



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)

Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur- 495009 (C.G.)

(A Central University established by the Central Universities Act, 2009 No. 25 of 2009)

Website: www.ggu.ac.in Phone: 07752- 260381 FAX: 07752-260154, 260148

सीमित निविदा सूचना / LIMITED TENDER ENQUIRY

GFR 151

PURCHASE OF ENVELOPES, BARDANA, LATHTHA CLOTH

लिफाफा, बारदाना, लड्डा कपडा का क्रय

Category GA-21

Enquiry Ref. No: 04/GGV/store/ LTI/ Envelopes, Bardana, Laththa Cloth/2016

Bilaspur, Date:16-12-2016

Dear Sir,

We intend to purchase Envelopes, Bardana, Laththa Cloth , and invite tenders from the registered venders in accordance with the terms and conditions detailed in the bid document. If you are interested, kindly send your offer for the supply with complete terms within the time mentioned as under.

Important Dates

Event	Date	Time
Last Date of submission of sealed tenders with samples	06-01-2017	UPTO 03.00 PM
Tender Opening	06-01-2017	AT 04.00 PM

Please send your sealed offer only by Registered /Speed Post / courier service to the Assistant Registrar (stores) on behalf of the Registrar to the following address given below. The Sealed bid should be super-scribed as "Tender for Purchase of Envelopes, Bardana, Laththa Cloth vide ref. no-04/GGV/LTI/ Envelopes, Bardana, Laththa Cloth/2016, Bilaspur, dated- 16.12.2016".

To,
The Assistant Registrar (Store)
Guru Ghasidas Vishwavidyalaya,
Koni, Bilaspur (C.G.) - 495009

This tender contains following documents:

- (1) Schedule of requirement with specifications, salient dates etc.
- (2) Bid document containing detail terms and conditions.
- (3) Format for price bid -Annexure A

Assistant Registrar (Store)
Guru Ghasidas Vishwavidyalaya,
Bilaspur (C.G.)



Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur- 495009 (C.G.)

LIMITED TENDER ENQUIRY

GFR 151
PURCHASE OF ENVELOPES, BARDANA, LATHTHA CLOTH
लिफाफा, बारदाना, लड्डा कपडा का क्रय
Category GA-21

Enquiry Ref. No: 04/GGV/store/ LTI/ Envelopes, Bardana, Laththa Cloth /2016

Bilaspur, Date:16-12-2016

1. SCHEDULE OF REQUIREMENTS:

SN	Name of item	Specification	Qty	
1	White Envelope	9"×4"	50,000 nos	
	White Envelope (With single colour printing on one side)	9"×4"	50,000 nos	
2	ENEVELOPE WITH CLOTH NET Printing in single colour On one side	Yellow Envelope	9"×4"	10,000 nos
		Light Green Envelope	12"×6"	50,000 nos
		Brown(Khakhi) Envelope	11"×5"	50,000 nos
		Yellow Envelope	12"×8"	20,000 nos
		Greenish Blue envelope	12"×10"	5,000 nos
		Greenish Blue Envelope	15"×12"	10,000 nos
		Greenish Blue Envelope	16"×12"	40,000 nos
		Brown(Khakhi) Envelope	16"×12"	10,000 nos
		Greenish Blue Envelope	18"×14"	10,000 nos
3	Envelope without cloth net	14"×11"	10,000 nos	
4	Lattha Kapda	Arj 132 cm	1,000 meter	
5	Bardana	For Packing Answer Copies	1000 Yard	

- Format of Quotation:** It is single bid; please give all technical specifications and price bid in single sealed envelope.
- The bid envelope should be super-scribed with:

Bid for supply of Envelopes, Bardana, Laththa Cloth
Ref. No: 04/GGV/store/ LTI/ Envelopes, Bardana, Laththa Cloth /2016 Bilaspur, Date:16-12-2016

4. Important Dates:

Event	Date	Time
Last Date of submission of sealed tenders and samples	06-01-2017	UPTO 03.00 PM
Tender Opening	06-01-2017	AT 04.00 PM

