NO

If yes, please mention the Sales Tax Numbers. :

(b) Whether the Local Dealer(s) is / are Sales Tax payer(s) : YES / NO

If yes, please mention the Sales Tax numbers of each :

14. Whether certificate of Quality Control enclosed YES/ NO

15. Whether printed / authenticated price list of the Firm's Products and Catalogue etc. enclosed. : YES / NO

Signature with Seal.



**TO BE RETURNED
ALONG WITH THE OFFER**

CERTIFICATE

WE CERTIFY THAT :

1. We will not sell the product (s) to other institutions, bodies and also in the market on the rates less than the prices quoted by us to the University.
2. I / We certify that there has been no reduction in sale price of the Stores of Description identical to the Government under the contract herein and such stores have not been offered / sold by me / us to any person(s) / Organization(s) including the purchaser or any Department of Central government or any Department of State Government or any statutory undertaking of the Central or State Government as the case may be upto the date of the bill / the date of completion of supplies against all supply orders placed during the currency of the R/C at a price lower than the price charged to the Government under the Contract except for quantity of stores.
3. The goods on which Sales Tax / V.A.T. has been charged are not exempted for payment of Sales Tax / V.A.T. under C.S.T. Act or U.P.S.T. Act or the rules made there under and the amount mentioned on account of Sales Tax / V.A.T. on goods is not more than what is payable under the provisions of the relevant Act or Rules made there under.
4. The rate of Excise Duty mentioned in the quotation is in accordance with the provisions of the rules in all respects and the same is payable to the Excise Authorities in respect of the stores.
5. The goods / Stores / articles offered under the rate contract shall be of the best quality and workmanship and their supply be strictly in accordance with the technical specifications and particulars as detailed in the quotation and also certificate of quality control system attached.
6. The information furnished by us in the quotation are true and correct to the best of our knowledge and belief.
7. We have read and understood the rules, regulations, terms and conditions of rate contract as applicable from time to time and agree to abide by them.

Authorized Signatory
(Seal)



◆ SCHEDULE OF REQUIREMENT OF GENERAL & COMPUTER STATIONERY & PAPER

S.N	NAME OF THE ITEMS	SPECIFICATION	RATE		REMARKS
SCHEDULE - A					
1.	RULED REGISTERS (COVER OF THE REGISTERS SHOULD BE PRINTED AS PER SAMPLES TO BE PROVIDED BY THE UNIVERSITY)	17CMS X 27.5 CMS 1 QR. (96 PAGES)			
		(55-60 GSM) 2 QR. (192 PAGES)			
		3 QR (288 PAGES)			
		4 QR. (384 PAGES)			
SCHEDULE - B					
2.	FILE BOARD (90 GSM)	25CMS X 36CMS ON 20-OZ BOARD PASTED WITH BAMBOO PAPER ON BOTH SIDES, BAMBOO PAPER (90 GSM) FLAP WITH CLOTH LINING.THE EFFECTIVE LENGTH OF EACH FLAP SHOULD BE 8CMS-10CMS. THE LENGTH OF THE STRIP(COTTON) SHOULD BE 100 CMS AND ITS BREADTH SHOULD BE 0.5CMS AND SHOULD BE OF GOOD STRENGTH.			
3.	FILE COVER	22.5 CMS X 35 CMS PRINTED BANARAS HINDU UNIVERSITY WITH DEPARTMENT AND SUBJECT COLUMN IN MIDDLE ON FRONT TOP WITH EYELET ON LEFT HAND TOP CORNER GOOD QUALITY.WEIGHT NOT LESS THAN 80 KG FOR 1000 FILE COVER.			
SCHEDULE - C					
4.	ENVELOPES MADE OF WHITE PAPER (57-60 GSM)	7" X 5 "	PLAIN	WINDOW	
		10" X 4 1/2"			
		11" X 5"			
		9" X 4"			
		6" X 3 1/2"			
	ENVELOPES MADE OF KRAFT PAPER (90 GSM)	16 "X 12"(3" FLAP)			
		13" X 7" (FLAP 1 1/2")			
		11" X 5" (FLAP 1 1/2 ")			
		10" X 12" (FLAP 2")			
	ENVELOPES KRAFT GOLDEN THICK PAPER (PLASTIC COATED , 80 GSM)	13" X 7" (FLAP 2 1/2 ")			
		9" X 4"			
		10 X 4 1/2"			
	ENVELOPES PINK CLOTH LINED (54 -60 GSM)	11" X 5"			
		14"X11" WITH 2" THICKNESS 3" FLAP PLAIN WITHOUT PRINTING			
	ENVELOPES YELLOW CLOTH LINED (54-60 GSM)	14"X11" WITH 2" THICKNESS 3.5" FLAP PLAIN WITHOUT PRINTING			
		12" X 10" WITH 3" FLAP ABD WITH 1.5 THICKNESS PLAIN WITHOUT PRINTING			
ENVELOPES BUFF PAPER (100 GSM)	14" X 10.5" WITH 2" FLAP				
	27CMSX 15 CMS				
BROWN	35 CMS X 25CMS				
	16X12X3	5000		39KG	



