

Tender No.- 12 /SVP/2017-18

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



TENDER DOCUMENT FOR

**विश्वविद्यालय में स्टेशनरी की
आपूर्ति हेतु दर अनुबंध ।**

Tender Processing fee Rs. 1000/- (Rs. One Thousand Only)



सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय,
मेरठ-250110

विश्वविद्यालय में स्टेशनरी की आपूर्ति हेतु टेण्डर।

| क्र०सं० | मद | विवरण |
|---------|--|--|
| 01 | कार्य/सामग्री/उपकरण आदि का विवरण | विश्वविद्यालय में स्टेशनरी की आपूर्ति हेतु 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 10.00 लाख |
| 4 | टेण्डर प्रोसेसिंग शुल्क | रू० 1000.00 (रूपये एक हजार मात्र) नकद में अध्यक्ष, निविदा समिति कार्यालय/कृषि प्रसार विभाग, कृषि महाविद्यालय से टेण्डर फार्म प्राप्त कर सकते हैं। वेबसाइट से डाउनलोड निविदा प्रपत्र स्वीकार नहीं किये जायेंगे। |
| 5 | धरोहर धनराशि | रू० 20,000.00 (रूपये बीस 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 कान्फ्रेन्स आयोजित करने की तिथि एवं स्थान | दिनांक 04.07.2017 पूर्वाह्न 11.00 से 12.00 बजे तक (कृषि प्रसार विभाग सभाकक्ष, कृषि महाविद्यालय) |
| 7 | टेण्डर फार्म विक्रय की तिथि, समय एवं स्थान | दिनांक 29.06.2017 से 05.07.2017 के पूर्वाह्न 12:00 बजे तक, कृषि प्रसार विभाग सभाकक्ष, कृषि महाविद्यालय |
| 8 | टेण्डर फार्म जमा करने की तिथि एवं स्थान | दिनांक 05.07.2017 को पूर्वाह्न 12:00 से अपराह्न 02.00 बजे तक, कृषि प्रसार विभाग सभाकक्ष, कृषि महाविद्यालय |
| 09 | टेण्डर खोलने की तिथि एवं स्थान | दिनांक 05.07.2017 को अपराह्न 02.30 बजे, कृषि प्रसार विभाग सभाकक्ष, कृषि महाविद्यालय |



सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय,
मेरठ-250110

टेन्डर प्रोसेसिंग शुल्क: ₹0 1000/-
(non refundable)

विश्वविद्यालय में स्टेशनरी की आपूर्ति हेतु टेण्डर।

टेण्डर संख्या: 12 /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 (यदि लागू हो तो) | |
| 07 | पैन संख्या | |
| 08 | सेवाकर विभाग में पंजीकरण संख्या | |
| 09 | वार्षिक टर्न ओवर (₹0 10.00 लाख प्रतिवर्ष) सी0ए0 द्वारा प्रमाणित | 2014-15 2015-16 |
| 10 | धरोहर धनराशि (₹0) | |
| 11 | FDR संख्या:..... दिनांक: | |

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

दिनांक:

हस्ताक्षर
मुहर

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 धनराशि 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 जायेगें तथा इस लिफाफे के ऊपर निविदा संख्या, फर्म का नाम तथा कार्य/सामग्री का विवरण अंकित करते हुए मुहरबन्द किया जायेगा।

(घोषणा –पत्र)

मैने (श्री..... पता.....
.....) निविदा-प्रपत्र में दरों को भरने से पूर्व सभी कार्यों के सम्बन्ध में सभी दिशा निर्देश एवं शर्तों की भली –भांति 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)

टेकेदार का नाम एवं पूर्ण पता



सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय,
मेरठ-250110

विश्वविद्यालय में स्टेशनरी की आपूर्ति हेतु 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 10.00 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).....

Mob No.....

ITEMS & SPECIFICATIONS:

| SN | Item Name | Specification | Manufacture/ Company | Unit |
|----|--------------------------------|-----------------------------------|-----------------------------|--------|
| 01 | Calculator | 12 digits | Citizen CT555/Casio MJ -120 | No. |
| 02 | Cello Tape wide (White/Brown) | 2 inch wide 65 m | Classic/ Sellotape | No. |
| 03 | Cello Tape wide (White) | 1 inch wide 65 m | Classic/Sellotape | No. |
| 04 | Carbon paper blue | pkt | Koras/Faber Castle | Pkt |
| 05 | Chock non dust/Coloured | (50-60 no. in a pkt) | Koras/Classic | Pkt |
| 06 | Colin | 500 ml | Colin/Clorox | Bottle |
| 07 | Dustbin | Plastic 12 inch | Cell/Wonder | No. |
| 08 | Duster Wooden (for blackboard) | Wooden | Rakesh/Star | No. |
| 09 | Duster cloth | As per sample | As per sample | No. |
| 10 | Envelop white | 10x4.5" tajmahal | Tajmahal | Pkt |
| 11 | Envelop yellow Star | 8x10, polythen laminated | Saraswati/ Swarn Mahal | No. |
| 12 | Envelop yellow Star | 10x14, polythen laminated | Saraswati/ Swarn Mahal | No. |
| 13 | Envelop yellow Star | 16x12, polythen laminated | Saraswati/ Swarn Mahal | No. |
| 14 | Envelop yellow Star | 11x5, polythen laminated | Saraswati/ Swarn Mahal | No. |
| 15 | Envelop yellow Star | 8x10, cloth laminated | Saraswati/ Swarn Mahal | No. |
| 16 | Envelop yellow Star | 10x14, cloth laminated | Saraswati/ Swarn Mahal | No. |
| 17 | Envelop yellow Star | 16x12, cloth laminated | Saraswati/ Swarn Mahal | No. |
| 18 | Eraser | Non dust | Apsara/Metrix | Pkt |
| 19 | File cover plastic bag | Size legal | Alpine | No. |
| 20 | File cover/folder plastic | A-4 size | As per sample | No. |
| 21 | File pad | 10"x14" | As per sample | No. |
| 22 | Flag strip | 3-4 colors | As per sample | No. |
| 23 | Fevicol | 200gm bottle | Fevicol/Pidilite | No. |
| 24 | Fevistick | 15 gm | Fevicol/Pidilite | No. |
| 25 | Guard file | As per sample | As per sample | No. |
| 26 | High Lighter | Five colours | Faber castle/stic | No. |
| 27 | Marker (Permanent) | Thin/microtip (Blue, Black & Red) | Luxor/Stic/Faber Castle | No. |
| 28 | Marker (Permanent) | Thick (Blue, Black & Red) | Luxor/Stic/Faber Castle | No. |
| 29 | Marker (Ordinary) | Thin (Blue, Black & Red) | Luxor/Stic/Faber Castle | No. |
| 30 | Marker (White board) | (Blue, Black & Red) | Luxor/Stic/Faber | No. |

