

**G. B. PANT UNIVERSITY OF AGRI. & TECH.  
PANTNAGAR- 263145  
DISTT. UDHAM SINGH NAGAR (UTTARAKHAND)**

**TENDER DOCUMENT  
FOR  
UNIVERSITY RATE CONTRACT  
FOR ONE YEAR  
( 2016-17 )**



**STORES PURCHASE OFFICE**

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कार्यालय प्रभारी अधिकारी, भण्डार क्रय  
गो0 ब0 पन्त कृषि एवं प्रौद्योगिक विश्वविद्यालय, पन्तनगर

पत्रांक: एस.पी.ओ./यूआरसी/टैण्डर(5)/2016-17/167

दिनांक- जुलाई 22, 2016

निविदा सूचना

विश्वविद्यालय दर अनुबन्ध वर्ष 2016-17 (एक वर्ष) के लिए कम्प्यूटर्स/लैपटाप/सहवर्ती उपकरणों के रखरखाव मरम्मत एवं कार्टिज रिफिलिंग हेतु निर्माताओं/अधिकृत वितरकों/विक्रेताओं से एकल निविदा प्रणाली में मुहर बन्द निविदा आमंत्रित की जाती है। निविदा प्रपत्र और तत्सम्बन्धी विस्तृत विवरण विश्वविद्यालय की वेबसाईट [www.gbpuat.ac.in](http://www.gbpuat.ac.in) पर उपलब्ध है जिसे देखा एवं डाउनलोड किया जा सकता है। निविदा प्रपत्रों के जमा करने की अन्तिम तिथि 22.08.2016 अपरान्ह 05:00 बजे तक है। निविदा दिनांक 23.08.2016 को अपरान्ह 3:00 बजे से खोली जायेगी।

निविदा प्रपत्र शुल्क :- ₹0 2,000.00 + 13.5% वाणिज्य कर = ₹0 2,270.00 प्रति निविदा।

फोन नं0 05944-234260, फैक्स नं0 05944-234816, ई-मेल [spo.gbpuat@gmail.com](mailto:spo.gbpuat@gmail.com)

प्रभारी अधिकारी, भण्डार क्रय

**OFFICE OF THE OFFICER I/C, STORES PURCHASE  
G. B. PANT UNIVERSITY OF AGR. & TECH., PANTNAGAR-263145  
(U.S. NAGAR) UTTARAKHAND**

No. SPO/URC/Tender(5)/2016-17/167

Dated: July 22, 2016

**TENDER NOTICE**

Sealed tenders are invited in Single bid system for the AMC of Computers/Laptop/Peripherals and Refilling of Cartridge from Manufacturer/Authorized distributors/Authorized dealers for University Rate Contract 2016-17 (One Year).

Tender documents and other detailed information are available on University web site [www.gbpuat.ac.in](http://www.gbpuat.ac.in) and may be downloaded. Last date for submission of tender documents is **22.08.2016 up to 5:00 PM** and bid will be opened on **23.08.2016 at 3.00 PM** onwards.

**Tender Documents cost:- ` 2,000.00+13.5% VAT = ` 2,270.00 Each**

**Phone No. 05944-234260, Tele-Fax-05944-234816, e-mail:spo.gbpuat@gmail.com**

**Officer I/C, Stores Purchase**

URC Tender Document

# **Part 'A'**

## **Technical Bid**

**To be submitted in a separate envelope  
Superscribing 'Technical Bid'**

**Item-----**

**OFFICE OF THE OFFICER I/C, STORES PURCHASE  
G.B. PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY, PANTNAGAR  
UDHAM SINGH NAGAR (UTTARAKHAND)**

**TENDER FORM FOR FORMATION OF UNIVERSITY RATE CONTRACT**

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

**Part (A): Technical Bid**

“Please furnish the following information in this part so as to enable the panel to decide about the qualification & the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statement below.

For qualification criteria the tenderers are required to have supplied the specified stores for specified amount of supplies made during the last three financial years and the bidders have to furnish from their clients a certificate in support of satisfactory performance.

