

S.D.Agricultural University
Sardarkrushinagar-385506

Tender Notice SDAU/DOR/PUR/E-1/2017-18

Online Tenders, as per the schedule given below, are invited from reputed manufacturer/authorized distributors/dealers/traders to fix agencies for Annual Rate Contract for supply of Copy Papers in different offices of the University during the year 2017-18 (Upto 31.3.2018)

Tender Value (Approximately) : Rs. 10 lakhs.

Sr. No.	Particulars	Schedule dates
1.	Downloading and online submission of the tender documents	Upto 28/6/2017
2.	Physical submission of Primary and Technical Bids (Tender Fee, EMD and relevant documents in separate covers placed within a cover)	Upto.5/7/2017 17.00 hrs in the office of the Director of Research, S. D. Agricultural University, Sardarkrushinagar-385506 by Registered Post/Speed Post/Courier only
3.	Opening of Primary Bid (Tender Form Fee and EMD covers) (Physically Received)	On.10/7/2017 15.00 hrs. or thereafter
4.	Opening of Technical Bid (Physical/Online)	On.14/7/2017 12.00 hrs. or thereafter
5.	Opening of Commercial Bid (Online)	On.20/7/2017, 12.00 hrs. or thereafter

The Website <http://au.nprocure.com> or www.nprocure.com or <http://sdau.edu.in> may be the referred for the Tender Form, detailed terms and conditions etc.

Date : 8.6.2017

Director of Research

**DIRECTOR OF RESEARCH
S.D.AGIRUCLTURAL UNIVERSITY
SARDARKRUSHINAGAR-3855-6**

Email : dps@sdau.edu.in; dr@sdau.edu.in

Tender Notice No. SDAU/DOR/PUR/E-1/2017-18

Date: 08/06/2017

TENDER BRIEF:

Online Tenders, as per the schedule given below, are invited from reputed manufacturer/authorized distributors/dealers/traders to fix agencies for Annual Rate Contract for supply of Copy Papers in different offices of the University during the year 2017-18 (Upto 31.3.2018)

INSTRUCTION TO BIDDERS FOR ONLINE TENDER PARTICIPATION

1. The tender documents can be downloaded from the website <https://au.nprocure.com>
2. The bids should be submitted online visiting website <https://au.nprocure.com>
3. The bids should be digitally signed. The details regarding digital signature certificate and related training involved will be available on the below mentioned address:

(n)Code Solutions

(A division of GNFC)

301, GNFC Infotower, Bodakdev,

Ahmedabad- 380 054 (India)

Tel : +91 79 26857316/17/18

Fax: +91 79 26857321.

www.ncodesolutions.com

4. The tenderer can get a copy of instructions for online participation from the website <https://au.nprocure.com>
5. The tenderer should get registration, if required on the website through the link “New Supplier” provided at the home page. The registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
6. The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
7. All the queries regarding use of digital signature certificate should be addressed to personnel in (n) Code Solutions, Ahmedabad.
8. All the queries regarding tender specifications and any other clauses included in tender document should be addressed to personnel in tendering office at the address provided below:

Contact Details :

Directorate of Research

Sardarkrushinagar Dantiwada Agricultural University

Sardarkrushinagar, Gujarat-385 506.

Telefax: 02748-278889

email:dpp@sdau.edu.in

**GENERAL CONDITIONS OTHER THEN INVITATION TO TENDER AND
INSTRUCTIONS TO TENDERER (ITIT)**

1. **Nature of requirements : Copy Papers for different offices, Colleges, Research Stations, Extension Stations (on-campus and off-campus)**

Note : Separate Tenders are to be filled in by each bidder accompanied with a set of all the required documents, product catalogue and latest company printed price list, if any otherwise tender will be liable to be disqualified.

2. **The Tender Form fee Rs.1500/-(Rupees One Thousand Only) and Earnest Money Deposit (EMD) 3% (i.e. Rs. 30000/-) of total tender value (Tender Value approximately Rs.10,00,000/-) will be applicable for each company price list. The E.M.D. will be released after completion of the complaint free Guarantee period.**

A security deposit @ 5 (Three) % for the total cost of the consignment to be ordered (where as applicable), has to be deposited to the ordering office in form of Demand Draft in favour of 'SDAU Fund Account' drawn on State Bank of India, payable at Dantiwada-2760 or Any Nationalize/Authorized Bank. The security deposit will be released by the ordering office after completion of the complaint free Guarantee period.

