



**G.B. PANT UNIVERSITY OF AGRI. & TECH.  
PANTNAGAR, U.S. NAGAR (UTTARAKHAND)**

**Tender Invitation form in Two Bid System**

No...../

Dated:- .....

M/s.....  
.....

**Sub:** .....

**“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY CONDITION MAY MAKE YOUR OFFER INVALID”**

Dear Sirs,

We are interested in the Purchase of the articles mentioned overleaf. Tenders are invited from the manufacturers and their authorized dealers/distributors. Please send your tender in **SEALED COVERS (sealed with sealing wax)** so as reach this office on or before ..... **Registered/Speed Post/Courier/by hand** while submitting tenders please note that:-

1. The tender is to be submitted under **two bid system i.e. Technical Bid & Financial Bid**. Technical Bid & Financial Bid will be received in two separate sealed envelopes. Both the envelopes will then be put in to one big envelope and sealed properly super scribing **“Technical Bid & Financial bid for the supply of ....., your No..... dt..... Due date.....”**
2. (a) The Technical bid should be consisting of all technical details/specification EMD in separate envelope as required in para 14 and other requirements as mentioned overleaf and your terms & conditions. The envelope contained technical bid should be super scribed **“Technical bid for the supply & installation of .....”**.  
(b) The financial bid should indicate items wise price for the item mentioned in technical bid. The envelope contained Financial bid should be super scribed **“Financial bid for the supply & installation of .....”**.
3. Rates quoted should be F.O.R. Pantnagar including packing forwarding and transit insurance. The goods should be insured against theft, loss or breakage during transit by the supplier before dispatch is made. The responsibility in this respect will be of the supplying firm and not of the University.
4. The rates of tax (GST) should be clearly indicated at which rate it is chargeable.
5. Please also quote your **GSTIN & PAN No.** on your tender. Copy of **GST registration & PAN Card must be enclosed**.
6. In case of the item being on GeM, please enclose a copy of the same page.
7. The tenderers have to submit the registration certificate of firm and authorization certificate from OEM with their tenders mandatorily.
8. Each tender is to be enclosed in a cover. The cover should be sealed and super-scribed, **“Tender for..... Tender Invitation No.....dated..... due date .....”**. The cover should bear address of the undersigned.
9. The tender shall be opened in the presence of the representative of any or all of the quoting firms at **3.00 p.m. on next day or on 2<sup>nd</sup> or 4<sup>th</sup> Saturday in the office of Stores Purchase Officer at G.B. Pant University of Agriculture & Technology, Pantnagar.**
10. Payment will be released through online transfer or by crossed cheques on the State Bank of India/United Commercial Bank/Punjab National Bank, Pantnagar or an account payee draft, at the cost of the supplier, only after the receipt of material in good condition.
11. The acceptance of the tender will rest with the Vice-Chancellor who does not bind himself to accept the lowest rate quoted tender and also reserves the right to reject fully or partially any or all the tenders received without assigning any reason.
12. In case of any dispute the matter shall be referred to the Vice-Chancellor of this University whose decision shall be binding to both the parties.
13. In case of supply order being placed on you:  
“As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the Vice-Chancellor reserves the right not to accept delivery in part or full and claim the liquidated damages @ 1% per week subject to a maximum of 10% of total value of the supply order.”
14. **You will have to deposit earnest money @ 3% of the total rate(s) quoted upto ₹ 25 lac or @ 2% (minimum ₹ 75,000.00) of the total rate(s) quoted above ₹ 25 lac by you in the form of demand draft/ fixed deposit receipt/ bankers cheque in favour of Comptroller, G.B. Pant University of Agriculture & Technology, payable only at SBI/PNB/UCO/Union Bank, Pantnagar. In case, you are awarded with the order, you will have to deposit Performance Security @ 5% of ordered value at the time of supply. The earnest money submitted with tender will be released on furnishing of Performance Security.**
15. **The imported equipments above ₹ 3.00 lac may be purchased in Indian currency where Custom Duty Exemption Certificate is made available to the firm.**
16. The tenders are liable to be cancelled, if any of the above conditions are not compiled with.
17. The validity of rates should be 180 days from the date of opening of bid tender.
18. This tender is governed by Uttarakhand Procurement Rules – 2017 (as amended from time to time), hence its relevant provisions shall apply.

Yours faithfully

Signature & Seal of Purchaser  
Specification overleaf

**OFFICE/DEPARTMENT OF .....**

| <b>S. No.</b> | <b>Description of material<br/>(Specification if any)</b> | <b>Quantity Required</b> | <b>Rates quoted</b> |
|---------------|---|--------------------------|---------------------|
| 1.            | 2.  | 3.                       | 4.                  |
|               |   |                          |                     |

**Signature of Purchaser**

**Name .....**

**Designation .....**

**Date:**