	BROWN	14X10X3	5000	39KG
	YELLOW CLOTH	14X11X3	7000	39KG
	YELLOW FOLDER CLOTH	14X11X3	4000	39KG
	PINK COLOUR FOLDER CLOTH	14X11X3	3000	39KG
	BROWN CLOTH	13X7X3	60000	39KG
	BROWN	13X7X3	10000	39KG

SCHEDULE - D

5.	ERASER FLUID – WHITNER WITH DILUTER --	(15 ML)
6.	FAX ROLL	30 METER LENGTH

SCHEDULE - E

1.	GEMS CLIP,	30MM, 100 CLIPS, & 35 MM, 10 CLIPS
2.	PIN – PAPER	10 GM
3.	PUNCHING MACHINE	10 & 25 SHEETS
4.	GLUE STICK	15 GM, 20 GM
5.	GUM BOTTEL	300 ML
6.	KOBRA FILE	
7.	BALL PEN BLUE, BLACK, RED	
8.	PEN – GEL BLUE, BLACL, RED	
9.	PENCIL CARBON	(100 SHEETS/PKT/125 SHEET PKT.)
10.	RING FILE	
11.	STAMP PAD	(100 X 70MM)
12.	STAMP PAD INK	50ML
		100ML
13.	STAPLER PIN	10 NO.
		24/6
14.	STAPLER MACHINE NO. 10	NO. 10
15.	STAPLER MACHINE NO. 24	NO. 24

SI. No.	NAME OF THE ITEMS	SPECIFICATION
1.	CALCULATOR	
2.	FOLDER/FILE	PLASTIC
3.	FILE	STRIP-A-4
4.	PAPER WEIGHT	GLASS
5.	ADHESCIVE TAPE	0.5"
6.	ADHESCIVE TAPE	1"
7.	ADHESCIVE TAPE	2"
8.	PERMANENT MARKER PEN	
9.	PERMANENT MARKER ERASER	
10.	MARKER PEN	



SCHEDULE OF REQUIREMENT OF VARIOUS KIND OF PAPERS FOR BHU PRESS & ENVELOPES FOR CONTROLLER OF EXAMINATION.