3. **The Sardarkrushinagar Dantiwada Agricultural University (SDAU) shall in first instance prefer to deal with manufacturer/Authorized Distributors/Dealers etc. However, on merit basis the competitive offers of reputed traders will also be considered.**

The bidder should preferably have track record of supply of stationary for at least last two years to any Government Department/educational/Agricultural University in the country (Attach relevant list or certificate pertains to client satisfaction in this regard.)

3.1 Rate should be Quoted including of All taxes.

4. PRIMARY BID (TENDER FEE AND EMD COVER)

The cover should contain Tender Fee and Earnest Money Deposit (EMD) in form of separate demand drafts as mentioned in Tender Form (TF). **It may please be noted that Tender form without Tender fee or EMD will not be considered.**

5. TECHNICAL BID

The Technical Bid cover (superscribed with "Tender No. And Technical Bid" should contain copy of Tender Form (TF) including ITIT along with self attested copies of VAT/CST registration certificate, Income Tax Clearance Certificate and other relevant documents as per check list (Except Commercial Bid Documents).

FURTHER

- (a) It should be noted that the Primary and Technical Bids are to be submitted online as well as physically.
- (b) If the bidder fails to submit the supporting documents physically within time limit, the bidder may be disqualified.
- (c) The bids should be submitted on or before the time stipulated in Tender notice at the website <https://au.nprocure.com>

- (d) **All documents along with General conditions and ITIT must be filled separately otherwise tender will be disqualified.**
- (e) The scan copy of any document uploaded online must tally with physical submission of original.

6. COMMERCIAL BID

- (a) The Commercial Bid should contain rates/price per unit with all the leviable taxes and charges F.O.R. destination along with Tax Declaration Certificate duly filled in and signed. The bid not accompany this certificate is liable to be ignored.
- (b) The commercial bid should be submitted on or before the time stipulated in tender notice online only on the website <http://au.nprocure.com>.

7. VALIDITY OF THE TENDER

The rate quoted shall initially be valid upto 31.3.2018. However, it may be extended by the university.

8. DELIVERY AND DELIERY PERIOD

Delivery should be F.O.R. to the ordering office of the University. The maximum delivery period will be three weeks from the date of order in case of ordinary purchases and one week in case of the emergency/urgent purchase.

9. PAYMENT

The payment will be made only by the ordering Office. No advance payment shall be made. The final payment shall be made by respective offices after satisfactory receipt of the goods.

10. INSPECTION

- (A) The place of inspection be mentioned clearly in the bid, failing which the offer may be rejected and no correspondence will be entertained after opening of the tender.
- (B) SDAU Indenter/consignee or authorized representative may do inspection, if needed.
- (C) Inspection charges shall be inclusive of traveling expenses and daily allowances of the inspecting staff. Hence, inspection fees shall be charged as per actual expenditure by the inspection staff or the actual amount worked out on the basis of percentages, whichever is less.

11. TERMS OF SUPPLY

- (a) The Accepted Tender (A.T.) / Rate Contract (R.C.) holder should have to supply the material in the original company's packing which shall indicate packing details and other particulars as required under the statutory provisions. Inner and outer packing of boxes.
- (b) In the event of breakages or loss of stores during transit against requisition order the said quantity will have to be replaced by the A.T. / R.C. holder. The purchaser will not pay separately for transit insurance and the supplier will be responsible for the intact supply as soon as possible but not later than 15 days from the date of arrival of stores at destinations.

12. **OTHER CONDITIONS**

- (a) The conditional offer is liable to be rejected.
- (b) No tender will be accepted after prescribed closing time for submission of the same. The delay will not be condoned for any reason whatsoever including postal / transit delay. However, if the last date of submission of tenders is declared as a holiday by the Government, the last date of submission of tenders will be considered as extended to the next working day.
- (c) The tenderer should read this document and the instructions / terms / conditions therein very carefully. Any tenderer who does not confirm with the instruction / terms / conditions herein is liable to be rejected without any reference.
- (d) No modification should be done by the tenderer in the name of item, and in the specifications grade / quality / packing of the item given in the enquiry document.
- (e) If tender's quoted rates/prices for any other institution/university/government organization found less than our university, the rate contract will be cancelled and the firm will be put in blacklist.
- (f) The Accepted Tender (A.T.) holder / Rate Contract (R.C.) holder should supply the stationary items fresh and sound condition meeting with the specification and packing approved. Inferior/Refurbished or second-hand stores will not be allowed under any circumstances. If such case is noticed, then the store will be rejected out rightly and penal action will be taken against the A.T./R.C. holder.
- (g) All supply orders issued by the indenting officers on or before the last date of the expiry of the R.C. will have to be accepted by the R.C. holder and the delivery for all such orders will have to be effected as per the schedule specified in the order, even though the date of actual supply may fall beyond the last date of the R.C.
- (h) In case of any disputes, the decision of the SDAU in this regard shall be final and binding.