| | | | | |
|----|--------------------------------|---|-------------------------|------|
| | | | Castle | |
| 31 | Note pad | 33 no. (60 pages) | Bindal/JK | No. |
| 32 | Note pad | 44 no. (60 pages) | Bindal/JK | No. |
| 33 | Note pad | 55 no. (60 pages) | Bindal/JK | No. |
| 34 | Notes & order sheet pad 80 GSM | Ledger paper, Pad of 100 leaf, 17x27 ¼ wt. 2.0 kg/Rim | As per sample | No. |
| 35 | Paper (Photo state) | Size A-4, 75 GSM, wt. 2.3 kg/rim | Century/JK/Bindal | Rim |
| 36 | Paper cutter | Medium size | Natraj/Ikon | No |
| 37 | Paper weight | Glass /Latto (oval) | Kebica | No. |
| 38 | Pen (Use & throw) | Blue/Red/ Black | Elcos | No. |
| 39 | Pen (Ball) | Blue/Red/ Black | Cello/montex/ Reynolds | No. |
| 40 | Pen (Gell) | Blue/Red/ Black | Cello/montex/Reynolds | No. |
| 41 | Pencil | HB | Natraj | Pkt |
| 42 | Punch player | 52 no. | Kangaroo | No. |
| 43 | Register | 60 pages, Hard Binded size 7"x11" | 80 GSM Ballarpur/Bindal | No. |
| 44 | Register | 100 pages, Hard Binded size 7"x11" | 80 GSM Ballarpur/Bindal | No. |
| 45 | Register | 200 pages, Hard Binded size 7"x11" | 80 GSM Ballarpur/Bindal | No. |
| 46 | Rubber band | As per sample | As per sample | Kg |
| 47 | Scissor | Medium size | Kangaroo/Kores | No. |
| 48 | Scale (Plastic) | 12' | Camel/Natraj | No. |
| 49 | Scale (Steel) | 12' | S.K | No. |
| 50 | Sharpener | As per sample | Natraj | Pkt |
| 51 | Stamp pad | 2 no. | Ashoka | No. |
| 52 | Stapler | No. 10 | Kangaroo | No. |
| 53 | Stapler | No-555/HD-45 | Kangaroo | No. |
| 54 | Stapler pin | 10 no. | Kangaroo | Pkt |
| 55 | Stapler pin | 24/6 | Kangaroo | Pkt |
| 56 | Tags (Guchhi) | 100 No. | As per sample | No. |
| 57 | Thumb pin | 100 no. in pkt | As per sample | Pkt. |
| 58 | U-clip | 100 no. in pkt | As per sample | pkt |
| 59 | White fluid pen | 12 gm | Faber Castell/Camlin | No. |
| 60 | Punching Machine | 500 No. | Kangaroo | No. |
| 61 | Laserjet Toner Cartridge-12A | 12A | Prodor/Blayton | No. |
| 62 | Laserjet Toner Cartridge-88A | 88A | Prodor/Blayton | No. |

| | | | | |
|----|------------------------------|--|-------------------------------|------|
| 63 | Laserjet Toner Cartridge-36A | 36A | Prodot/Blayton | No. |
| 64 | Keyboard | TVS Gold/Ritcomp | TVS Gold/Ritcomp | No. |
| 65 | Mouse | Optical | HP/Sony/i-ball | No. |
| 66 | Mouse | Wireless | HP/Sony/i-ball | No. |
| 67 | Pen Drive 8 G.B. | Steel Body | Sony/HP/i-ball | No. |
| 68 | Pen Drive 16 G.B. | Steel Body | Sony/HP/i-ball | No. |
| 69 | Pen Drive 32 G.B. | Steel Body | Sony/HP/i-ball | No. |
| 70 | External Hard Disk-500 G.B | 500 GB | WD/Sony/Segate | No. |
| 71 | External Hard Disk- 01 T.B | 01 T.B | WD/Sony/Segate | No. |
| 72 | Internet Wireless GSM Modem | Wireless Internet Modem GSM/HSPA/LTE Network | Micromax/Huwai/Netgear/i-ball | No. |
| 73 | All Pins | 80 gm per packet | Ashoka | Pkt. |
| 74 | Library File cover (White) | A4 Size | As per sample | No. |
| 75 | Premium Pen | BLUE/BLACK | Rorito T-Max | No. |
| 76 | Index file | A4 Size | | No. |

Signature

Name of Firm.....

Address in Full.....

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

Mob No.....

