

OFFICE OF THE REGISTRAR:: GAUHATI UNIVERSITY
TENDER NOTICE FOR SUPPLY OF PLASTICS PRINTED SECURITY ENVELOPE.

Sealed tenders in two bid system are invited for procurement of plastics printed sealed security envelope from Manufacturer/ Authorized Dealer /Distributor/ Vendor under two bid systems. Interested parties can download the tender documents from the **Website: www.gauhati.ac.in** from 23.03.2017.

Tender fee of Rs.1000/- in the form of DD from Nationalize Bank in favor of the Registrar Gauhati University payable at SBI Gauhati University Branch and other essential documents should be submitted on or before 07.04.2017 ,up to 3.00 pm. in the office of the Registrar, Gauhati University, Gopinath Bardoloi Nagar Guwahati- 781014.

Qualified tenderer shall have to submit security deposit of Rs 10,000 (Ten thousand only) in form of DD from any Nationalize Bank in favor of Registrar Gauhati University, payable at SBI Gauhati University Branch.

Last Date of Submission of Bid	: <u>07.04.2017</u> (3.00 pm)
Date of opening Technical Bid	: <u>07.04.2017</u> (3.30 pm)
Date of Opening of Commercial Bid	: Will be communicated later.

Manner of submission of the tender and its accompaniments:

Tenderer should submit the tender in **two separate sealed envelopes** as detailed below.

A. Envelope No. I (Documents): The first envelope clearly marked as **Envelope No 1** shall contain the following documents.

- a) Tender fee in the form of DD.
- b) Copy of Sales Tax registration, clearance certificate & PAN card.
- c) Copy of experience certificate of last three years in the supply of proposed product to reputed Govt. institutes/Universities.
- d) Copy of authorization certificate from principal company. (If authorized dealer/distributor/Vendor)
- e) Proprietary certificate of principal company.
- f) Item to be supplied as per Annexure (without mentioning the rate).

B. Envelope No. II: (Tender/Financial Bid): The second envelope marked as Envelope **No.II** shall contain only the main tender. The tenderer should quote the rate as per **Annexure enclosed** in the tender documents to be submitted only in envelope II. **Tenderer should not quote their offer any where directly or indirectly in Envelope No I.**

Submission of Tender:

The two sealed envelopes No.I and II shall be again put together in another envelope and sealed. This sealed cover shall be marked on the left hand top corner **"Tender for the Supply of Security Envelope.**

The full name and address including Phone number & Email address of the tenderer shall be written on the bottom left hand corner. If submitted by Post, the sealed envelope marked as above shall be enclosed in another cover properly addressed and shall be sent by Registered Post. **The Tenders must be submitted to the Registrar, Gauhati University, Guwahati- 14.** The date and time for the receipt of envelope containing tender shall strictly apply in all cases. The tenderer should ensure that their tender is received by office of the Registrar, Gauhati University, before the expiry of the date and time. No delays on account of any cause will be entertained for the late receipt of the tender. Tender offered or received after the date and time is over will either not be accepted or if inadvertently accepted will not be opened and shall be returned to the tenderer unopened.

While submitting your tender, the following procedure may please be observed and other points borne in mind.

01. The maker's name must be specified.
02. The "Terms and conditions" for supply and delivery of items, should be clearly indicated in the tender. Rate quoted must be inclusive of all Taxes, rate of tax shown in particular column, packing and forwarding charges freight charges etc.
03. Tender received after the stipulated date and time may not be taken into consideration.
04. The price should be indicated both in word and figures. It should be clearly stated whether, Excise duty, Sales Tax, General Tax, Central sales Tax, Vat, Insurance Freight or Packing and Forwarding charges, or any other taxes and duties etc. livable.
05. It would be appreciated if illustrated catalogues/ Literature etc are furnished with the tender.
7. Price quoted must be inclusive of transportation, cost of delivery the materials at Gauhati University.

