

Tender No. - 18/SVP/2017-18

**SARDAR VALLABHBHAI PATEL
UNIVERSITY OF AGRICULTURE & TECHNOLOGY
MEERUT-250110 (U.P.)**



TENDER DOCUMENT FOR

विश्वविद्यालय में छपाई कार्य से
सम्बंधित दर अनुबन्ध ।

Tender Processing fee Rs. 1500/- (Rs. One Thousand Five Hundred Only)



सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय,
मेरठ-250110

विश्वविद्यालय में वार्षिक रिपोर्ट सहित अन्य छपाई कार्य से सम्बंधित टेण्डर।

क्र०सं०	मद	विवरण
01	कार्य / सामग्री / उपकरण आदि का विवरण	विश्वविद्यालय के सामान्य, पत्रिका, प्रपत्र, वार्षिक रिपोर्ट, बुकलेट, वार्षिक कृषि दर्शिका, वार्षिक रिपोर्ट, परीक्षा कॉपियां आदि के मुद्रण कार्य से सम्बंधित दर अनुबंध।
02	अवधि	कार्य आदेश जारी होने से अगले 01 वर्ष तक। विश्वविद्यालय द्वारा अपनी आवश्यकता के अनुसार उक्त अवधि में वृद्धि-कमी की जा सकती है।
03	अनुमानित व्यय	धनराशि रू० 22.00 लाख
4	टेन्डर प्रोसेसिंग शुल्क	रू० 1500.00 (रूपये एक हजार पाँच सौ मात्र) नकद में सचिव, क्रय समिति कार्यालय लेखानुभाग से टेण्डर फार्म प्राप्त कर सकते हैं। वेबसाइट से डाउनलोड निविदा प्रपत्र स्वीकार नहीं किये जायेंगे।
5	धरोहर धनराशि	रू० 44000 / (रूपये चवालिस हजार मात्र) to be paid by F.D.R in Favour of Comptroller, S.V.P. U.A&T., Meerut (U.P) Payable at Meerut from Nationalized Bank
6	प्री-बिड कान्फेन्स आयोजित करने की तिथि एवं स्थान	दिनांक 12.09.2017 अपराह्न 3.00 से 4.00 बजे तक (प्रशासनिक भवन, लेखानुभाग)
7	टेण्डर फार्म विक्रय की तिथि, समय एवं स्थान	दिनांक 31.08.2017 से 14.09.2017 के पूर्वाह्न 12.00 बजे तक, (प्रशासनिक भवन, लेखानुभाग)
8	टेण्डर फार्म जमा करने की तिथि एवं स्थान	दिनांक 14.09.2017 को पूर्वाह्न 12.00 से अपराह्न 2.00 बजे तक, (प्रशासनिक भवन, लेखानुभाग)
09	टेन्डर खोलने की तिथि एवं स्थान	दिनांक 14.09.2017 को अपराह्न 2.30 बजे, (प्रशासनिक भवन, लेखानुभाग)



सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय,
मेरठ-250110

टेन्डर प्रोसेसिंग शुल्क: ₹0 1500/-
(non refundable)

विश्वविद्यालय में छपाई कार्य से सम्बंधित दर अनुबन्ध।

टेण्डर संख्या: 18/SVP/2017-18

आवेदन फार्म का विवरण

01	प्रस्तुतकर्ता फर्म/ठेकेदार/कम्पनी /एल0एल0पी0/संयुक्त वेंचर कम्पनी आदि का नाम	
02	फर्म का पूर्ण पता	
03	दूरभाष संख्या एवं फैक्स संख्या	
04	फर्म का संगठन	
05	क्या फर्म को राज्य सरकार/विश्वविद्यालय द्वारा काली सूची में डाला गया है? यदि हां तो पूर्ण विवरण उपलब्ध कराये।	
06	ट्रेड टैक्स पंजीकरण संख्या/टिन संख्या/जी.एस.टी. (यदि लागू हो तो)	
07	पैन संख्या	
08	सेवाकर विभाग में पंजीकरण संख्या	
09	वार्षिक टर्न ओवर (₹. 50.00 लाख प्रतिवर्ष) सी0ए0 द्वारा प्रमाणित	2014-15
		2015-16
10	धरोहर धनराशि (₹0)	
11	FDR संख्या:.....धनराशि..... दिनांक: बैंक का नाम.....	

सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय, मेरठ में टेण्डर की शर्तों को भली-भांति समझ लिया है।

दिनांक:

हस्ताक्षर

दर अनुबन्ध 02 भाग में प्रस्तुत किया जायेगा:-

(क) तकनीकी बिड

(ख) वित्तीय बिड

तकनीकी बिड निर्धारित प्रारूप पर समस्त साक्ष्यों की प्रमाणित फोटो प्रतियों सहित धरोहर धनराषि का बैंक FDR संलग्न करते हुए एक अलग लिफाफे में रखी जायेगी। इस लिफाफे के ऊपर निविदा संख्या, फर्म का नाम तथा कार्य/सामग्री का विवरण तथा तकनीकी बिड अनिवार्य रूप से अंकित किया जाये।

दूसरे लिफाफे में वित्तीय बिड प्रस्तुत की जायेगी तथा इस लिफाफे के ऊपर निविदा संख्या, फर्म का नाम तथा कार्य/सामग्री का विवरण तथा वित्तीय बिड अनिवार्य रूप से अंकित किया जाये।

इसके बाद तकनीकी बिड तथा वित्तीय बिड के दोनों लिफाफे एक बड़े तीसरे लिफाफे में रखे जायेंगे तथा इस लिफाफे के ऊपर निविदा संख्या, फर्म का नाम तथा कार्य/सामग्री का विवरण अंकित करते हुए मुहरबन्द किया जायेगा।

(घोषणा –पत्र)

मैंने (श्री..... पता.....
.....) निविदा-प्रपत्र में दरों को भरने से पूर्व सभी कार्यों के सम्बन्ध में सभी दिशा निर्देश एवं शर्तों की भली-भाँति अध्ययन करके अपने पूर्ण ज्ञान एवं विश्वास से किया है तथा मैं यह भी घोषणा करता हूँ कि मेरा सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय, मेरठ के साथ किसी भी प्रकार का विवाद नहीं है और न ही किसी न्यायालय में विश्वविद्यालय से सम्बन्धित कोई विवाद लम्बित है।
संलग्न किये गये सभी प्रमाण-पत्रों की सत्यापित छाया प्रतियां संलग्न कर दी है यदि मेरे द्वारा कोई तथ्य छिपाया गया हो अथवा झूठा/गलत तथ्य प्रेषित किया गया हो अथवा आवंटन उपरान्त कोई तथ्य गलत पाया जाता है तो कृषि विश्वविद्यालय किसी भी प्रकार का निर्णय लेने के लिये स्वतंत्र है। जिसे मैं पूर्ण रूप से मानने के लिये अपनी स्वीकृति प्रदान करता हूँ।

(हस्ताक्षर)

ठेकेदार का नाम एवं पूर्ण पता



Annexure- A

सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय,

मेरठ-250110

विश्वविद्यालय में वार्षिक रिपोर्ट सहित अन्य छपाई कार्य से सम्बंधित टेण्डर।

TECHNICAL BID

01	फर्म का नाम		
02	फर्म का पंजीकरण संख्या		
03	पैन संख्या		
04	वाणिज्यकर विभाग में पंजीकरण संख्या		
05	वार्षिक टर्न ओवर (गत 02 वर्षों का) रु0 50 लाख प्रतिवर्ष सी0ए0 द्वारा प्रमाणित	2014-15	
		2015-16	
06	गत 02 वर्षों का आई.टी.आर	2014-15	
		2015-16	
07	धरोहर धनराशि (रु0) FDR संख्या:.....धनराशि..... दिनांक: बैंक का नाम.....		

उपरोक्त के सम्बंध में साक्ष्य, प्रमाण-पत्र स्वप्रमाणित अनिवार्य रूप से संलग्न किये जायें।

निविदा का परीक्षण उपरोक्तानुसार बिन्दुओं पर किया जायेगा।

Signature

Name of Firm.....