Tenderers' reference No. \_\_\_\_\_ Date \_\_\_\_\_

1. Application for the stores to be supplied all \_\_\_\_\_  
brand(s) name if any

2. Name of the tenderer: \_\_\_\_\_

3. Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Mobile \_\_\_\_\_

e-mail \_\_\_\_\_

4. Earnest Money (must be attached with technical bid)  
(a) Amount ` **1,00,000.00**  
(b) In favour of Comptroller, GBPUA&T Pantnagar  
(c) FDR/TDR No. & date A/c M/s \_\_\_\_\_

5. Status of the applicant  
(Whether manufacturer/Authorized distributor/Authorized dealer as per tender notice.  
(Certificate must be submitted from appropriate authority)\*. \_\_\_\_\_

6. VAT registration No. & date \_\_\_\_\_

7. PAN. No. \_\_\_\_\_

8. Annual turnover for the last three years  
(Minimum ` 35.00 lacs each year)  
(a) 2013 – 14 Rs. \_\_\_\_\_  
(b) 2014 – 15 Rs. \_\_\_\_\_  
(c) 2015 – 16 Rs. \_\_\_\_\_

( Certificate from CA is required)

(1)

9. Details of clients  
(List to be attached separately) \_\_\_\_\_
10. Details of single largest order complied during last year  
(a) Name of client & address \_\_\_\_\_  
(b) Amount \_\_\_\_\_
11. Indicate the sales service available (Especially in Uttrakhand, Certificate must be enclosed)  
(a) No. of technical staff \_\_\_\_\_  
(b) No. of Venders \_\_\_\_\_  
(c) No. of Service stations \_\_\_\_\_
12. Quantum of supplies to G. B. Pant University during 2015-16 if any. \_\_\_\_\_
13. Please certify that you are not blacklisted by any department of Central/State Govt. or Pantnagar University or any Public Institution (attach notarized affidavit worth Rs.100.00) \_\_\_\_\_ an affidavit on Non-Judicial stamp paper is to be attached duly notarized
14. Please enclose separately the technical Specifications of the product for which tender rates are submitted \_\_\_\_\_

**NOTE:-** Below mentioned documents must be attached **in the order** indicated hereunder:-

1. Technical bid form duly signed.
2. General Terms & Conditions duly signed.
3. Instructions to the tenderers duly signed
4. Earnest Money in shape of FDR/TDR/DD.
5. Copy of authorization from appropriate authority, if applicable.
6. Copy of certificate of dealership/distributor ship, if applicable.
7. Copy of VAT registration certificate.
8. Copy of C.S.T. registration certificate, if applicable.
9. Copy of last sales tax returns clearance. (relevant portion)
10. Year wise turnover for last three years. (only extract of the relevant portion of Profit & loss A/c, Balance sheet & sales tax documents for proof of turnover dully signed by C.A or three years Turnover Certificate from C.A.).
11. Abstract of department wise supplies to University during the year 2015-16 if applicable.
12. Notarized affidavit regarding non-blacklisting worth Rs.100.00.

**NOTE:** Before sending/submitted the tender, the tenderer should read carefully, the attached terms & conditions, special terms & conditions, instructions to the tenderer etc.

**Page 1 to 2 signed**

**Signature of issuing authority**

**Officer I/C, Stores Purchase**

**Signature of tenderer  
With seal**

(2)

**OFFICE OF THE OFFICER I/C, STORES PURCHASE**  
**G.B. PANT UNIVERSITY OF AGRIL.& TECH. PANTNAGAR- 263145**  
**(U.S.NAGAR) UTTARAKHAND**

**GENERAL TERMS & CONDITIONS**

(Jurisdiction- Udham Singh Nagar, Uttrakhand)