Opening of Tenders: - Following procedure shall be adopted for the opening of Tenders:

- a) **Envelope No. I:** First of all, **Envelope No. I** of the tender will be opened to verify its contents as per the requirement. If the various documents contained in this envelope do not meet the requirements of the University, a note will be recorded accordingly by the tender opening authority and the said tenderer Envelope No.II will not be considered for further action but the same will be recorded.
- b) **Envelope No.II:** This envelope shall be considered to open for those tenderers whose Envelope I are found acceptable to the University. **The qualified tenderer must be present at the time of opening of Financial Bids (Envelope-II) and must exhibit the samples of each item for which they have quoted the rate before the Committee for acceptance in terms of quality. Price Bids of the tenderers absent on the day of its opening or price quoted for the items without exhibiting the samples before the Committee shall not be considered for final evaluation.**

Acceptance of Tender:

1. Acceptance of tender may be communicated to the supplier by E mail or by Telephone or otherwise by the authorized officer of the University.
2. The right of not accepting the lowest offer is reserved with the Gauhati University.
3. Selection: Both quality and Price will be taken into account while selecting items for purchase
4. A conference if required shall be called by the Registrar to negotiate or ascertain the financial offer given by the tenderer in comparison with the sub clauses mentioned above and the tenderer shall be informed well in advance regarding the date, time and venue of the conference.
5. The right to accept or reject any or all the tenders without assigning any reason is reserved with the Gauhati University.

Sd/- Deputy Registrar

TERMS AND CONDITIONS FOR SUBMISSION OF TENDER

(To be returned by Tenderer along with the Tender duly signed)

- 1) Sealed Tenders are invited under Two Bid system (Technical and Price Bid) for purchase of Printed Security Envelopes under Rate Contract for a period of one year.
- 2) Quotations will be accepted only from manufacturers for branded items. If they are not in a position to quote, they may authorize only one exclusive agent, who may quote along with authorization. Authorized Agent Tendering for the supply should attach authorization from the manufacturers to ensure prompt supply, failing which the quotation will be summarily rejected.
- 3) The details of items and schedule of quantities is given at **Annexure. (Enclosed)**
- 4) Overwriting and corrections should be attested properly. The bid should be completed in all respects and should be duly signed. Incomplete and unsigned bids will not be considered at all.
- 5) List of other organizations where similar supplies have been made & having a rate contracts, documentary evidence may please be attached.
- 6) Price offered shall be valid for a period up to one year and **delivery** your own cost at Gauhati University, Ghy-14. The manufacturer shall ensure that the products will not be sold cheaper than the price offered to Gauhati University to any other clients.
- 7) The supply of Printed Security Envelopes has to be made within a period of 3 weeks from the date of issue of supply order in the GU Central Store. If the supplier fails to deliver the goods within the time to be agreed upon, for delayed deliveries, Gauhati University reserves the right to levy liquidated damages at the rate of 0.5% per week or part thereof or up to maximum of 5%
- 8) Discounts offered shall be indicated clearly in terms of percentage on the manufacturer's price lists.
- 9) Special discount / prices, if any, applicable to the Educational Institutions aided by the govt. of Assam should be quoted separately.
- 10) Rate increases like levy, taxes duties etc. if any, during the period of contract, will be allowed extra on submission of documentary evidence.
- 11) Please mention the Catalogue No., Part No., and Model No. & Make wherever required and also CST/VAT No and Area Code failing which your quotation will be rejected. All of your future correspondences including Invoices should bear the CST/VAT No. Area Code.

12) Non delivery of items will lead to cancellation of Purchase Order without any notice. In addition, action may be taken for removing them from the list of suppliers.

13) Replacement: Damages/ Broken / Inferior quality articles should be replaced by proper ones at the cost of the suppliers

14) No Advance Payment will be made for indigenous purchase. No part payment will be made. Payment will be made on completion of the full supply.

15) **DISTRIBUTORSHIP CERTIFICATE:** Sole selling Agents/Distributors of a particular make should submit a Certificate from their Principals to the effect that they are the authorized Agents of the Manufacturers and that they are authorized to supply to the Gauhati University, Guwahati-14.

16) The Items being quoted should be of Original Manufacturer and no non-standard item should be quoted. Make of the items to be quoted should be clearly mentioned in the Technical offer as per requirement given in the Tender Document. The items and rates should be quoted only of the particular make as mentioned in the tender document.

