



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

Tender Invitation form in Two 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. Please send your tender in **SEALED COVERS (sealed with sealing wax)** so as reach this office on or before **Registered/Speed Post/Courier/by hand** while submitting tenders please note that:-

1. The tender is to be submitted under **two bid system i.e. Technical Bid & Financial Bid**. Technical Bid & Financial Bid will be received in two separate sealed envelopes. Both the envelopes will then be put in to one big envelope and sealed properly super scribing “**Technical Bid & Financial bid for the supply of, your No..... dt..... Due date.....**”
2. (a) The Technical bid should be consisting of all technical details/specification EMD in separate envelope as required in para 13 and other requirements as mentioned overleaf and your terms & conditions. The envelope contained technical bid should be super scribed “**Technical bid for the supply & installation of**”.
(b) The financial bid should indicate items wise price for the item mentioned in technical bid. The envelope contained Financial bid should be super scribed “**Financial bid for the supply & installation of**”.
3. 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.
4. The rates of tax (GST) should be clearly indicated at which rate it is chargeable.
5. In case of the item being on D.G.S.& D. Rate Contract, please enclose a copy of the Rate Contract.
6. 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 2nd or 4th Saturday in the office of undersigned** at G.B. Pant University of Agriculture & Technology, Pantnagar.
7. Payment will be made by crossed cheques on the State Bank of India/United Commercial Bank/Punjab National Bank, Pantnagar or an account payee draft at the cost of the supplier only after the receipt of material in good condition.
8. The acceptance of the tender will rest with the Vice-Chancellor who does not bind himself to accept the lowest tender and also reserves the right to reject fully or partially any or all the tenders received without assigning any reason.
9. 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.
10. Please also quote your **GSTIN & Income Tax No.** on your tender. **Copy of GST registration must be enclosed.**
11. 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,”
12. **You will have to deposit upto 1.00 lac 5%, 1.00 lac to 5 lac 4%, 5 lac to 25 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.**
13. **The imported equipments above ` 3.00 lac may be purchased in Indian currency provided Custom Duty Exemption is made available by the firm.**
14. The tenders are liable to be cancelled, if any of the above conditions are not compiled with.
15. The validity of rates should be 180 days from the date of opening of bid tender.

Yours faithfully

Signature & Seal of Purchaser
Specification overleaf

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: