

**OFFICE OF THE STORES PURCHASE OFFICER
G. B. PANT UNIVERSITY OF AGRI. & TECH., PANTNAGAR
(U. S. NAGAR) UTTARAKHAND**

No. SPO/Tender(2) /2011-12/432

Dated: January 19, 2012

TENDER NOTICE

Sealed tenders are invited in two bid system from the manufacturers and/or authorized Indian Agents/Subsidiary of foreign manufacturers (in case of imported items) for supply of following items quantity mentioned against each item:

(1) Soymilk & Tofu Processing Plant & Extruder- 1No. (2) FT-NIR - 1No. (3) Semi Preparative HPLC System-1No. (4) Zeta Sizer- 1 No. (5) Milking Parlor Machine- 1 Unit (6) Construction of Reservoir tanks & over head tanks and water supply facilities.

Tender documents can be obtained from the office of the undersigned on any working day w.e.f. **01.02.2012 to 11.03.2012 upto 5.00 PM** on payment of Rs. 1,000.00 for each unit separately in cash or Bank Draft drawn in favour of “**Officer I/C, Stores Purchase**” payable at PNB/SBI/UCO Bank, Pantnagar. Add Rs. 50/- for tender by post. Tender documents may be down loaded from web site **www.gbpuat.ac.in**. Last date for submission of tender documents is **12.03.2012 upto 5:00 PM** and technical bid will be opened in the office of the undersigned on **13.03.2012 at 11:00 AM**.
Phone No. 05944-234260, Tele-Fax-05944-234816, e-mail:spo.gbpuat@gmail.com

Officer I/C Stores Purchase

**OFFICE OF THE OFFICER I/C, STORES PURCHASE
G. B. PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY, PANTNAGAR
UDHAM SINGH NAGAR (UTTARAKHAND)**

TENDER FOR THE SUPPLY OF
(Name of item/s)

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

Part (A): Technical Bid

“Please furnish the following information in this part so as to enable the panel to decide about the qualification in the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached sequentially in support of statement at serial ‘4’ to ‘16’ below.

For qualification criteria the tenderers are required to have supplied a specified quantity or for specified amount of supplies made during the last three financial years and the bidders have to furnish a certificate from their clients in support of satisfactory performance.

Tenderer’s reference No. _____ Date _____

1. Application for the supply of _____

2. Name of the tenderer: _____

Address _____

3. Contact: (A) Telephone No. _____ (B) Mobil. _____

(C) Fax No. . _____ (D) e-mail _____

4. Earnest Money (must be attached with technical bid): **To be filled in separate prescribed proforma in separate envelope* see page no. 12**

(a) FDR/TDR No. & date _____
(do not mention amount)

5. Status of the applicant
(Whether manufacturer/authorized Indian Stockiest/Subsidiary of foreign manufacturer as per tender notice. (Certificate must be submitted) _____

6. Manufacturing license No. & date _____

7. Sales tax registration No. & date _____

8. Income tax P.A.N. No. _____

9. ISO/ISI award letter No.
(In case it is awarded to the firm) _____

PLEASE ATTACH THE FOLLOWING DOCUMENTS: -

1. Earnest Money (FDR/TDR only).
2. Manufacturing license from appropriate authority.
3. Authority letter from the manufacturer in case of dealers/distributor.
4. Instructions to the tenderes must be attached duly singed & stamping the seal by the tenderer.
5. Sales tax/VAT registration certificate.
6. Central Sales Tax/VAT registration certificate if any.
7. Latest sales tax return.
8. DGS&D rate contract copy, if any.
9. Year- wise turn over for the last three-years supported by pertinent portion of balance sheet duly authenticated by C.A./ Competent authority .
10. Terms & conditions duly signed by the tenderer.
11. Any other literature or information the applicant desires to furnish.
12. Notarized affidavit regarding non-blacklisting.

NOTE:

Before sending/submitting the tender, the tenderer should read carefully, the attached terms & conditions, special condition, instructions to the tenderer and fill all the columns of technical and financial bid. *EXTRA DOCUMENTS OTHER THAN THE ASKED FOR SHOULD NOT BE ATTACHED.*

Signature of issuing authority

Officer I/C Stores Purchase

**Signature of the applicant
With seal**

**OFFICE OF THE STORES PURCHASE OFFICER
G. B. PANT UNIVERSITY OF AGRI. & TECH. PANTNAGAR- 263145
(U.S.NAGAR) UTTARAKHAND**

GENERAL TERMS & CONDITIONS

(Jurisdiction- Udham Singh Nagar)