Sl.No.	Type of Paper	GSM	Size in cm.	Weight in Kg.
1.	Art Board	190	58.5x91	17.6/58.7
2.	Art Board	250	56x78	9.9
3.	Art Board	300	56x78	11.9
4.	Art Paper	130	58.5x91	34.7
5.	Azurlaid Paper	80	43x69	11.9
6.	Azurlaid Paper	80	51x76	15.5
7.	Azurlaid Paper	80	58.5x91	21.3
8.	Colour Card Sheet	140	56x71	8.0
9.	Colour Card Sheet	90	56x71	5.2
10.	Colour Printing Paper	44	45x55	5.2
11.	White Card (SHB)	185	56x71	7.4
12.	White Card (SHB)	222	56x71	8.7
13.	White Card (SHB)	253	56x71	9.9
14.	Kraft Paper	100	73.5x112	39.5
15.	Lucky Parchment Paper	80	58.5x91	21.3
16.	Maplitho Paper SHB	70	58.5x91	18.6
17.	Maplitho Paper SHB	80	51x66	13.5
18.	Maplitho Paper SHB	80	51x76	15.5
19.	Maplitho Paper SHB	80	58.5x91	21.3
20.	Maplitho Paper SHB	90	58.5x 91	24
21.	Maplitho Paper SHB	100	58.5x 91	26.6
22.	Sunshine Super Printing Paper (HB) Ballarpur (Degree Paper)	140	58.5x91	37.3
23.	White Printing Paper	60	43x69	8.9
24.	White Printing Paper	60	51x66	10.1
25.	White Printing Paper	60	51x76	11.6
26.	White Printing Paper	60	56x91	15.3
27.	Super White Printing Paper	80	58.5x91	21.3
28.	A-4(J.K. TNPL, Ballarpur, Copy power, Matrix,)	75	21 x 29.7	2.3
29.	A-3(J.K. TNPL, Ballarpur, Copy power, Matrix,)	75	29.7 x 42.0	4.6
30.	A-5(J.K. TNPL, Ballarpur, Copy power, Matrix,)	75	21.5 x 34.5	2.78
31.	Duplicating Paper	62	21.5X 34.5	2.3
32.	Typing Paper	57	21.5X34.5	2.3
33.	Art Board	220	58.5 X 91	11.7
34.	Art Paper	100	58.5 X 91	26.6



Sl. No.	ENVELOPE	SHAPE & SIZE	QUANTITY	WEIGHT
1.	BROWN	16X12X3	5000	39KG
2.	BROWN	14X10X3	5000	39KG
3.	YELLOW CLOTH	14X11X3	7000	39KG
4.	YELLOW FOLDER CLOTH	14X11X3	4000	39KG
5.	PINK COLOUR FOLDER CLOTH	14X11X3	3000	39KG
6.	BROWN CLOTH	13X7X3	60000	39KG
7.	BROWN	13X7X3	10000	39KG
8.	BROWN	11X5X2	8000	39KG
9.	BROWN	9X4X1½	170000	39KG
10.	BUFF PAPER (WINDOW)	11X5X1½	5000	32KG
11.	WHITE	6X3½	30000	32KG
12.	BROWN CLOTH	14X10 ½X3	10000	55KG

CENTRAL PURCHASE ORGANIZATION



Schedule of requirement of office and Computer Furnitures

S.No.	Name of Items	Specification
1	Book Shelve (4 shelves)	Steel Book Shelves size 66"x33"x15" having four lockable compartments with visible front glass of 4mm. Front body and shelves should be made of 20gauge and drawers should be 22gauge.
2	Computer Chair (Armless)	Seat Size W - 46cm, D - 46cm and total height of chair 86cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. Five pronged spider base of nylon along with 5 nos. twin wheel castors with dia 5.0cm. The pedestal is to be 62cm. Fabric used to be of Premium quality.
3	Computer Chair (with arm)	Seat Size W - 46cm, D - 46cm and total height of chair 86cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. R-type handle assembly. One piece armrest are to be injection moulded from Nylon. Five pronged spider base of nylon along with 5 nos. twin wheel castors with dia 5.0cm. The pedestal is to be 62cm. Fabric used to be of Premium quality.
4	Computer Table (Economy)	Size 36" x 20" x 30" (H). Top to be made of 18mm prelaminate particle board. One sliding key board on left side, one sliding mouse tray adjustment on right side. Provision of one drawer on right side and one box below the drawer. Table having space for CPU, Printer,UPS and key board. The Complete Table made prelaminate particle board top.
5	Computer Table (Medium)	Size 48" x 20" x 30" (H). Top to be made of 18mm prelaminate particle board. One sliding key board on left side, one sliding mouse tray adjustment on right side. Provision of one drawer on right side and one box below the drawer. Table having space for CPU, Printer,UPS ,Scanner and key board. The Complete Table made prelaminate particle board top.
6	Visitor chair (Armless)	Seat Size W – 48cm, D – 43cm, total height of chair – 82cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back.
7	Visitor chair (with Arm)	Seat Size W – 48cm, D – 43cm, total height of chair – 82cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. R-type handles assembly. One piece armrest is to be injection molded from Nylon. The frame is to be made in tabular shape. The tabular frame is cantilever type and made of 16 gauge tube black powder coated. Fabric used to be of Premium quality.
8	Filing Cabinet (2 Shelves)	Filing Cabinet size 740mm x 470mm x 700mm with 2 drawers. Body of the cabinet should be of 20 gauge with telescope slide channel having round steel balls and should be of 18 gauge CRCA.
9	Filing Cabinet (4 shelves)	Filing Cabinet size 1380 mm x 470mm x 700mm with 4 drawers. Body of the cabinet should be of 20 gauge with telescope slide channel having round steel balls and should be of 18 gauge CRCA.
10	Glass door Almira (2 shelves)	Glass Door Almira of Size 1280 mm x 760mm x 430 mm with Three shelves making 2 compartment with visible plain glass of 4mm. . Two leaf door, sheet thickness should be of 20 gauge. Top Bottom LH & RH sides and back material thickness should be of 22 gauge.
11	Glass door Almira (4 shelves)	Glass Door Almira of Size 1980mm x 915mm x 480 mm with Five shelves making 4 compartment with visible plain glass of 4mm. Two leaf door, sheet thickness should be of 20 gauge. Top Bottom LH & RH sides and back material thickness should be of 22 gauge.
12	Junior Executive Table	Size 66"x36" over all dimensions 1650x900x750mm. 18mm prelaminate particle board top. Tubular metal frame structure : 1 inch square tube - 16 gauge thick. Three drawer unit on RHS and a box with shelf on LHS. Drawers sheet thickness should be of 20 gauge for boxes and 22 gauge for drawer with stopper arrangement. Front closed type with steel sheet of 20 gauge. Individual locks for all boxes. When the top drawer is locked, other drawer automatically get locked.