1. Sealed tenders are invited by the “Officer I/C, Stores Purchase” G.B. Pant University of Agri. & Tech., Pantnagar (Udham Singh Nagar) for supply of .....  
(Name of items)
2. Each tender is to be enclosed in a sealed envelope duly super scribed “tender for the supply of .....” against tender notice no. ....dated ..... due on ..... The envelope should bear address of the undersigned and that of tenderer also.
3. Rates quoted should be F.O.R. destination including all outside stations of the University.
4. Payment shall be made within 30 days from the date of receipt of goods in proper/ satisfactory/ working conditions.
5. Tender documents must be submitted consisting of notice inviting tender, tender form (technical and/or financial), general terms & conditions of supply, special conditions if any, instructions to the tenderers, schedule of items duly filled, completed & signed by the tenderer. **(Rates for each item must be quoted in schedule of items itself).**
6. Tenders should be addressed to the **Officer I/C, Stores Purchase, G.B. Pant University of Agri. & Tech., Pantnagar- 263 145 (U.S. Nagar) Uttarakhand**, duly sealed properly.
7. Tenders will be received in the office of “**Officer I/C, Stores Purchase**” up to ..... on ..... and Technical Bid/ tender as per tender notice will be opened on dated ..... at ..... in the presence of the tenderers or their authorized representative who may like to be present at the time of opening of the technical bids/tender.
8. The tender should be submitted along with a demand draft or fixed deposit receipt in favour of Comptroller, G.B. Pant University of Agri. & Tech., Pantnagar. Tender without proper earnest money **shall not be considered**. No Cheque shall be accepted. Earnest Money deposited earlier, if any, shall not be considered. The FDR/DD should be drawn from the account of tendering firm. **Demand Dreaft should be payable only at SBI/PNB/UCO/Union Bank, Pantnagar.**
9. In terms of note 2 (3) to rule 273 of GFR (2002), Bid Security will be liable to be forfeited, if the tenderer withdraws or amends/ impairs or derogates from the tender in any respect within the period of validity of his tender.
10. The purchaser has the right to forfeit performance security in case of any breach of contract committed by the supplier.
11. The supplier will have to attach a certificate to the effect that the material to be supplied will be of the specification conforming to standard of the item specified in the attached schedule.
12. Supply of ordered material should be/ required to be completed within stipulated date/ time from the date of issue of firm order failing which the University reserves the right to forfeit the earnest money and cancel the order. Part supply shall not be accepted normally however in genuine cases, permission may be granted.
13. The supplier should quote clearly in figure and words the rate and amount tendered by him. The amount of each item should be worked out & requisite totals given including all charges F.O.R. destination.
14. VAT or any other taxes/charges on the material, which has not been mentioned while quoting their rates shall not be paid by the University under any circumstances.
15. The terms & conditions given by the supplier will not be binding on us. Conditional tenders shall be rejected at the sole discretion of the competent authority of the University.

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16. The manufacturer should mention their address of manufacturing unit so that the site may be inspected, if required.
17. 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 University 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.”
18. A tenderer shall not submit more than one tender for the same set of goods.
19. The tenderer shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.
20. The tender so submitted shall be governed by the laws of Govt. of India and be interpreted in accordance with such laws.
21. Any dispute arising in process of the tender, the matter shall be referred to the sole arbitrator who in such cases shall be the Vice-Chancellor, G.B. Pant Univ. of Agri. & Tech., Pantnagar, and whose verdict shall be binding on both the parties.
22. The tenderers may be called for technical discussions by the purchase committee duly constituted or nominated by the Competent Authority of this University.
23. The tenderer must supply a three-dimensional drawing of the instrument, whenever needed to which they proposed to supply along with the relevant literature.
24. The acceptance of a tender will rest with the University who does not bind itself to accept the lowest tender and reserves itself the authority to reject or partially accept, any or all the tenders received without assigning any reason.
25. The University reserves the right to place order for the scheduled quantity and/or part thereof.
26. Tenders are likely to be rejected in case it does not confirm to the specifications, terms and conditions etc as laid down.
27. **The tenders may be dropped in the Tender Box kept in the office of Officer I/c Stores Purchase by due date & time.** The tender may also be sent/submitted through post/courier. The tenders received after due date & time are liable to be rejection. The University shall not be responsible for receipt of tenders after due date & to be time due to postal delays or any other reason, whatsoever.
28. The validity of rates shall be minimum one year in case of University Rate Contract from the date of opening of technical bid/offer and their after on mutual consent for further extension of rate contract.
29. The supplier should invariably incorporate guarantee/warranty clauses in his offer wherever applicable. While incorporating Guaranty Warranty clause, nature & duration should be specifically mentioned.
30. If during the currency of the contract, the price(s) of the contracted stores falls, the supplier shall have a binding to charge the prevailing lower rates against the higher contract price. However, the purchaser is not liable to compensate the supplier any hike in the contract price during the contract period.
31. Free replacement will be made against defective/damaged supplies by the firm/supplier at their own cost & risk.
32. Supplies will be strictly as per brand and specifications as specified in the rate contract. Container and product must bear the brand name, lot no., batch no., date of manufacturing and date of expiry, etc., as the case may be. Substandard supplies shall be rejected out rightly and the supplier shall be held responsible to make good the loss so incurred and that the University shall take necessary action against the firm/supplier, as deemed fit.