1. Sealed tenders are invited by the Stores Purchase Officer G.B. Pant University of Agri. & Tech., Pantnagar (Udham Singh Nagar) for supply of
2. (For a two bid tender) Technical Bid (consisting of specification only)& Financial Bid will be received in two separate sealed envelopes. Both the envelopes will then be put into one big envelope & sealed properly super scribing “Technical & Financial Bids” for the supply of due on dated
3. (a) The envelope containing Technical Bid should be super scribed “Technical Bid for the supply of [Name of stores]
- (b) The envelope containing Financial Bid should be super scribed “ Financial Bid for the supply of [Name of stores]
4. Rates quoted should be F.O.R. Destination. The rates must include packing forwarding and transit insurance charges. The same 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.
5. Supply of the goods is acceptable on bill basis only. **R.R./documents through bank are not acceptable.**
6. Payment shall be made within 30 days from the date of receipt of goods in proper/ satisfactory/ working conditions.
7. The tenderer should clearly indicate if they agree for Rupee term payment or payment by Sight draft or L/C (to be established) and if so give a complete detail thereof. Special conditions & codal formalities for import of stores shall be applicable.
8. Tender documents must be submitted consisting of notice inviting tender, tender form (technical and/or financial), general terms & conditions of supply, **interactions** to the tenderer, special conditions if any, schedule of quantities duly filled, completed & signed by the tenderer.
9. Tenders should be addressed to the “Stores Purchase Officer,” G. B. Pant University of Agri. & Tech., Pantnagar- 263 145 (U.S. Nagar) Uttarakhand, duly sealed properly.
10. Tenders will be received by the undersigned up to **a.m/p.m** and Technical Bid will be opened on the same day at**a.m/p.m** as per schedule.

11. *The tender should be submitted alongwith a demand draft or fixed deposit receipt or Bankers cheque or Bank guarantee in favour of Comptroller, G.B. Pant University of Agri. & Tech., Pantnagar. Amount of bid security should ordinarily range between 2% to 5%. The given percentage will depend on the total cost of the goods/items as follows:-
 - (i) **Upto Rs. 1 lakh – 5%**
 - (ii) **Rs. 1 lakh to 5 lakh – 4%**
 - (iii) **Rs. 5 lakh to 25 lakh – 3% and,**
 - (iv) **Above Rs. 25 lakh – 2% shall be charged**Tender without proper earnest money shall not be considered. No Cheque shall be accepted. Earnest Money deposited earlier, if any, shall not be considered. The FDR/Bank guarantee should be drawn from the account of tendering firm.
12. In terms of note 2 (3) to rule 273 of GFR, Bid Security will be liable to be forfeited, if the tenderer withdraws or amends/ impairs or derogates from the tender in any respect within the period of validity of his tender.
13. The supplier may be required to furnish 5% value of purchase order as performance security in the name of Comptroller, G.B. Pant University of Agri. & Tech., Pantnagar, for the performance of the equipment/ stores during the whole period of Warranty/Guarantee.
14. The purchaser has the right to forfeit performance security in case of any breach of contract committed by the supplier.
15. The supplier will have to attach a certificate to the effect that the material to be supplied will be of the specification conforming to standard of the item specified in the attached schedule.
16. Supply of ordered material should be/ required to be completed within stipulated date/ time from the date of issue of firm order failing which the University reserves the right to forfeit the earnest money and cancel the order. Part supply shall not be accepted normally however in genuine cases, permission may be granted.
17. The supplier should quote clearly in figure and words the rate and amount tendered by him. The amount of each item should be worked out & requisite totals given including all charges F.O.R. destination.
18. Trade/Sales tax/Vat or any other tax or other charges on the material, which has not been mentioned while quoting their rates shall not be paid by the University under any circumstances.
19. The terms & conditions given by the supplier will not be binding on us. Conditional tenders shall be rejected at the sole discretion of the competent authority of the university.
20. The manufacturer should mention their address of manufacturing unit so that the site may be inspected, if required.
21. 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 University 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.”
22. A tenderer shall not submit more than one tender for the same set of goods.
23. The tenderer shall at all times indemnify the purchaser, at no cost to the purchaser, against all third party claims of infringement of patent, trademark or industrial design rights arising from the use of the goods or any part thereof, with respect to the goods quoted by the supplier in its offer.