I/We.....

(Name of the Tenderer/Proprietor/Partner /Director) hereby undertake to supply stores conforming to the Tender Enquiry specification and abide all terms and conditions of the tender enquiry as well as invitation to tender and instructions to tenderers.

Place :
Date :

Signature
Name
Designation
Stamp of the Firm

Invitation to Tender and Instructions to Tenderer (ITIT)

1. Tenderers or their authorize representative are at liberty to remain present at the opening time of the tender.
2. The **tender fee** is **Rs.1500/-** (Rupees One Thousand five hundred only, non refundable). The **EMD** will be @ 3% (i.e. Rs. 30000/-) of the total value (**Tender Value approximately Rs.10,00,000/-**) (refundable) for **each brand/ company price list**.

The Demand drafts should be in favour of '**SDAU Fund Account**' and drawn on **State Bank of India, Dantiwada-2760** or Any Nationalize/Authorized Bank. A Tender without proper Tender Fee and Earnest Money Deposit shall not be considered. The Earnest money Deposit/Security Deposit will be liable to forfeiture if the tenderer fails to complete the contract. EMD/ Security Deposit shall be returned after completion of warranty/guarantee period of the equipments.

Incorrect / fraudulent information submission may lead to disqualification / debar. Please ensure that the data be furnished correctly.

3. The Tenderer should quote rate for F.O.R./Free Delivery to the indenting office of SDAU. The SDAU has its Research Stations spread over North Gujarat and Kutchh. The tenderer should state the earliest and clear delivery period. The offerer has to confirm receipt of supply order and acceptance thereof immediately. In absence of this no claim shall be considered.
4. (a) The tenderer should indicate the rates in metric system of weight and measures or in any equivalent weights and measures, thereof showing conversion rates. Non-compliance in this respect will render the tender liable for rejection.
(b) Rates should be quoted per "unit" as specified in the schedule. Non-compliance will render the tender liable for rejection.
(c) The prices should not be negotiable. If needed parties quoting lowest shall be invited for the negotiations/clarifications. However, the lowest price is not the criteria and emphasis is placed on quality and specifications of the material.
5. The SDAU does not pledge himself to accept the lowest or any tender and reserves the right to consider or reject any or all tenders and invite fresh quotations if need arise or to accept the tender in full or part or divide the quantity amongst one or more tenderers without assigning any reasons. Further, the SDAU reserves the right of selecting the brand and accepting or otherwise any of the conditions stipulated in the tender.
6. In the event of an order being placed against this tender and if tenderer fails to supply any stores in accordance with the terms and conditions of Acceptance of Tender or fail to replace any stores rejected within such times as may be stipulated, the SDAU shall be entitled to purchase such stores, without notice to the tenderer, from any other source and at such price as the university shall in the sole discretion think fit. If such

price exceeds the rate set out in the schedule to acceptance of tender, the tenderer shall be responsible to pay the difference of the price at which such store have been purchased by the SDAU, and the price calculated at the rate set out in the schedule.

7. **SAMPLE**

- (a) Tender samples will mandatorily be required. The samples may be taken back by the bidders on cessation of the process / rate contract whichever is later.
- (b) Sealed samples should be submitted with a mention of (i) Name and address of the firm (ii) Tender No. (iii) Opening date of Tender (iv) Item Name (v) Sr. No. / Code No.
- (c) The samples submission / return shall be without charge and freight paid and without any obligation on the SDAU as regards safe custody.
- (d) In the past, it has been the practice with certain tenderers to submit a sample of a quality that the rate quoted does not permit of strict adherence to the sample, thereby causing numerous rejections. Tenderers are therefore cautioned that sample should not be submitted of a quality that they are not able to produce or maintain the quantity in ultimate supplies. The samples submitted are preserved for comparison with supplies and rejection will be made if supplies are not reasonably in accordance with the approved samples.
- (e) Tenderers are hereby cautioned that the quality will be one of the chief deciding factors in the matter of deciding tenders.

8. Warranty/Guarantee, if any, for the stores offered should invariably be stated in the tender, failing which standard clause to this effect adopted by SDAU i.e. minimum for twelve months shall apply.