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33. The consignment shall be booked always in favour of consignee only and as per instructions mentioned in the purchase order.
34. Bulky tenders which can not be dropped in the tender box will be accepted by the Officer I/C, Stores Purchase or his authorized representative and receipt issued.
35. **The University Rate Contract will be done on the basis of existing guide lines of Central Vigilance Commission**

**Signature of issuing authority,**

**Signature of Officer I/C, Stores Purchase**

I have read the above terms & conditions and the instructions attached herewith and understood them carefully and agree to abide by the same.

**Signature of Tenderer  
with seal**

36. (In case tender documents are downloaded from University Web Site by the firm then following certificate should also be signed by the tenderer).  
“Certified that we have downloaded the tender documents from University Web Site and for any difference in contents from original document we shall be fully responsible and understand that rate contract awarded, if any, may be terminated by University on this account. The tender fee of ` 2,000.00 + VAT 13.5% = ` 2,270.00 is enclosed in shape of Bank Draft No..... date..... payable only at SBI/PNB/UCO/Union Bank, Pantnagar.
37. Tenderer must have to enclose along with technical bid, the latest original catalogue showing important feature and M.R.P. list of each item/model.
38. **The participating firm if required can depute only one authorized representative to deal with their tender, whose signature must be duly verified by the tenderer, no other person will be allowed to deal with tender.**

**Signature of tenderer  
With seal**

(5)

**OFFICE OF THE OFFICER I/C, STORES PURCHASE  
G.B.PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY, PANTNAGAR  
UDHAM SINGH NAGAR (UTTARAKHAND)**

**INSTRUCTIONS TO THE TENDERERS**

1. Tender should be addressed to the Officer I/C, Stores Purchase G.B. Pant University of Agri. & Tech., Pantnagar, Distt Udham Singh Nagar, Pin – 263 145, Uttarakhand and be sent in a properly sealed cover. The tender should be sent in an envelope superscribed as “**Tender for the supply of \_\_\_\_\_ / formation of the University Rate Contract (as the case may be) due on ..... at 5.00 p.m.**”
2. The stores offered should be strictly according to the brand / specifications as mentioned in the tender documents.
3. Earnest Money as per conditions stipulated shall be deposited along with the tender / technical bid in the shape of an DD/FDR/TDR, duly pledged or in favour of the *COMPTROLLER, G.B.P.U.A.&T., PANTNAGAR*. Tender without earnest money will not be accepted. In case tender is not accepted for award of contract, the Earnest Money shall be refunded after its finalization. The EMD should be drawn from the account of the tendering firm otherwise tender shall be rejected. FDR/TDR issued in personal name shall not be accepted. **DD should be payable only at SBI/PNB/UCO/Union Bank, Pantnagar.**
4. Tenders shall be received in the office of the **Officer I/C, Stores Purchase G.B. Pant University of Agri. & Tech., Pantnagar (Distt Udham Singh Nagar, Pin – 263 145 (Uttarakhand))** & opened as per schedule given in the notice in presence of the tenderers or their representative who may like to be present at the time of opening of the same.
5. The tenders may be dropped in the Tender Box kept in the office of the undersigned and the same may also be sent by post/courier but the University will not be responsible for any postal delay or otherwise. Tenders received after the stipulated date & time are liable to be rejected.
6. Tender for each brands/stores of material as specified in the notice inviting tender/press notification is required to be submitted separately.
7. Firms black-listed by any of the department of Central/State Govt. or Pantnagar University need not to tender.
8. Interim enquiries or subsequent offers if any, will not be entertained.
9. Tenders, which do not fulfill all or any of the above conditions or found incomplete in any respect are liable to be rejected.
10. The Earnest Money shall be released only after the expiry of the Rate Contract/Supply of Stores satisfactorily in all respect and as per the terms & conditions of the tender.
11. The acceptance of tenders rests with the Vice-Chancellor of the University who does not bind himself to accept the lowest tender & reserves the right to reject or partially accept any or all the tenders without assigning any reason whatsoever thereof .
12. Every tenderer shall give a certificate in writing about the manufacturer whose brand is being promoted by him.