Address in Full.....

Tel.No. (O)..... (Res).....

FINANCIAL BID को अलग लिफाफेमें रखना सुनिश्चित करें।

Annexure-B



सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय, मेरठ-250110
विश्वविद्यालय में वार्षिक रिपोर्ट सहित अन्य छपाई कार्य से
सम्बंधित टेण्डर।

FINANCIAL BID

तालिका -क

SI. No.	Document Name	Printing/Paper quality	Specification/Size	Quantity in (No.)	Total Rate With All Taxes-PER COPY (In Rs.)
01	(प्रसार निदेशालय) कॉफी बुक	1- Hard Binding with multicolour (Laminated) 2- Inner Page 130 gsm art paper	1- 30X21 cm.(A4) 2- Inner Page 40 Multicolor (A4) (As Per Sample)	500	Rate With ± 4 inner pages
02	कृषि दर्शिका	48-Inner Page 80 GSM with Ballarpur Grade A white paper (48 pages) 2- Cover Page 150 GSM (SGS/Mortan/JRH) imported Art Paper & Multicolour Designing 04 Colour + 04 Pages(48 Pages)	1-22X27.5 cm. (As Per Sample)	1000	
03	रजिस्ट्रेशन कार्ड/पुरस्कार कार्ड	Single coloured sheets with single coloured text	4.5X3.0 Inch (As Per Sample)	7000	
04	प्रवेश-प्रपत्र	70 GSM Ballarpur Grade A White Paper Single Colour text one side printing	7X4.5 Inch (As Per Sample)	500	
05	रसीद बुक (प्रवेश-पत्र)	60 GSM Ballarpur Grade A White Paper Single Colour text one side printing with Numbering and three parts	4.5X3.0 Inch (As Per Sample)	05 Books(100 slips in one book)	
06	मेला सूचना-प्रपत्र	70 GSM white paper single colour text one side printing	10X7.5 Inch (As Per Sample)	4000	
07	प्रदर्श नमूना विवरणिका	60 GSM Coloured paper single colour text both side printing	10X7.5 (As Per Sample)	2000	
08	प्रदर्शनी-प्रपत्र	60 GSM Coloured paper	10X7.5 Inch	1000	

		single color text one side printing	(As Per Sample)		
09	पंजीकरण-प्रपत्र	70 GSM white paper single colour text both side printing	10X7.5 Inch (As Per Sample)	2000	
10	प्रमाण-पत्र	300 GSM art paper double colour text with University Logo	10.25X7.75 Inch (As Per Sample)	500	
11	फोल्डर (फसल उत्पादन तकनीकी सम्बन्धित)	100 GSM art paper 03 Fold Multicolour text	11X8 Inch (As Per Sample)	6000	
12	मेला पोस्टर	70 GSM coloured paper single colour Text	23X18 Inch (As Per Sample)	1000	
13	वार्षिक कृषि तकनीकी दर्शिका (i)	300 जीएसएम आर्ट पेपर, मल्टी कलर, अन्दर के पृष्ठ 90 जीएसएम Ballarpur Grade A Paper दो कलर छपाई (180 पेज) स्पाईरल बाईडिंग सहित- (सैम्पल के अनुसार)	24X18 Inch (As Per Sample)	Min-500 Max-1000	
		300 जीएसएम आर्ट पेपर, मल्टी कलर, अन्दर के पृष्ठ 90 जीएसएम Ballarpur Grade A Paper Multi कलर छपाई (180 पेज) स्पाईरल बाईडिंग सहित- (सैम्पल के अनुसार)	24X18 Inch (As Per Sample)	Min-500 Max-1000	
14	वार्षिक कृषि तकनीकी दर्शिका (ii)	Multicolour art Paper-Hard Cover Binding with 35 OZ cardboard (All operation & end paper pasted on to the inner sides of the boards and head & tail band pasted at the spine) inner 100 gsm Ballarpur Grade A white paper at Multicolour.	24X18 cm (As Per Sample)	Min-500 Max-1000	
15	किसान मेला फोल्डर	Multicolour on 220 GSM Sinarmas art paper 3 fold. Size 24.5X36.5 cm	24.5X36.5 cm	600	