13	Office Table (Big Size)	Size 72"x48" over all dimensions 1800x900x750mm. 18mm pre-laminated particle board top. Tubular metal frame structure: 1 inch square tube - 16 gauge thick. Three drawer unit on RHS and a box with shelf on LHS. Drawers sheet thickness should be of 20 gauge for boxes and 22 gauge for drawer with stopper arrangement. Front closed type with steel sheet of 20 gauge. Individual locks for all boxes. When the top drawer is locked, other drawer automatically get locked.
14	Office Table (Medium Size)	Size 5' x 3'. Overall dimensions 1510mm x 900mm x 740mm. 18mm pre-laminated particle board top. Tubular metal frame structure: 1 inch square tube - 16 gauge thick. Three drawer unit on RHS and a box with shelf on LHS. Drawer's sheet thickness should be of 20 gauge for boxes and 22 gauge for drawer with stopper arrangement. Front closed type with steel sheet of 20 gauge. Individual locks for all boxes. When the top drawer is locked, other drawer automatically get locked.
15	Revolving Chair (Low back)	Seat Size- W-48cm, D-48cm, and Total height of chair 50 cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. R-type handles assembly. One piece armrest is to be injection moulded from Nylon. Chair 360° revolving type and should be back tilt of 1.4° maximum. The pneumatic height adjustment is to be maintenance free, has an adjustment stroke length of 100mm and can be operated easily. The bellow is to be in 3 piece telescopic type and injection moulded in black polypropylene. Five pronged spider base of nylon along with 5 nos. twin wheel castors with dia 5.0cm. The pedestal is to be 62cm. Fabric used to be of Premium quality.
16	Revolving Chair (Medium back)	Seat Size- W-48cm, D-48cm, and Total height of chair 85 cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. R-type handles assembly. One piece armrest is to be injection moulded from Nylon. Chair 360° revolving type and should be back tilt of 1.4° maximum. The pneumatic height adjustment is to be maintenance free, has an adjustment stroke length of 100mm and can be operated easily. The bellow is to be in 3 piece telescopic type and injection moulded in black polypropylene. Five pronged spider base of nylon along with 5 nos. twin wheel castors with dia 5.0cm. The pedestal is to be 62cm. Fabric used to be of Premium quality.
17	Revolving Chair (High neck)	Seat Size- W-48cm, D-48cm, and Total height of chair 109 cm. Seat and back are to be made of 1.2cm thick hot pressed plywood upholstered with fabric and moulded polyurethane foam together with seat and back covers. The back form is to be designed with contoured lumber support for extra comfort. Chair having ABS Seat & Back. R-type handles assembly. One piece armrest is to be injection moulded from Nylon. Chair 360° revolving type and should be back tilt of 1.4° maximum. The pneumatic height adjustment is to be maintenance free has an adjustment stroke length of 100mm and can be operated easily. The bellow is to be in 3 piece telescopic type and injection moulded in black polypropylene. Five pronged spider base of nylon along with 5 nos. twin wheel castors with dia 5.0cm. The pedestal is to be 62cm. Fabric used to be of Premium quality.
18	Senior Executive Table	Size 72"x36" over all dimensions 1800x900x750mm. 18mm pre-laminated particle board top. Tubular metal frame structure: 1 inch square tube - 16 gauge thick. Three drawer unit on RHS and a box with shelf on LHS. Drawers sheet thickness should be of 20 gauge for boxes and 22 gauge for drawer with stopper arrangement. Front closed type with steel sheet of 20 gauge. Individual locks for all boxes. When the top drawer is locked, other drawer automatically get locked.
19	Steel Almirah (Big)	Steel Almirah of Size 1980mm x 915mm x 480 mm with four shelves making 5 compartments. Two leaf door, sheet thickness should be of 20gauge. Top Bottom LH & RH sides and back material thickness should be of 22 gauge.
20	Steel Almirah (Small)	Steel Almirah of Size 1280 mm x 760mm x 430 mm with three shelves making 4 compartments. Two leaf door, sheet thickness should be of 20 gauge. Top Bottom LH & RH sides and back material thickness should be of 22 gauge.
21	Steel Rack (6 Shelves)	Size 72"x36"x15". Open rack having 7 shelves making 6 compartments. Angle made of 18 gauge and panel made of 20 gauge thicknesses, shelf adjustable and four sides open. Rack finished by removing all dents, burns and sharp edges from various components and then immediately after pickling all mild steel parts as given phosphating treatment in dust free atmosphere and then duly painted with Grey finish.
22.A	Steel Almirah (Locker)	Steel Almirah 1980X910X480 mm. having 8 lockers, each locker fitted with individual door and locking arrangement with haps
22.B	Steel Almirah (Locker)	Steel Almirah same as above but having 12 lockers
23	Secretariat Table (half)	Steel Half Secretary Office table 1200x760mm. having 3 drawers on side, 18mm. thick pre-laminated top.
24	Office Table (Small Size)	Steel Office table 900x600x760mm. having a drawers and a cabinet on one side, 18mm. thick pre-laminated top.
25	Chair (Multiseater)	Perforated multi seater with arm having moulded ply seat and back in tubular frame



26.A	Library Stack	Library stack double faced main unit size 2250x900x550 mm. depth having 7 shelves on each face, total 14 shelves.
26.B	Library Stack	Library stack additional unit double faced main unit size 2250x900x550 mm. depth having 7 shelves on each face, total 14 shelves.
28	Steel Rack	Steel side rack 760x910x375 mm. 3 shelves open type
29	Writing Pad Chair	Cushioned tubular writing pad chair with storage wire mesh bucket below seat, writing pad 18mm. thick pre-laminated board folding type.
30	Visitor Chair(Tubular)	Tubular visitor chair fitted with single pcs. Moulded ply shell.
31	Class Room Furniture	
32	Furniture for Physically Handicap Students	
33	Two Multi Seater Chair	Metal Based
34	Three Multi Seater Chair	Metal Based
35	Three seater Out door park benches	Metal Based
36	Compactor	All Types
37	Wooden Chowki	Metal Frame Ply based (6'x3')
38	Wooden Study tables and chairs of standard size for Boys & Girls Students separately	Wood or metal based to be well supported for sitting & writing position in terms of boys and girls, height point of view
39	Podium	High Tech
40	Podium	Wooden

CENTRAL PURCHASE ORGANIZATION

**SCHEDULE OF REQUIREMENT OF VARIOUS KINDS OF WRITING BOARD**

Sl.No.	Size	Ceramic Steel Writing Cum Projection Board - White Surface	Resin White Board
1	2 X 3		
2	2.5 X 4		
3	3 X 4		
4	4 X 4		
5	4 X 5		
6	4 X 6		
7	4 X 8		
8	4 X 10		
Dustless Wax Free (White)			
Dustless Wax Free (Colour)			

Writing Board :**Ceramic steel writing cum Projection Board-white surface:**

The writing top surface shall be made of CRC steel sheet of thickness 0.3 to 0.4 mm and shall have vitreous enamel coating of 0.11 mm min. thickness on top and 0.03 mm min. on the back. The top shall be free from waviness and shall show no scratches when HB to 3H pencils are used for writing.

Resin White:

The writing top surface shall be made of CRC steel sheet of thickness 0.3 to 0.4 mm and shall have regular modified Polyester (RMP) coating of 0.02 mm min. thickness on top and 0.005 mm min. in the back. The top shall be free from waviness and shall show no scratches when HB to 3H pencils are used for writing.

Dustless wax free (white) – 10 pic stick

Dustless wax free (Colored) – 10 pic stick

Tripod Stand

Single Stand (movable)

❖ Display Board

❖ Notice Board

General Specifications applicable to all above items:

The core material shall be min 9 mm thick MDF board having Bulk Density of 7.5 Kg per cubic meter and Grade-1 as per IS: 12406-2003. Amendment No. 1 & 2. The backing material sheet shall be min 0.25 mm thick electro galvanized

steel sheet conforming to IS : 277-2003 (Reaffirmed 2007) Both the top and the backing sheet shall be properly fixed with the MDF board using suitable adhesive to avoid any moisture absorption.

The writing board shall be provided with suitable wall mounting device.

**SCHEDULE OF REQUIREMENT OF VARIOUS KINDS OF WATER COOLER , WATER PURIFIER & AIR COOLER**

Water Cooler
Water Cooler with Purifier (UV,RO/UV) In low medium and high capacity as well as discharge capacity
Water Cooler without Purifier In low medium and high capacity as well as discharge capacity
Water Purifier
Purifier – UV In low medium and high capacity as well as discharge capacity
Purifier – UV + RO In low medium and high capacity as well as discharge capacity
AIR COOLER 2000 CUM / HR 3000 CUM/ HR 4000 CUM/ HR

SCHEDULE OF REQUIREMENT OF VARIOUS KINDS OF A.C. / UPS

Air Conditioner Window (2 Star)	Mega Split Air Conditioner Three Phase
1.0 Ton	2.5 Ton
1.5 Ton	3.0 Ton
2.0 Ton	Verticool Air Conditioner
Air Conditioner Window (3 Star)	2.5 Ton
1.0 Ton	3.5 Ton
1.5 Ton	4.5 Ton
2.0 Ton	Cassette Air Conditioner
Air Conditioner Window (4 Star)	1.5 Ton
1.0 Ton	2.0 Ton
1.5 Ton	3.0 Ton
2.0 Ton	4.0 Ton
Air Conditioner Split Single Phase (2 Star)	Inverter Split Air Conditioner
1.0 Ton	1.0 Ton
1.5 Ton	1.5 Ton
2.0 Ton	2.0 Ton
Air Conditioner Split Single Phase (3 Star)	Duct Type A.C.
1.0 Ton	5.5 Ton
1.5 Ton	6 Ton
2.0 Ton	8.5 Ton
Air Conditioner Split Single Phase (5 Star)	
1.0 Ton	
1.5 Ton	
2.0 Ton	



Appendix 'I'

- ◆ **U.P.S. (On-Line) without battery.** Make and Model and AH ratings of the batteries to be supplied must be clearly stated