FINANCIAL BID को अलग लिफाफे में रखना सुनिश्चित करें।



Annexure- B

सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय,
मेरठ-250110

विश्वविद्यालय में स्टेशनरी की आपूर्ति हेतु टेण्डर।

FINANCIAL BID

| SN | Item Name | Specification | Manufacture/ Company | Unit | Unit Price with All Taxes |
|----|--------------------------------|---------------------------|-----------------------------|--------|------------------------------|
| 01 | Calculator | 12 digits | Citizen CT555/Casio MJ -120 | No. | |
| 02 | Cello Tape wide (White/Brown) | 2 inch wide 65 m | Classic/ Sellotape | No. | |
| 03 | Cello Tape wide (White) | 1 inch wide 65 m | Classic/Sellotape | No. | |
| 04 | Carbon paper blue | pkt | Koras/Faber Castle | Pkt | |
| 05 | Chock non dust/Coloured | (50-60 no. in a pkt) | Koras/Classic | Pkt | |
| 06 | Colin | 500 ml | Colin/Clorox | Bottle | |
| 07 | Dustbin | Plastic 12 inch | Cell/Wonder | No. | |
| 08 | Duster Wooden (for blackboard) | Wooden | Rakesh/Star | No. | |
| 09 | Duster cloth | As per sample | As per sample | No. | |
| 10 | Envelop white | 10x4.5" tajmahal | Tajmahal | Pkt | |
| 11 | Envelop yellow Star | 8x10, polythen laminated | Saraswati/ Swarn Mahal | No. | |
| 12 | Envelop yellow Star | 10x14, polythen laminated | Saraswati/ Swarn Mahal | No. | |
| 13 | Envelop yellow Star | 16x12, polythen laminated | Saraswati/ Swarn Mahal | No. | |
| 14 | Envelop yellow Star | 11x5, polythen laminated | Saraswati/ Swarn Mahal | No. | |
| 15 | Envelop yellow Star | 8x10, cloth laminated | Saraswati/ Swarn Mahal | No. | |
| 16 | Envelop yellow Star | 10x14, cloth laminated | Saraswati/ Swarn Mahal | No. | |
| 17 | Envelop yellow Star | 16x12, cloth laminated | Saraswati/ Swarn Mahal | No. | |
| 18 | Eraser | Non dust | Apsara/Metrix | Pkt | |
| 19 | File cover plastic bag | Size legal | Alpine | No. | |
| 20 | File cover/folder plastic | A-4 size | As per sample | No. | |
| 21 | File pad | 10"x14" | As per sample | No. | |