तालिका -ख

Sl. No.	Document	Printing/Paper quality	Specification/Size	Quantity in (No.)	Total Rate With All Taxes-PER COPY (In Rs.)
1	कार्यालय फाइल कवर	10 इंच X 13.5 इंच (बन्द) 21.5 इंच X 13.5 इंच (खुली) कलर्ड कार्डपीट (सैम्पल के अनुसार) अन्दर मोड़ पर मजबूती प्रदान करने के लिये लगभग दो इंच की कपड़े की पट्टी लगायी जाये, आइलेट सहित।	10 इंच X 13.5 इंच (बन्द) 21.5 इंच X 13.5 इंच (खुली)	1000	

2	Student Attendance Register	Size 7"X9.5" Single Colour Printing with cover, pin binding, ledger paper. (With cover page total 28 pages)	7"X9.5"	1000	
3	Register (200 Pages)	Size 8.5"X13.5"Hard Binding, ledger paper (70 gsm) Single Colour printing.	8.5"X13.5"	10	
4	Register (200 Pages)	Size 17"X27", Hard Binding, ledger paper (70 gsm), Single Colour printing.	17"X27",	10	
5	Register (100 Pages)	Size 6.5"X8.5"Hard Binding, ledger paper (70 gsm) Single Colour printing.	6.5"X8.5"	10	
6	Pad (100 sheets)	Size 5.5"X7.5"Hard Binding white paper (70 gsm) Single Colour printing.	5.5"X7.5"	10	
7	Pad (100 sheets)	Size 11"X7.5"Hard Binding white paper (70 gsm) Single colour printing.	11"X7.5"	10	
8	Registration Card Sheet	Card sheet 200 gsm 06 colour 19X23 cm. (सैम्पल के अनुसार)	19X23 cm. (As Per Sample)	10000	
9	कुलाधिपति प्रतिवेदन, बुक लैट	साईज 13X22 सेमी में कवर पृष्ठ 170 जीएसएम (SGS/Mortan/JRH) Imported आर्ट पेपर, मल्टी कलर, अन्दर के पृष्ठ 75 जीएसएम बलारपुर व्हाइट पेपर में एक कलर छपाई (6-8पेज)-(सैम्पल के अनुसार)	13X22 सेमी (As Per Sample)	1000	
10	कुलपति प्रतिवेदन, बुक लैट	साईज 13X22 सेमी में कवर पृष्ठ 170 जीएसएम (SGS/Mortan/JRH) Imported आर्ट पेपर, मल्टी कलर, अन्दर के पृष्ठ 75 जीएसएम बलारपुर व्हाइट पेपर में एक कलर छपाई (6-8पेज)-(सैम्पल के अनुसार)	13X22 सेमी (As Per Sample)	1000	
11	मुख्य अतिथि प्रतिवेदन, बुक लैट	साईज 13X22 सेमी में कवर पृष्ठ 170 जीएसएम (SGS/Mortan/JRH) Imported आर्ट पेपर, मल्टी कलर, अन्दर के पृष्ठ 75 जीएसएम बलारपुर व्हाइट पेपर में एक कलर छपाई (6-8पेज)-(सैम्पल के अनुसार)	13X22 सेमी (As Per Sample)	1000	
12	कार्यक्रम	साईज 13X22 सेमी में कवर पृष्ठ 170 जीएसएम (SGS/Mortan/JRH) Imported आर्ट पेपर, मल्टी कलर, अन्दर के पृष्ठ 75 जीएसएम बलारपुर व्हाइट पेपर में एक कलर छपाई	13X22 सेमी (As Per Sample)	1000	