9. **TERMINATION OF CONTRACT**

Should the tenderer fail to deliver the stores within the contract period of delivery or the stores are not found in accordance with the prescribed specifications and / or approved sample, SDAU shall exercise its discretionary power either:

- (a) To purchase elsewhere on tenderer's account and at his risk store so undelivered or others of a similar description without cancelling the contract in respect of the consignment not yet due for delivery, or

- (b) **To cancel the contract:**

In the event of action taken under clause (a) above, the tenderer shall be liable for any loss which the SDAU may sustain on that account but he shall not be entitled to any saving on such purchases made against default. The decision of the SDAU shall be final as regards the acceptability of stores supplied by the tenderer and the SDAU shall not be required to give any time for the rejection of the stores.

10. **EXTENSION OF TIME**

- (a) As soon as it is apparent that contract dates cannot be adhered to, an application shall be sent to the ordering office of SDAU along with copy to The Director of Research before the due date.
- (b) Without prejudice to the foregoing rights, if such failure to deliver in proper time as aforesaid shall have arisen from any cause which SDAU may admit as a

reasonable ground for an extension of the time (and its decision shall be final) it may allow such additional time as considered to be justified in the circumstances of the case.

- 11 Special conditions, if any in this tender shall also be applicable.
- 12 Non-compliance with any of the above conditions shall construe breach of the same and will render the offer liable for rejection.

- 13 The SDAU may, if found necessary to do so, consider for extension of Rate Contract beyond the original validity period, subject to the original terms and condition provided in advertised Tender and the tenderer shall accept the same unless specially stipulated to the contrary in the tender.
- 14 In the case, rate accepted on "FOR Destination" the date on which the goods are received at destination shall be considered as the date of delivery.
- 15 Tender should be submitted on line showing legibly the **tender number, due date, name of bidder etc.**
- 16 Tender Fee / EMD and other relevant documents of the tenders are to be sent in separate sealed cover to **The Director of Research, S. D. Agricultural University, Sardarkrushinagar, Dist.-Banaskantha, Gujarat-385506 by the date and time stated in the notice by Registered Post./Speed Post/Courier only. Late receipt may disqualify the tender and the SDAU will not, in any way responsible in this regard.**
- 17 On approval of the tender for Rate Contract the tenderer should provide 50 (Fifty) copies of the printed/ approved price list within 7 (Seven) working days, failing which the rate contract may be treated as cancelled.
- 18 The tender is liable for rejection if stores are not fulfilling as per required specifications.
- 19 The terms and conditions in any other form than shown in the tender will not be considered.
- 20 Payment shall be made only after satisfactory inspection of the stores.
- 21 Vendor giving wrong information on specification/documents will be **black listed for a period of 5 years.**
- 22 All questions, disputes or differences arising under, out of or in connection with the contract shall be subject to the exclusive jurisdiction of the court within the local limits of whose jurisdiction the place situated from which Acceptance of Tender is issued.

Name of the Firm:

Authorized Signature:

Name:

Designation:

Seal of firm:

TECHNICAL BID SUBMISSION FORM

(Tender Supporting Documents)

Tender No. SDAU/DOR/PUR/01/2016-17

Last Date & Time of submission of Bid :

Name of the Company/Bidder :

Sr. No.	Document/Certificate	Page No. Of the Tender Document	Remarks
1.	Registration of firm/partnership deed/ memorandum of article etc.		
2.	Manufacturing License/ Product Permission/ Registration Certificate with D.G.S.& D./ C.S.P.O./ C.M.S.O./S.S.I./K.V.I.C./N.S.I.C. etc.		
3.	C.A. Certificate of the firm showing year wise turn over for the last 3 years		
4.	S.T. Clearance Certificate and Returns		
5.	C.S.T./VAT registration with TIN		
6.	PAN Card		
7.	Power of Attorney (if applicable)		
8.	Quality and safety standards certification (I.S.O. etc.)		
9.	Affidavit as attached on Stamp paper of Non-Judicial Stamp of Rs.100/-		
10.	List of Customers with address, Phone No. And email address and clients satisfaction certificate (Proof, if any)		
11.	Principal's authorization certificate showing validity for the current financial year.		
12.	Guaranty/Warranty obligation		
13.	Printed Product Catalogue with item code and specifications, if any.		
14.	Company's Profile/Bidder's detail		
15.	Confirmation of delivery place and period		
16.	Tender Fee Amount, D.D. No. And Date		
17.	E.M.D. Amount, D.D. No. And Date		
18.	Total pages of the tender document.		