24. The tender so submitted shall be governed by the laws of India and be interpreted in accordance with such laws.
25. Any dispute arising in process of the tender, the matter shall be referred to the sole arbitrator who in such cases shall be the Vice-Chancellor, G.B. Pant Univ. of Agri. & Tech., Pantnagar, and whose verdict shall be binding on both the parties.
26. The tenderers may be called for technical discussions by the purchase committee duly constituted or nominated by the Competent Authority of this University.
27. The tenderer must supply a three-dimensional drawing of the instrument, which they proposed to supply alongwith the relevant literature.
28. The acceptance of a tender will rest with the University who does not bind itself to accept the lowest tender and reserves itself the authority to reject or partially accept, any or all the tenders received without assigning any reason.
29. The University reserves the right to place order for the scheduled quantity and/or part thereof.
31. Tenders are likely to be rejected in case the same are not conforming to the laid down terms and conditions.
32. The tenders may be dropped in the Tender Box kept in the office of Stores Purchase Officer by due date & time. The tender may also be sent/submitted through post/courier. The tenders received after due date & time are liable for rejection. The University shall not be responsible for receipt of tenders after due date, due to postal delays or any other reason, whatsoever.
33. The validity of rates shall be 120 days from the date of opening of technical bid/offer.
34. The supplier should invariably incorporate guarantee/warranty clauses in his offer wherever applicable. While incorporating G/W clause, nature & duration should be specifically mentioned.
35. If during the currency of the contract, the price(s) of the contracted stores falls, the supplier shall have a binding to charge the prevailing lower rates against the higher contract price. However, the purchaser is not liable to compensate the supplier any hike in the contract price during the contact period.
36. Free replacement will be made against defective/damaged supplies by the firm/supplier at their own cost & risk.
37. Supplies will be strictly as per brand/specifications as specified in the rate contract. Container and product must bear the brand name, lot no., batch no., date of manufacturing and date of expiry, etc., as the case may be. Substandard supplies shall be rejected out rightly and the supplier shall be held responsible to make good the loss so incurred and that the University shall take necessary action against the firm/supplier, as deemed fit.
38. The consignment shall be booked always in favour of consignee only and as per instructions mentioned in the purchase order.
39. Bulky tenders which can not be dropped in the tender box will be accepted by the head of the office or his authorized representative and receipt issued.
40. For all items the financial bid shall be opened only for those firms whose technical bids recommended by the indenter/technical committee and found to be as per specifications, terms & conditions of the tender asked for (in case of two bid system only).
41. The rules of Government for units registered under NSIC's/Govt. Organizations shall be observed. However, they shall furnish adequate proof/documents in support of their claim.
42. In case the due date declared holiday, the tender shall be opened on next working day at same time.

43. The tenderer must insure that all the entries are made by one by one person, using same ink and without any cutting and over writing. If there is any cutting, it should be countersigned.
44. Processing fee (non-refundable) shall be charged from the firm whose financial bid shall be finally accepted by the University as per detail below:
- | | | |
|----|--------------------------------|---------------|
| 1. | Rs. 3.00 Lac to Rs. 10.00 Lac | Rs. 5,000.00 |
| 2. | Rs. 10.00 Lac to Rs. 20.00 Lac | Rs. 10,000.00 |
| 3. | Rs. 20.00 Lac and above | Rs. 15,000.00 |

The above amount will be deposited through demand draft infavour of the “**Officer I/C Stores Purchase**” payable at SBI/UCO/PNB Bank Pantnagar before placing the Letter of Intent/Purchase order.

Signature of issuing authority,

Signature of Officer I/C Stores Purchase

I have read the above terms & conditions and the instruction attached herewith and understood them carefully and agree to abide by the same.

**Signature of Tenderer
with seal**

45. (In case tender documents are downloaded from University Web Site by the firm then following certificate should also be signed by the tenderer).

“Certified that we have downloaded the tender documents from University Web Site and for any difference in contents from original document we shall be fully responsible and understand that rate contract awarded/purchase order placed, if any, may be terminated by University on this account. The tender fee of Rs. is enclosed in shape of Bank Draft No..... date..... drawn in favour of “**Stores Purchase Officer**” payable at SBI/PNB/UCO Bank, Pantnagar.

**Signature of tenderer
With seal**

**OFFICE OF THE STORES PURCHASE OFFICER
G. B. PANT UNIVERSITY OF AGRI. & TECH., PANTNAGAR
(U.S. NAGAR) 263145, UTTARAKHAND**

**SPECIAL CONDITIONS FOR IMPORT OF EQUIPMENTS
(Jurisdiction- U. S. Nagar)**

THE TENDERERS ARE REQUIRED TO GO THROUGH CAREFULLY, THE FOLLOWING SPECIAL CONDITIONS OF SUPPLY ON IMPORT OF EQUIPMENT BEFORE SUBMITTING THEIR OFFER.