		(6-8पेज)-(सैम्पल के अनुसार)			
13	निमंत्रण पत्र	साईज 12X30 सेमी में 170 जीएसएम (SGS/Mortan/JRH) Imported आर्ट पेपर, मल्टीकलर, दोनों और छपाई-(सैम्पल के अनुसार)	12X30 सेमी (As Per Sample)	500	
14	Envelope (निमंत्रण पत्र)	साईज 23X18 सेमी में 130 जीएसएम आर्ट पेपर, मल्टीकलर, दोनों और छपाई-(सैम्पल के अनुसार) JRH	23X18 सेमी (As Per Sample)	500	
15	फोल्डर बैग लॉक सहित प्रिंटिंग सहित Fine leather file folder	11"x13" स्क्रीन प्रिंटिंग सहित- (सैम्पल के अनुसार)	11"x13" (As Per Sample)	300	
16	प्लास्टिक फोल्डर का कार्य प्रिंटिंग सहित Fine Plastic file folder	11"x13" स्क्रीन प्रिंटिंग सहित- (सैम्पल के अनुसार)	11"x13" (As Per Sample)	1000	
17	विशेष प्रवेश पास / प्रवेश पास / प्रैस एवं मीडिया प्रवेश पास / कार पास / विशेष ड्यूटी प्रवेश पास / लंच कार्ड / अति विषिष्ट प्रवेश पास	11cm x 8 cm. मल्टीकलर प्रिंटिंग, व्हाइट कलर 200 जीएसएम Sinarmas art paper लेमिनेटिड, कार्डशीट, क्लिप सहित (सैम्पल के अनुसार)	11cm x 8 cm. (As Per Sample)	1000	
18	Exam Copy (A)	Page 20, copy size 9"x11" paper-map-litho paper with printing & binding and University mono gram with preparation & 70 GSM Paper. Perforalid Name of the University.	9"x11" (As Per Sample)	40000	
19	Exam Copy (B)	Page 8, copy size 9"x11" paper-map-litho paper with printing & binding and University mono gram with preparation & 70 GSM Paper. Perforalid Name of the University.	9"x11" (As Per Sample)	20000	
20	Hourly Exam Copy / Midterm Exam Copy	Hourly Exam Copy Page-08, (Size 9"x 11") Paper Map-Litho Paper with Printing & Binding and University Monogram with Preparation & Sr. No. & 70 GSM.	9"x 11" (As Per Sample)	20000	
21	Student Marksheet	SGH/mortan/JRH imported 300 gsm art paper + Four Coloured	21X30 (As Per Sample)	4000	

		Printing (Sample के अनुसार)			
22	ID Card for Students	(Sample के अनुसार)	(As Per Sample)	500	
23	Fee Scroll 04 Parts	70 gsm colour paper 15x26.5 cm single colour printing four numbering & formatting four parts with binding 100 pages per pad	15x26.5 cm	100	
24	Guard Induction File	(Sample के अनुसार)	(As Per Sample)	500	
25	Index File	(Sample के अनुसार)	(As Per Sample)	500	
26	प्रमाण-पत्र (Migration/Character /Transcript/PDC etc.)	300 GSM (SGS/Mortan/JRH) Imported Art Paper & Double Color Text 10.25X7.75 Inch (As Per Sample)	10.25X7.75 Inch (As Per Sample)	100	

तालिका -ग

Sl. No	Document	Printing/Paper quality	Specification/Size	Quantity in (No.)	Total Rate With All Taxes-PER COPY (In Rs.)
1	Annual Report Size 21X27.5 cm.	Text in multicolour on 150 gm SGS imported art paper and multicolour cover gsm SGS pages.	Size 21"X27.5 cm. (As Per Sample)	300	
2	New Letter in English Size 21X27.6 cm. page 20	Multicolour printing 170 gsm imported art paper central binding.	Size 21X27.6 cm. page 20 (As Per Sample)	250	
3	News Letter in Hindi Size 21X27.6 cm. page 20	Multicolour printing 170 gsm imported art paper central binding.	Size 21X27.6 cm. page 20 (As Per Sample)	250	
4	कृषि दर्शिका Size A4	Cover Multicolour 4 page colour inside 48 inner page.	Size A4 4 cover pages + 48 inner pages (As Per Sample)	500	
5	लेब मैनुअल Size 21X27 cm.	Multicolour cover on 220 gsm imported art paper 85 gsm white Ballarpur Text in single colour page 4 cover	Size 21X27 cm. (As Per Sample)	1000	