**Conditions for University Rate Contract**

13. A certificate of the firm specifying their status may be submitted along with the tender without which the tenders are liable to be rejected.
14. The maximum rate of discount on the manufacturer’s price list offered by the tenderer & the rates tendered may be indicated clearly in figures and words. Please attach an undertaking that the discount offered is same as offered to the other Govt./Semi Govt./Institute/Department.

15. The tender should be submitted along with **two copies of price list** & tendered/quoted price in duplicate duly signed & stamped by the tenderer duly supported with the latest amendments & revision as well as additions made by the firm for the specific brand/product. No overwriting or cutting on the price list is allowed; if so, certificate of the manufacturer to this effect may be attached with the tender.
16. The price list submitted along with the tender by the firm for the purpose of rate contract should contain the brand name of each & every item listed in the price list.
17. The validity period of university rate contract shall be One Year subject to extension with mutual consent.
18. Charges on an account of Concessional sales Tax are applicable under Govt. rules against issue of concession certificate.
19. On allocation of any work, the deduction of taxes & other dues if any shall be made from the bill concerned as per University rules.
20. **Tender must be submitted along with two hard copies and soft copy in the form of CD compatible to windows 2003/2007, of the authentic price list(s).**

**Signature of issuing authority,**

**Officer I/C, Stores Purchase**

I have read all instructions carefully and promise to abide by them during the period of rate contract.

**Signature of tenderer  
With seal**

**Date:-**

# **Part ‘B’**

## **Financial Bid**

**To be submitted in a separate envelope  
Superscribing ‘Financial Bid’**

**Item-----**

**OFFICE OF THE OFFICER I/C, STORES PURCHASE  
G.B.PANT UNIVERSITY OF AGRI.& TECH. PANTNAGAR- 263145  
(U.S.NAGAR) UTTARAKHAND**

TENDER FOR UNIVERSITY RATE CONTRACT FOR THE SUPPLY OF.....

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

**Part (B): Financial Bid**

Tenderer's reference No. \_\_\_\_\_

Dated: \_\_\_\_\_

1. Application for the supply of \_\_\_\_\_

2. Name of the applicant firm \_\_\_\_\_

Address \_\_\_\_\_

3. Telephone No. \_\_\_\_\_

Mobile \_\_\_\_\_

Fax No. \_\_\_\_\_

e-mail \_\_\_\_\_

4. Status of the applicant \_\_\_\_\_  
(Whether Manufacturer /Authorized distributor/  
Authorized dealer as per tender notice.  
(Certificate must be submitted from appropriate authority).

5. Telephone No., Fax No., e-mail \_\_\_\_\_

Tel. Ph. \_\_\_\_\_

Fax No. \_\_\_\_\_

e-mail \_\_\_\_\_

6. Registration No. with DGS&D \_\_\_\_\_

7. Mode of supply: \_\_\_\_\_

Direct

8. Validity of rates (period) \_\_\_\_\_

Minimum **One Year**

9. Warranty \_\_\_\_\_

Minimum .....

10. Specify VAT (in % clearly)

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11. Discount/rebate on quoted/list price, if any should be clearly mentioned.

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**NOTE:**

- (i) **Over writing in tender will not be accepted. Cutting if any should be properly signed by the tenderer.**
- (ii) **University will not make any part payment if full supplies are not made in accordance with the Purchase Order/Letter of Intent.**
- (iii) **The tenderer should enclose required certificates in the same order as mentioned above & serialize them accordingly.**
- (iv) **Before sending/submitting the application/tender, the applicant should read carefully the attached terms & conditions and instructions sheet.**

**Signature of Issuing Authority**

**Officer I/C, Stores Purchase**

**Signature of the Tenderer (Applicant)  
Name & Seal of the Firm**