



# G. B. PANT UNIVERSITY OF AGRI. & TECH. PANTNAGAR, U.S. NAGAR (UTTARAKHAND)

## Tender Invitation form in Single Bid System

No...../

Dated:- .....

M/s.....

.....

*Sub:* .....

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY CONDITION MAY MAKE YOUR OFFER INVALID”

Dear Sirs,

We are interested in the Purchase of the articles mentioned overleaf. Tenders are invited through speed post/registered post/courier/ by hand from the firms to supply item/items. The details are also available on the University website. Please send your tender in **SEALED COVERS (sealed with sealing wax)** so as reach this office on or before....., while submitting tender please note that:-

- 1- Rates quoted should be F.O.R. Pantnagar including packing forwarding and transit insurance. The goods should be insured against theft, loss or breakage during transit by the supplier before dispatch is made. The responsibility in this respect will be of the supplying firm and not of the University.
- 2- The rates of tax (GST) should be clearly indicated at which rate it is chargeable.
- 3- In case of the item being on D.G.S.& D. Rate Contract, please enclose a copy of the Rate Contract.
- 4- Each tender is to be enclosed in a cover. The cover should be sealed and super-scribed, “**Tender for.....your No.....dated..... due date .....**”. The cover should bear address of the undersigned.
- 5- The tender shall be opened in the presence of the representative of any or all of the quoting firms **at 3.00 p.m. on next day or 2<sup>nd</sup> or 4<sup>th</sup> Saturday in the office of undersigned** at G.B. Pant University of Agriculture & Technology, Pantnagar.
- 6- Payment will be made by crossed cheques on the State Bank of India/United Commercial Bank/Punjab National Bank, Pantnagar or an account pay draft at the cost of the supplier only after the receipt of material in good condition.
- 7- The acceptance of the tender will rest with the Vice-Chancellor who does not bind himself to accept the lowest rate quoted tender and also reserves the right to reject fully or partially any or all the tenders received without assigning any reason.
- 8- In case of any dispute the matter shall be referred to the Vice-Chancellor of this University whose decision shall be binding to both the parties.
- 9- Please also quote your **GSTIN & Income Tax No.** on your tender. Copy of **GST registration must be enclosed.**
- 10- In case of supply order being placed on you:  
“As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the Vice-Chancellor reserves the right not to accept delivery in part or full and claim the liquidated damages @ 1% per week subject to a maximum of 10% of total value of the supply order,”
- 11- **You will have to deposit upto 1.00 lac 5%, 1.00 lac to 5 lac 4%, 5 lac to 15 lac 3% of the total cost of items quoted by you as earnest money in the form of demand draft or fixed deposit receipt or bankers cheque in favour of Comptroller G.B. Pant University of Agriculture & Technology, payable at SBI/PNB/UCO Bank, Pantnagar.**
- 12- **The imported equipments above ` 3.00 lac may be purchased in Indian currency provided Custom Duty Exemption is made available by the firm.**
- 13- On demand one sample of each quoted item may please be sent to judge the quality of material alongwith tender. The sample should invariably be received in this office on or before due date and time of opening of tenders.
- 14- The tenders are liable to be cancelled, if any of the above conditions are not complied with.
- 15- The validity of rates should be 180 days from the date of opening of bid tender.

Yours faithfully

Signature & Seal of Purchaser

Designation  
Department

**OFFICE/DEPARTMENT OF .....**

<i>S. No.</i>	<i>Description of material (Specification if any)</i>	<i>Quantity Required</i>	<i>Rates quoted</i>
1.	2.	3.	4.

**Signature of Purchaser**

**Name .....**

**Designation .....**

**Date:**