अनिवार्य शर्तें:-

1. सभी निविदादाताओं द्वारा प्रयोग किये जाने वाले कागज के सैम्पल अपने हस्ताक्षर तथा फर्म की मुहर सहित संलग्न किया जाना अनिवार्य है। सैम्पल के ऊपर जी0एस0एम0/मेक/प्रकार का भी उल्लेख करें।
2. समस्त सैम्पल तकनीकी बिड के लिफाफे में रखे जाये।
3. सभी सैम्पल का निरीक्षण वित्त नियंत्रक कार्यालय में किसी भी कार्य-दिवस में किया जा सकता है।
4. सभी निविदादाता कृपया निविदा डालने से पूर्व सैम्पल का निरीक्षण अवश्य कर लें तथा निविदा भरने से पूर्व सभी आवश्यक जानकारियां प्राप्त कर लें।
5. प्रिन्ट करने से पूर्व 03 (01 फेरो कलर्ड) प्रूफ रीडिंग अनिवार्य रूप से करायी जायेगी तथा सम्बन्धित के हस्ताक्षर भी कराने होंगे।
6. सैम्पल के अनुसार कागज की गुणवत्ता तथा मुद्रण कार्य न होने की दशा में कोई भुगतान नहीं किया जायेगा।
7. कम्पोजिंग/डिजायनिंग का समस्त कार्य मुद्रक द्वारा किया जायेगा तथा इसके लिए कोई अतिरिक्त भुगतान देय नहीं होगा।
8. प्रत्येक तालिका में दर्शाये गये item की ई कॉपी उपलब्ध करानी होगी।
9. तालिका में दर्शाये गये सभी कार्य हेतु मांग के अनुसार सभी निविदादाताओं द्वारा प्रयोग किये जाने वाले कागज के सैम्पल तकनीकी बिड के साथ अलग-अलग कमबद्ध करते हुये संलग्न किये जाने अनिवार्य है।

Signature.....

Name of Firm.....

Address in Full.....

.....

Tel.No.....(O).....(Res).....

Mob No.....



DECLARATION

From:-

M/s

.....

.....

To,

The Comptroller,

S.V.P.U.A. & T. Meerut-250110 (U.P.)

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor of Partner of Director of any firm with whom the Government have banned/suspended business dealings. I/We further undertake to report to the Sardar Vallabhbhai Patel University of Agriculture & Technology, Meerut immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner of Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Your faithfully,

(Signature of the Tenderer)

Name:

Designation with seal of the firm

Date:.....

GENERAL INSTRUCTIONS

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the "Terms & Conditions" and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures and in INR only.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
4. Quotations qualified by such vague and indefinite expressions such as "*subject to prior Confirmation*", "*subject to immediate acceptance*" etc. Will be treated as vague offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN No. with their tender.
6. Tenders received without EMD amount by way of DD or Pay Order/Bankers Cheque in the name of Comptroller, SVPUA&T, Meerut will not be considered at all.
7. Ensure that all documents duly completed and signed are returned with their offer, failing which, the tender is liable to be treated as incomplete and ignored.
8. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the State Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in SVPUA&T, Meerut will stand automatically extended up to 1500 hours of the next working day.
9. Late/delayed tenders received in University due to any reason whatsoever will not be accepted under any circumstances.
10. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderer or outsiders shall not be allowed to attend the tender opening.
11. Rates should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates

shall not be considered under any circumstances. Rates should be quoted for the goods of specific brand where the brand name is specified and the rates should not be above MRP. It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the tender notice and if any firm submits the quotations with changed specification, their quotations will be rejected.