1. The Indian Agent of foreign manufacturer must be registered with DGS&D or concerned department of Govt. of India.
2. The university is exempted from payment of custom /excise duty. However, Concessional Custom Duty levied by G.O.I. is paid on import of equipments.
3. The validity of Proforma invoice should be at least 120 days from the date of opening of tender.
4. The foreign suppliers shall indicate the Agency commission separately on the Proforma Invoice Form 237 of DGS&D having details of discloser of Agency commission should invariably be attached with the Proforma Invoice.
5. The payment of agency commission to Indian Agent of foreign manufacture is payable in Indian currency as per standing instructions of Ministry of Finance G.O. No.F-23(I)-E II(A)/89 dt. 31.01.89
6. The import of equipment is acceptable on FOB/CIF value.
7. The import may be allowed on CIF value in exceptional conditions at the discretion of University. In that case the charges on Freight and insurance should be shown separately.
8. The Freight & Insurance charges should not exceed 5% of the FOB value in any case.
9. If the supply is made on CIF value the Insurance shall be from ex-works to destination at GBPUA&T, Pantnagar (Distt. U.S. Nagar) Uttarakhand.
10. Shipment should be made strictly through university's authorized Freight forwarder as will be mentioned in the purchase order/Letter of Credit.
11. The University does not allow trans shipment or/and part shipment.
12. In case of replacement/ short supplies, all the charges like Freight Insurance, Custom Duty and clearance shall be borne by the supplier themselves.
13. No other charges beyond the value of Proforma Invoice shall be paid by University in any case.
14. Prices must be quoted strictly in Foreign Currency on CIF & FOB basis. Prices quoted in Indian Currency for foreign products are to be rejected.

Mode of Payment

15. In case of import of goods, payment shall be preferred through sight draft. A photo copy of D/D shall be dispatched alongwith Purchase order.
16. Payment may also be made through Letter of Credit. In this case Irrevocable Letter of Credit shall be opened for 100% value of FOB value, however 60% cost of FOB value excluding agency commission shall be made against shipment of document negotiated through Bank and balance 40% shall be released after satisfactory installation report of the equipment from the indenter. Following sub condition shall be applicable in case of payment through L/C.
- (a) All Bank charges inside and outside India shall be on beneficiary's account i.e. tenderer shall have to bear such charges.
 - (b) All amendment charges, in the L/C if any shall be on beneficiary's account.
 - (c) Agency commission will be paid by the indenter in Indian currency at prevalent exchange value after delivery and satisfactory installation of the equipment. The bill of the same will be submitted by the Indian Agent accordingly.

Officer I/C Stores Purchase

I/We agree to abide by the terms and conditions.

**Signature of Tenderer
With Seal**

**OFFICE OF THE OFFICER I/C, STORES PURCHASE
G.B.PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY, PANTNAGAR
UDHAM SINGH NAGAR (UTTARAKHAND)**

INSTRUCTIONS TO THE TENDERERS

1. Tender should be addressed to the Stores Purchase Officer G.B. Pant University of Agri. & Tech., Pantnagar, Distt Udham Singh Nagar, Pin – 263 145, Uttarakhand and be sent in a properly sealed cover. The tender should be sent in an envelope superscribed as “**Tender for the supply of Scientific Equipment (.....) consisting of Technical bid & Financial bid both in two separate envelops due onat.....p.m.**”
2. The stores offered should be strictly according to the brand / specifications as mentioned in the tender documents.
3. Earnest Money as per conditions stipulated shall be deposited along with the tender / technical bid in the shape of an FDR/TDR, duly pledged in favour of the **COMPTROLLER, G.B.P.U.A.&T., PANTNAGAR**. Tender without earnest money will not be accepted. In case tender is not accepted for award of contract, the Earnest Money shall be refunded after its finalization. The FDR should be drawn from the account of the tendering firm otherwise tender shall be rejected. FDR/TDR issued in personal name shall not be accepted.
4. Tenders shall be received in the office of the **Stores Purchase Officer** G.B. Pant University of Agri. & Tech., Pantnagar (Distt Udham Singh Nagar, Pin – 263 145) Uttarakhand & opened as per schedule given in the notice in presence of the tenderers or their representative who may like to be present at the time of opening of the same.
5. The tenders may be dropped in the Tender Box kept in the office of the undersigned and the same may also be sent by post/courier but the University will not be responsible for any postal delay or otherwise. Tenders received after the stipulated date & time are liable to be rejected.
6. Tender for each Equipment/Items of material as specified in the notice inviting tender/press notification is required to be submitted separately.
7. Firms black-listed by any of the department of Central/State Govt. or Pantnagar University need not to tender.
8. Interim enquiries or subsequent offers if any, will not be entertained.
9. The University is exempted from the Excise Duty and Custom Duty (concessional) for certain stores, the prices so mentioned in the tender, Excise/Custom Duty component should be indicated clearly.
10. Tenders, which do not fulfill all or any of the above conditions or found incomplete in all respect are liable to be rejected.
11. The Earnest Money shall be released only after satisfactory installation of Equipment/Items in all respect and as per the terms & conditions of the tender.
12. The acceptance of tenders rests with the Vice-Chancellor of the University who does not bind himself to accept the lowest tender & reserves the right to reject or partially accept any or all the tenders without assigning any reason whatsoever thereof .
13. A certificate of the Manufacturer/Indian Agent specifying their status may be submitted alongwith the tender without which the tenders are liable to be rejected.