17) Acceptance of this tender form and submission of the quote within the stipulated time would be treated as:

(a) The tenderer has understood all requirements as described in the Tender document.

b) Agreeing to execute order to the satisfaction Gauhati University authorized representatives within the stipulated time.

18) Gauhati University will not be liable for any obligation until such time has communicated to the successful bidder of its decision to release the Purchase Order

19) Gauhati University will not be responsible for any postal delays.

20) Bidders shall note that Gauhati University will not entertain any correspondence or queries on the status of the offers received against this Tender invitation.

21)Tenders from Manufacturers/Suppliers/ Tenderers whose performance was not satisfactory in respect of quality of supplies and delivery schedules in any organizations, are liable for rejection. The tenders that do not comply with the above criteria and other terms & conditions are liable for rejection.

22) The price quoted shall remain valid for at least **12 (Twelve) months**.

23) Guarantee/ Warranty

The following warranty shall form part of the contract placed on successful tenderer.

The supplier/seller hereby declares that the goods, stores, articles sold/supplied to the university under this contract shall be of best quality and workmanship and new in all respect and shall be strictly in accordance with the specifications and particulars obtained/mentioned in the contract. The contractor/seller hereby guarantees that the said goods would continue to conform to the description and quality foreside for a period of 2 years from the date of delivery and that notwithstanding the fact the university may have inspected. If these discovered not to the description and quality aforesaid or not giving satisfactory performance or have deteriorated the purchaser shall be entitled to call upon the contractor/seller to rectify the goods 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 to contractor/seller and in such an event the above mention warranty period shall apply to the goods/stores/articles otherwise the contractor/seller shall pay to the university such compensation as may arise by reason of the breach of warranty herein contained.

25) In the event of the order being placed against the tenders and if the contractor/seller fails to supply any items according to the terms and conditions of acceptance of tender or fails to replace any items rejected by the authorized Officer or by any person on his behalf within such time as may be stipulated, the authorized Officer shall be entitled to purchase such items from any other source and at such price in his sole discretion as think fit & following action may be taken against the supplier as deem fit:

(i) The offer of the defaulting supplier will not be considered.

(ii) The defaulting supplier will be penalized to the extent of the difference in the rates or 10 per cent of the value of the earlier order, whichever is higher.

(iii). If the defaulting supplier fails to pay the penalty he will be permanently de-listed from the list of approved supplier and the security deposit shall be forfeited.

26) Tenderers are advised to see the items physically in the General Branch for the quality required for the G.U.

27) All disputes arising in connection with the execution the orders will be subject to the jurisdiction of the courts in Guwahati

28) Gauhati University is not bound to accept the lowest quotation and reserves the right to reject or partly accept any or all quotations received without assigning any reason.

INSTRUCTIONS TO THE TENDERER:

Please do not forget to Attach:

1. **Proof of payment of non refundable Tender fee of Rs 1000/- (Either in the form of Demand Draft payable to the Registrar, GU or Cash receipt from the GU Cash Counter)**
2. Attested copy of Registration Certificate , Sales Tax registration & clearance certificate & PAN Card should be attached.
3. Attached copy of authorization certificate issued by Principal Company.
4. Proprietary Certificate
5. The authorized dealer or distributor should have at least three years experience in the supply of the Rate Contract for Stationery and should have supplied to reputed Government institutes/Universities. Attach proofs of the same.

Important Note:

Please do note that omission to attach any of the above listed documents may cause rejection of the Tender.

Required size of the printed envelope

Annexure

Size in Inch (WXH)	Approx Quantity	Gauge	Quoted Rate per unit	Remarks
9x4	20000	260		
10x4.5	20000	260		
10x8	20000	260		
11x5	20000	260		
12x5	20000	260		
12x6	20000	260		
12.5x9.5	20000	260		
12.5x8.5	20000	260		
12x10	20000	260		
14x10	20000	260		
16x12	20000	260		
17x12	20000	260		
14x12	20000	260		
20x18	20000	260		
24x20	20000	260		

Please give suitable gauge for big size envelope.

Quantity indicates is yearly requirement. Order will be given in two parts.

Name & Signature of the Tenderer
Phone No-