12. The Firms should give a declaration along with their Technical Bids that rates quoted in their Financial Bids are firm / valid for a minimum of 06 months from the date of opening of the Tender.
13. This tender is non-transferable.
14. Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored / rejected at the discretion of this University.
15. Only Tenders received in the format prescribed in this tender document shall be considered. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/E-mail/Letterhead / Quotations will not be accepted and ignored straightaway.
16. Tenders received after closing date and time prescribed in this tenders enquiry shall **NOT** be accepted under any circumstances.
17. This University reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
18. Not with standing the above, the University reserves the right to Seek previous work orders, references etc. and to accept or reject any quotations and to cancel he process and reject all tenders at any time prior to award of contract.
19. **The tenderer(s) whose rate is accepted will be notified for the award of contract by the University prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.**
20. While submitting the tender for this work, the tenderers will be **deemed to have read, understood and accepted** all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from SVP/UA&T, Meerut at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.
21. The Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
22. EMD will be returned to the unsuccessful bidders immediately after award of the Rate Contract to successful bidders.
23. University reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
24. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the University after due notice to the Supplier may blacklist

the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited.

25. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Vice Chancellor.
26. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Meerut only.
27. Intending Tenderers will have to furnish a copy of their PAN No., commercial Registration Number(proof to be attached).
28. Authorized Signatory/ Signing of Tender: Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:
 - a) a sole proprietor of the concern or constituted attorney of such sole proprietor;
 - b) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - c) Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

NOTES:

- a) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
 - b) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
 - c) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, S.V.P.U.A.T. Meerut may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
29. The tenderer **should sign at each page of the tender and all its Annexure**. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.
 30. Terms of Delivery: Door delivery at Central Store, S.V.P.U.A.&T., Modipuram, Meerut.
 31. Delivery period: Within 21 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.
 32. Payment terms: 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
 33. Dispatch instructions: Stores are required to be delivered at the SVPUA&T, Meerut on free delivery to the consignee premises. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.

34. GUARANTEE/ WARRANTY:

The contractor shall guarantee that the stores, articles sold/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Tender enquiry. The contractor shall guarantee that the said goods/stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, from the date of installation of the said goods/stores/articles to the purchaser and notwithstanding the fact that the Purchaser may have inspected and /or approved the said goods /stores/articles, if during the aforesaid period of 12 months the said stores/goods/ articles be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated, the decision of the purchaser in that behalf shall be final and binding on the contractor and the purchaser shall be entitled to call upon the contractor to rectify the goods/stores/articles or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the contractor and in such an event, the above mentioned warranty period shall apply to the goods/stores/ articles rectified from the date of rectification thereof. In case of failure of the contractor to rectify or replace the goods etc., within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores.

35. Duties & Taxes

- a) Sales Tax: Tenderers should indicate whether the prices quoted are exclusive or inclusive of Sales tax. They should indicate the rate (s) of VAT/ Local Sales Tax (as may be applicable) and Central Sales Tax with & without Form-“C”. In case, they are exempted from payment of sales tax, a copy of the Exemption Certificate issued by the appropriate authority may be furnished.
- b) Octroi Duty and Local Taxes: Normally the stores supplied to Government Departments against Government Contracts are exempted the from levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies against production of Exemption Certificate from authorized officers. As the tenderers are requested to quote their prices on F.O.R. destination, door delivery basis, Octroi Exemption Certificate will *not* be issued by this University and any separate charges for Octroi & local taxes will be borne by the supplier himself only.

36. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).

The Purchaser reserves the option to give a purchase/price preference to offers from Small Scale industries etc. in accordance with the policies of the Govt. in force from time to time.

The decision of the University shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects. The items/articles supplied will not be more than months (Three months) old. The acceptance of articles will be given only when the articles are found up to the specifications given in the tender enquiry and free from all defects.

The rejected items must be removed by the tenderers from the consignee premises within 03 days from the date of the information about their rejection. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.

Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.

Signatures of the bidders

SAMPLE



**Sardar Vallabhbhai Patel University of Agriculture &
Technology Meerut-250110 (U.P.)
Mandate form for e-Payment**

1	Name of The firm, Company/Institute/Person	
2	Address	
3	City & Pin code	
4	E-mail ID	
5	Contact No.	
6	PAN No.	
7	Name of Bank	
8	Branch Address	
9	Branch City & Pin code	
10	IFS Code (11 Digit)	
11	Account No.	

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Comptroller, S.V.P. University of Agriculture & Technology, Meerut responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:

Date:

Signature of the Firm/Company/Institute/Person