| | | | | | |
|----|-----------------------------------|---|----------------------------|-----|--|
| 22 | Flag strip | 3-4 colors | As per sample | No. | |
| 23 | Fevicol | 200gm bottle | Fevicol/Pidilite | No. | |
| 24 | Fevistick | 15 gm | Fevicol/Pidilite | No. | |
| 25 | Guard file | As per sample | As per sample | No. | |
| 26 | High Lighter | Five colours | Faber castle/stic | No. | |
| 27 | Marker (Permanent) | Thin/microtip (Blue, Black & Red) | Luxor/Stic/Faber Castle | No. | |
| 28 | Marker (Permanent) | Thick (Blue, Black & Red) | Luxor/Stic/Faber Castle | No. | |
| 29 | Marker (Ordinary) | Thin (Blue, Black & Red) | Luxor/Stic/Faber Castle | No. | |
| 30 | Marker (White board) | (Blue, Black & Red) | Luxor/Stic/Faber Castle | No. | |
| 31 | Note pad | 33 no. (60 pages) | Bindal/JK | No. | |
| 32 | Note pad | 44 no. (60 pages) | Bindal/JK | No. | |
| 33 | Note pad | 55 no. (60 pages) | Bindal/JK | No. | |
| 34 | Notes & order sheet pad 80 GSM | Ledger paper, Pad of 100 leaf, 17x27 ¼ wt. 2.0 kg/Rim | As per sample | No. | |
| 35 | Paper (Photo state) | Size A-4, 75 GSM, wt. 2.3 kg/rim | Century/JK/Bindal | Rim | |
| 36 | Paper cutter | Medium size | Natraj/Ikon | No | |
| 37 | Paper weight | Glass /Latto (oval) | Kebica | No. | |
| 38 | Pen (Use & throw) | Blue/Red/ Black | Elcos | No. | |
| 39 | Pen (Ball) | Blue/Red/ Black | Cello/montex/ Reynolds | No. | |
| 40 | Pen (Gell) | Blue/Red/ Black | Cello/montex/Reynol ds | No. | |
| 41 | Pencil | HB | Natraj | Pkt | |
| 42 | Punch player | 52 no. | Kangaroo | No. | |
| 43 | Register | 60 pages, Hard Binded size 7"x11" | 80 GSM Ballarpur/Bindal | No. | |
| 44 | Register | 100 pages, Hard Binded size 7"x11" | 80 GSM Ballarpur/Bindal | No. | |
| 45 | Register | 200 pages, Hard Binded size 7"x11" | 80 GSM Ballarpur/Bindal | No. | |
| 46 | Rubber band | As per sample | As per sample | Kg | |
| 47 | Scissor | Medium size | Kangaroo/Kores | No. | |
| 48 | Scale (Plastic) | 12' | Camel/Natraj | No. | |
| 49 | Scale (Steel) | 12' | S.K | No. | |
| 50 | Sharpener | As per sample | Natraj | Pkt | |
| 51 | Stamp pad | 2 no. | Ashoka | No. | |
| 52 | Stapler | No. 10 | Kangaroo | No. | |

| | | | | | |
|----|------------------------------|---|--------------------------------|------|--|
| 53 | Stapler | No-555/HD-45 | Kangaroo | No. | |
| 54 | Stapler pin | 10 no. | Kangaroo | Pkt | |
| 55 | Stapler pin | 24/6 | Kangaroo | Pkt | |
| 56 | Tags (Guchhi) | 100 No. | As per sample | No. | |
| 57 | Thumb pin | 100 no. in pkt | As per sample | Pkt. | |
| 58 | U-clip | 100 no. in pkt | As per sample | pkt | |
| 59 | White fluid pen | 12 gm | Faber Castell/Camlin | No. | |
| 60 | Punching Machine | 500 No. | Kangaroo | No. | |
| 61 | Laserjet Toner Cartridge-12A | 12A | Prodot/Blayton | No. | |
| 62 | Laserjet Toner Cartridge-88A | 88A | Prodot/Blayton | No. | |
| 63 | Laserjet Toner Cartridge-36A | 36A | Prodot/Blayton | No. | |
| 64 | Keyboard | TVS Gold/Ritcomp | TVS Gold/Ritcomp | No. | |
| 65 | Mouse | Optical | HP/Sony/i-ball | No. | |
| 66 | Mouse | Wireless | HP/Sony/i-ball | No. | |
| 67 | Pen Drive 8 G.B. | Steel Body | Sony/HP/i-ball | No. | |
| 68 | Pen Drive 16 G.B. | Steel Body | Sony/HP/i-ball | No. | |
| 69 | Pen Drive 32 G.B. | Steel Body | Sony/HP/i-ball | No. | |
| 70 | External Hard Disk-500 G.B | 500 GB | WD/Sony/Segate | No. | |
| 71 | External Hard Disk- 01 T.B | 01 T.B | WD/Sony/Segate | No. | |
| 72 | Internet Wireless GSM Modem | Wireless Internet Modem GSM/HSPA/LTE Network | Micromax/Huwai/Net gear/i-ball | No. | |
| 73 | All Pins | 80 gm per packet | Ashoka | Pkt. | |
| 74 | Library File cover (White) | A4 Size | As per sample | No. | |
| 75 | Premium Pen | BLUE/BLACK | Rorito T-Max | No. | |
| 76 | Index file | A4 Size | | No. | |

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



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