Note : (1) All photocopied documents must be attested by the gazetted officer/self attested.
(2) Photocopy of all the documents must be attached physically and scan copy be with e-tender

DECLARATION

It is verified that all the certificates/permissions/documents are currently valid as on date and have not been withdrawn/cancelled by the issuing authority. It is further verified that the certificates are as per the format and it is clearly and distinctly understood by us that the tender is liable to be rejected if on scrutiny any of these certificates is found to be not as per the prescribed format. We further undertake to produce on demand the original certificate/permission/ documents for verification at any stage during the processing of the tender.

We solemnly declare that we have attached all the documents mentioned here in above and in the tender. We also understand that non-compliance of any documents will be treated as non respective tender and we will loose our claim to participate in the Tender Enquiry automatically and our tender will be liable to reject.

Name of the Firm:

Authorized Signature:

Name:

Designation:

Seal of firm:

Commercial Bid

SPECIFICATIONWISE RATES OF PAPERS, NAME AND BRAND OF PAPERS TO BE TENDERED (Rates including all Taxes)

Name of Brand	Specification	Size		Size		Size	
		A4	Rate/Rim (Incl. All Taxes)	Legal	Rate/Rim (Incl. All Taxes)	A3	Rate/Rim (Incl. All Taxes)
J.K.	68 GSM						
	70 GSM						
	75 GSM						
	80 GSM						
	100 GSM						
West Cost	65 GSM						
	70 GSM						
	75 GSM						
	80 GSM						
	100 GSM						
TNPL (Tamil Nadu Paper Product Ltd.)	70 GSM						
	75 GSM						
	80 GSM						
	100 GSM						
Replika (Riplica) colour papers A4 size	75 GMS						
	80 GMS						
Seshasayee Colour papers	75 GMS						
	80 GMS						
JK Colour papers	75 GMS						
	80 GMS						

Name of Party & Address
Signature with seal

AFFIDAVIT

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs.100/- duly attested by first class magistrate/Notary Public)

I/We age..... years residing atin capacity of
.....M/s.....hereby solemnly affirm that

1. All General Instructions, General Terms and Conditions as well as Special Terms and Conditions laid down on all the pages of the Tender Form have been read carefully and understand properly by me which are completely acceptable to me and I agree to abide by the same.
2. I/We have submitted following Certificates/Documents for T.E. as required as per General Terms and Conditions as well as Special Terms and Conditions of the Tender.

Sr. No.	Name of the Document
1.	
2.	
3.	

3. All the Certificates/Permissions/Documents/Permits/Affidavit are valid and current as on date and have not been withdrawn/cancelled by the issuing authority.
4. It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificate/Permissions/Documents/Permits/Affidavits is /are found to be invalid/wrong/incorrect/misleading/fabricated/expired or having any defect.
5. I/we further undertake to produce on demand the original Certificate/ Permission/ Documents/ Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.
6. I/We also understand that failure to produce the documents in "Prescribed Proforma" (Wherever applicable) as well as failure to give requisite information in the prescribed Proforma may result in to rejection of the tender.
7. My/Our firm has not been banned/debarred/black listed at least for three years (excluding the current financial year) by any Government Department/State Government/Government of India/Board/Corporation/Government Financial Institution in context of purchase procedure through tender.
8. I/We confirm that I/We have meticulously filled in, checked and verified the enclosed documents/certificates/Permissions/permits/affidavits/information etc. From every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document important information in each document in "highlighted" with the help of "marker pen" as required.
9. The above certificates/documents are enclosed separately and not on the Proforma printed from tender document.
10. I/WE say and submit that the Permanent Account Number (PAN) given by the Income Tax department is which is issued on the name of(kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm which ever is applicable).
11. I/We understand that giving wrong information on oath amounts to forgery and perjury and I/We am/are aware of the consequences thereof. In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBDG/Cancel the award of contract in this event. This office reserves the right to take legal action on me/us.
12. I/We have physically signed and stamped all the above documents alongwith copy of tender documents (page no. to).
13. I/We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.
14. My/Our company has not filed any Writ Petition, Court Matter and there is no court matter filed by State Government and its Board Corporation is pending against our company.
15. I/We hereby commit that we have paid all outstanding amounts of dues/taxes/cess/charges/fees with interest and penalty.
16. In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

Date :

Stamp & Sign of the Tenderer

Place:

Signature & Seas of the Notary