Rating	Cost													
	Without Battery	SMF								TUBULAR				
		60 min	Battery Make/Model & Nos. of Battery	A.H.	No of. Battery	120 min	Battery Make/Model & Nos. of Battery	A.H.	No of. Battery	180 min	Battery Make/Model & Nos. of Battery	A.H.	No of. Battery	
1 KVA														
2 KVA														
3 KVA														
5 KVA														
10 KVA 3ph/1ph														
10 KVA 3ph/3ph														
20 KVA 3ph/3ph upto 60 KVA														

- Note:** (1) Only Reputed/standard Battery makes be quoted.
 (2) For minimum Technical Specification of UPS refer

- ◆ **U.P.S. (Off-Line)**

Rating	Backup Time			
	15(min.)	30(min.)	45(min.)	60(min.)
600 VA				
800 VA				
1000 VA				
1500 VA				

- Note:** (1) Mention the make(s) and AH rating of internal SMF battery.
 (2) Make, model and AH rating of external batteries be mentioned.
 (3) For minimum technical specifications refer
 (4) Only reputed/standard battery makes be quoted.
 (5) Price should be quoted in above given respective columns only.
 (6) Detailed terms & conditions should also be specifically mentioned.

Automatic Stabilizer: (Copper Wound Transformers)

Make	Capacity	Cost with out TDR	Cost with TDR
	1 KVA,		
	2KVA		
	4 KVA		
	5 KVA		

- ◆ **Servo stabilizer:**

Make	Capacity	Cost	
		Single Phase	
		Air Cooled	Oil Cooled
	1 KVA		
	2 KVA		
	5 KVA		
	10 KVA		
Make	Capacity	Three Phase	
		Air Cooled	Oil Cooled
	10 KVA		
	20 KVA		



Note: For minimum Technical Specification are as under

Double Conversion On-Line UPS with standard features:

Minimum Specifications required: AC input Voltage: 180-280V for 1 ph, 280-485 V for 3 ph Input Frequency 47-52Hz, Efficiency on full load with 10% charge on batteries >90%. Input power factor >0.95 with active p.f. control.

Output voltage $230 \pm 2\%V$, frequency 50 Hz $\pm 0.05\%$, load p.f.0.7 lagging, waveform: pure sine wave, THD $\leq 3\%$ Output overload capacity: 105% continuous, 125% 3-5 mts, >150% 2-5 Sec

Battery type: SMF, Lead-Acid Tubular

Battery charging current: 4-8A, enhanced charging current capability for tubular batteries of 150-200AH
Crest factor: 3:1, Ambient Temperature 0-40⁰ C
Short-circuit protection.

Line Interactive/off Line UPS with standard features:

Minimum Specifications required:

AC Input Voltage: 180-280V for 1 ph, 280-485V for 3 ph

Input Frequency 50Hz $\pm 5\%$, Efficiency on full load >85%

Output voltage $230 \pm 2\%V$, (battery mode), $230V \pm 7\%$ mains mode, frequency 50 Hz $\pm 1\%$,

Transfer Time :< 3ms

Battery type: Internal SMF, External SMF, Lead-Acid Tubular

Battery charging current: 1-10A, Crest Factor: 3:1, Ambient Temperature: 0-40⁰ C

Shortcircuit protection.

Automatic Voltage Stabilizer (AVS):

Minimum Specifications required:

Copper wound transformer, Input Voltage-160-280V, Output Voltage $220V \pm 5\%$

Short-circuit protection.

Servo Stabilizer:

Minimum Specifications required:

Input Voltage: 160-280V 1ph, 3ph 4 wire input/4 wire output, independently regulated phases

Out voltage - $220/230 V \pm 1\%$

**SCHEDULE OF REQUIREMENT UNDER CHEMICAL & GLASSWARE CATEGORIES :**

- All kind of standard Chemicals
- All kind of standard Glassware's
- All kind of standard Plastic wares
- All kind of standard Filter paper
- All kind of standard Micro slides, cover slips Acid & Phenyl