14. The maximum rate of discount on the manufacturer's price list offered by the tenderer & the rates tendered may be indicated clearly in figures and words.
15. No overwriting or cutting on the prices is allowed; if so, certificate of the manufacturer to this effect may be attached with the tender.
16. **As per the existing rules, the tenderer must get his firm registered with the University. The prescribed format is available on University Web Site www.gbpuat.ac.in which may be downloaded and submitted duly filled in alongwith registration fee of Rs. 1000/-. The form may also be provided by this office on request for the same. (for University Rate Contract only)**

Signature of issuing authority,

Officer I/C Stores Purchase

I have read all instructions carefully and promise to abide by them during the period of rate contract.

**Signature of tenderer
With seal**

Date:-

**OFFICE OF THE STORES PURCHASE OFFICER
G.B.PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY, PANTNAGAR
UDHAM SINGH NAGAR (UTTARAKHAND)**

(*EARNEST MONEY)

(TO BE SUBMITTED IN SEPARATE ENVELOPE WITH TECHNICAL BID)

1. Amount: (In Figure): Rs.....
(In Words): Rs.....
2. Demand draft/F.D.R/TDR/Bank guarantee/Bankers cheque No:
dated.....
3. Name of Bank:.....

**Signature of Tenderer
With Seal & Full Address**

**OFFICE OF THE STORES PURCHASE OFFICER
G. B. PANT UNIVERSITY OF AGRI.& TECH. PANTNAGAR- 263145
(U.S.NAGAR) UTTARAKHAND**

TENDER FOR THE SUPPLY OF

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

**Part (B): Financial Bid
(To be kept in a separate sealed cover)**

Tenderer's reference No. _____ Dated: _____

1. Application for the supply of _____

2. Name of the applicant: _____

Address _____

3. Telephone No. Mobile _____

Fax No. _____

e-mail _____

4. Status of the applicant (Whether manufacturer/authorized Indian stockiest /Subsidiary of foreign manufacturer as per tender notice. (Certificate must be submitted). _____

5. Telephone No., Fax No., e-mail of foreign principals Tel. Ph. _____

Fax No. _____

e-mail _____

6. Registration No. with DGS&D (in case, the authorized Indian agent of foreign manufacturers) _____

7. Country of origin of the equipment _____

Indigenous _____

8. Cost of equipment _____

(i) In Indian Rupee _____

(ii) In foreign currency _____

a. FOB value with currency _____

b. Insurance & freight charges _____

c. CIF value with currency _____

9. Mode of supply: _____
 Direct/through dealer (Please give full name & address of the dealer (if any) _____
10. Validity of rates (period) _____
 (Preferably at least 6 months)
11. Specify Sales tax: _____
 (A) Full Sales tax _____
 (B) Concessional Sales tax (against Form D being issued by the University). _____

NOTE:

- (i) **Over writing in tender will not be accepted. Cutting if any should be properly signed by the tenderer.**
- (ii) **University is not bound to make any part payment if full supplies are not made at a time and make purchase on lowest quoted rates.**
- (iii) **The tenderer should enclose required certificates in the same order as mentioned above & serialize them accordingly, and fillip all columns of the tender documents strictly.**
- (iv) **Before sending/submitting the application/tender, the applicant should read carefully the attached terms & conditions and instructions sheet.**

Signature of Issuing Authority

Officer I/C Stores Purchase

**Signature of the Tenderer (Applicant)
 Name & Seal of the Firm**