



NOTICE INVITING BID

ET-NIQ- 2698-DT- 07/12/2022

Bids in **02 Bid System (Technical and Financial)** are invited from reputed manufacturers/authorized dealers for supply of **Convocation Folder** for Controller of Examination, Tezpur University.

Eligibility Criteria:

- The bidder should have relevant experience of supply of folders to Higher Educational Institutes/Government organisations in the last 5 years.
- The bidder or the OEM should not be blacklisted by Tezpur University or any other Educational /R&D/ PSU/ Govt. organizations. A certificate or undertaking to this effect must be submitted.

Please read the Bid document carefully before participating. It shall be deemed that submission of bid by the bidder has been done after their careful study and examination of the Bid terms with full understanding to its implications. Any lack of information shall not in any way relieve the bidder of its responsibility to fulfill its obligations under the Bid.

The University will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for. Fraudulent Practice means a misrepresentation of facts in order to influence a procurement process and includes collusive practice among bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive Tezpur University of the benefits of free and fair competition. Corrupt Practice means offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of this purchase execution.

Item:

Sl. No.	Items	Quantity	Approximate value of the contract
1	Convocation Folder with printing	3000 no's	₹ 8,25,000/-

For any queries/doubt please contact- snp@tezu.ernet.in

General Information about the NIQ

Last date and time for submission of Bids: **14.12.2022 (2.00 PM)**

Date and Time of opening of Bids: **15.12.2022 (3.00 PM)**

Place of Opening of Bids: **Tezpur University**

GENERAL TERMS & CONDITIONS:

- Rates:** Rates quoted should be on **FOR Tezpur University, Napam, Tezpur, Door Delivery Basis**, for indigenous items and **CIP Tezpur University, Napam, Tezpur or Delivered Duty Paid**, for imported item. Failure to comply with this term may lead to rejection of the quotation.
- Quotations should be accompanied by i) An EMD (in the form of Demand Draft/Banker Cheque) for ₹ 16,500.00 (Rupees Sixteen Thousand Five Hundred) only drawn in favor of**

Pravir
AR (GA)/IC



तेजपुर विश्वविद्यालय/ TEZPUR UNIVERSITY
(केंद्रीय विश्वविद्यालय/A Central University)
कुलसचिव कार्यालय/OFFICE OF THE REGISTRAR
तेजपुर-784028 :: असम/ TEZPUR-784028 :: ASSAM

- Registrar, Tezpur University, payable at Tezpur. **No request for consideration of earlier deposited EMD will be considered.** ii) Bidders who are MSME/NSIC registered needs to furnish a "Bid Security Declaration" (format enclosed at Annexure – I) in lieu of EMD accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for a period of Three (03) years from participating in any future bid invited/published by Tezpur University. Bidders who are MSME/NSIC registered seeking exemption from payment of EMD are to submit valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to. iii) **The original copies of the EMD/Bid Security Declaration should be deposited/submitted/reach the office of the undersigned before opening of the Bids in an envelope superscribed as "Quotation/Participation Fee and EMD for TU/GEM/BOQ-BID/(125)/2021-22/.....DT-07/12/2022" addressed to the Assistant Registrar-GA, Tezpur University. Failure to do so may result in rejection of the bid.**
3. Bidders/Tenderers are to ensure that they are **GST compliant** and that their quoted tax structure/rates are as per GST law. The rates should be exclusive of taxes and applicable tax percentage should be clearly indicated. Financial/Price Bid format where taxes cannot be mentioned separately, in such cases, the percentage of taxes applicable should be mentioned in the Technical Bid document.
 4. **Validity of Quotation:** Quoted rates must be valid for at least **30 days** from the last date of submission of quotation.
 5. Applicable levies, surcharge and discounts should be clearly indicated item wise.
 6. The rates should be quoted along with supporting documents of specifications and technical features and list of users, wherever applicable.
 7. **Genuine Pricing:** Vendor is to ensure that quoted price is not more than the price offered to any other customer in India to whom this item has been sold, particularly to Universities/IITs/Institutes and other Government Organization.
 8. **Payment:** 100% payment after successful delivery, installation and commissioning (if required in the scope of supply) and acceptance by the user.
 9. **PENALTY FOR DELAYED DELIVERY:** The date of delivery should be strictly adhered to. In the event of delayed delivery, the vendor shall be liable for a penalty deduction as per prevailing rule.
 10. Incomplete quotes shall be rejected.
 11. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on Tezpur University.
 12. **Enquiry during the course of evaluation not allowed:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative (Tezpur University) can make any enquiry/seek clarification from the bidders. In such a situation, the agency shall extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period notice, as such the bidders have to be ready for the same.

Termination for default: Default is said to have occurred

- a. If the item is found having manufactured using sub-standard quality of materials.
- b. If the supplier fails to deliver any or all of the item(s) within the time period(s) specified in the purchase order or any extension thereof granted by Tezpur University.
- c. If the supplier fails to perform any other obligation(s) under the contract.

Handwritten signature and initials
AR (GA)/TC



13. **Evaluation Criteria:** To ensure that each bidder has the necessary qualifications and resources to full fill its obligations under the contract, the following criteria shall be followed:
- a) The Eligibility, Financial, Experience & Support criteria shall be passed before the technical criteria.
 - b) Technical criteria will be evaluated and ranked by the award of ACCEPT and/or REJECT.
 - c) Only the ACCEPTED vendors will be considered for price bid. In case a joint venture makes a bid, any one of the members of the joint venture need to be qualified for each of the criteria mentioned below.
14. **Delivery Period:** The delivery should be completed with **05 Days** of the award of BID without any deviation.
15. **Sample:** The bidder must provide relevant samples of the "**Convocation Folder**" to be supplied before opening of the technical bids.

Assistant Registrar-GA, i/c
Tezpur University



Technical Specifications cum Compliance Report
(To be submitted on Company's/Firm's Letterhead and should be signed and sealed)

Item: Convocation Folder

Parameter	Description
Convocation folder with printing	Paper size for which the folder shall be suitable: A4 size Inner Twin pocket conference Material: Jute/Resin Color: Maroon Size: a. Width: 250 mm b. Length: 315 mm c. Spine Width- 19.95 mm

Prabha
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Annexure-I

(To be submitted on Company's/Firm's Letterhead signed and sealed)

Bid-Security Declaration Form

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder) Dated

on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).