THE FOLLOWING ARE ESSENTIALLY NEEDED FOR CHEMICAL-GLASSWARES CATEGORY

- Fifteen printed copies of the **Catalogue/Price List** (a Soft Copy may also be provided) of the products. For Chemical & Glassware category, in case of imported chemical (s), original catalogue may also be enclosed.
- Attested photocopies of the following documents :
 - Manufacturing license issued by the competent authority for each items separately.
 - Registration Certificate of Central Excise.
 - Registration Certificate of Central Sales Tax & Provincial Trade Tax.
 - Drug Manufacturing License if needed for manufacturing.
 - Copy of Income Tax return for the last 3 year of manufacturer & Authorized dealer.
 - Copy of Sales Tax / VAT Assessment for the last 3 year of manufacturer & Authorized dealer.
 - Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet of both the manufacturer and authorized dealer. A minimum turnover for consumables & non consumables as indicated at page no. 2 & 3 is essential for manufacturer and authorized dealer separately.**
 - Registration in S.S.I. / D.I. in case of manufacturer.
 - Undertaking for Quality Control System.2
- List of organizations, Research Laboratories & Educational Institutes where the firm is on rate contract or has been supplying the items, along with their performance certificates and attested photocopies of rate contracts.

In the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference to the bidders in this regard.

APPOINTMENT OF LOCAL DEALER

- The manufacturer may appoint one or maximum three local dealers for Banaras Hindu University. **The manufacturer should ensure that the dealer appointed for the execution of supplies are registered with Trade Tax Department and having valid C.S.T. and U.P.T.T. / VAT No.**
- Request of appointment of new local dealer or withdrawal of any previously appointed local dealer during the financial year i.e. 2013- 14 will not be permitted in any circumstances.**
- The manufacturer should furnish the detail information of the local dealer/s on the proforma given below and enclose alongwith the quotation positively, failing which appointment of local dealer will not be considered.

N.B. :-

 - Any changes towards information given by proforma below will not be accepted during the Rate Contract Session i.e. 2014 – 15.
 - Diversion of order will not be allowed during the Rate Contract session i.e. 2014-15 if the appointment of local dealer is not informed at the time of submission of quotation.
- The local dealer must be Income Tax Assesses and possessing PAN No.

DETAIL INFORMATION IN RESPECT OF LOCAL DEALER

APPOINTED FOR THE SESSION 2014-15 IN CASE OF CHEMICALS & GLASSWARE ARE NEEDED AS UNDER

Sl. No.	Name & Address, Contact No. & e-mail address	C.S.T. No.	U.P.T.T. / V.A.T. No.	TIN No.	PAN No	Drug License No., if otherwise required
1.						



2.						
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APPENDIX 'K'

BANARAS HINDU UNIVERSITY

Central Purchase Organization
 Varanasi -221005
 Tel: 0542-6701724, 2366865

PROFORMA FOR AUTHORITY FORM OEMs (Original Equipment Manufacturers)
 (To be submitted by bidder if they are authorized representative of an OEM)

No..... dated.....

To, The Deputy Registrar
 Central Purchase Organization
 Banaras Hindu University
 Varanasi-221005

Dear Sir,
 Sub: BHU, Varanasi Tender No.....

We an established and reputable manufacture of
 do hereby authorize
 M/s..... (Name and address of Agents) to represent us, to bid
 negotiate and conclude the contract on our behalf with you against Tender No.....

No company/firm or individual other than M/s..... are authorized to
 represent to this business against this specific tender. Further, certified that the price catalogue submitted alongwith the bid is
 the only one in circulation and discount offered to BHU, Varanasi is not lesser than that of offered by any other Govt.
 department (R&D agency)/ Academic institute.

Your faithfully,

(Name)
 For & on behalf of M/s
 (Name of Manufactures)

**Not: this letter of authority should be on the Letter-Head of the manufacturing concern and should be signed by a person
 competent and having the power of attorney to bind the manufacturer.**



AFTER SALES SEVRICE CENTRES

The service centers listed below are fully functional and equipped with spares and skilled manpower for providing satisfactory after sales services within a radius of 200 Kilometers of the consignee locations for the equipment supplied by us under this contract.

Nearest service centre address	Service Contact person & Tel. No.

Date:

Signature:

Name:

Company:

Seal:

CENTRAL PURCHASE ORGANIZATION