5. Guaranty /**Warranty** (as applicable) is to be provided.
- 6 **Excise Duty:** The University is exempted from Excise Duty. Please state applicable excise duty as a separate item (if any).
- 7 **VAT/CST:** The University is not authorized to give C or D form. CST or VAT or other tax should be charged according to applicable government rates.
8. The bidder has to furnish up to date VAT and Income Tax Clearance Certificate along with the bid.
9. Payment will be made as per rule, after TAX deduction through NEFT/RTGS.
The following information must be clearly furnished with the Price Bid:
- Name of the Firm with complete postal address-
 - Name of the Bank with Branch where the Account exist-
 - IFSC CODE -
 - ACCOUNT No -
 - PAN No -
 - VAT/TIN No (Required from the vendors belongs to Chhattisgarh)
10. Please go through the enclosed "bid document" carefully for other bidding instructions.



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)
GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

(A Central University established by the Central Universities Act, 2009 No. 25 of 2009)
Website: www.ggu.ac.in Phone: 07752- 260381 FAX: 07752-260154, 260148

Enquiry Ref. No: 04/GGV/store/ LTI/ Laboratory Equipments/2016

Bilaspur, Date:16-12-2016

सीमित निविदा सूचना /LIMITED TENDER ENQUIRY

PURCHASE OF ENVELOPES, BARDANA, LATHTHA CLOTH

लिफाफा , बारदाना, लड्डा कपडा का क्रय

निविदा दस्तावेज /BID DOCUMENT

TERMS & CONDITIONS OF THE TENDER:

Sealed bids are invited on behalf of the Registrar, GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR-495009, Chhattisgarh, from the registered vendors, for the supply of Envelopes, Bardana, Laththa Cloth for GGV as detailed in this tender document.

1. The bidders should quote their offer/rates in clear terms without ambiguity.
2. The rates must be quoted FOR GGV, inclusive of all taxes, duties, Levis, packing forwarding, loading-unloading and installation charges. No additional charge shall be admissible other than the rate quoted for each item.
3. Firm has to mention separately as how much tax, duties, levis etc charges they have included in the rate quoted. This for the purpose of deducting the taxes at source at the time of payment. If firm do not supply the details then GGV shall deduct the same as per prevailing government rules at the time of payment.
4. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature.
5. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
6. The last date for receipt of the bid is marked in the enquiry. In case the above date is declared a holiday for GGV, Bilaspur, then the bids will be received up to the due time on the next working day.

7. The sealed bids is to be sent by registered / speed post/ courier service, so as to reach the office of the Assistant Registrar, Stores, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur, C.G., 495009 on or before the last date-**06.01.2017, upto 3:00 PM .**
8. The bidder may modify (if necessary) the bid before the stipulated last date for receipt of the bids by sending an amendment to the bid to the same address, by clearly mentioning the bid details on the sealed envelope. This additional envelope must reach on or before the last date and time by registered / speed post/ courier service only. No bid shall be modified after the deadline for receipt of the bids.
9. Bids received after due date and time, shall not be considered.
10. Each bidder shall submit only one bid. Any bidder, who submits more than one bid, shall be disqualified and considered non-responsive.
11. Merely fulfilling all the terms and conditions and quoting the lowest rate will not make the tenderer eligible and qualified. The least quoted rate will not be the only criteria for selection, but the quality/make/brand of the product quoted by the firm, will be given due credit to select the item under this LTI.
12. The bidder has to deposit samples along with the sealed tenders. The Sample must be duly numbered, signed, so that there should not be any ambiguity in terms of the rate quoted. details. Bids received without sample (as applicable) may not be considered.
13. The University has all the rights reserved to negotiate, if the quoted rate for the item finalized by GGV seems to be on higher side.
14. The bidder has to assure that the quoted rates are not more than the rates of the similar good supplied by the bidder to some other organization recently.
15. The bids shall be opened in the stores section/conference hall of GGV, at the scheduled date and time. The bidder/ authorized representative may attend the meeting during the opening of the bid, if they so desire.
16. **The bidder has to put the firm's seal and signature in full at all pages of the bidding document. Bid must be submitted and signed by the authorized signatory only.**
19. Conditional and incomplete offer will be liable to be rejected.
17. Duties and Taxes are to be quoted separately. Ad valorem rates thereof should be clearly indicated with reference to the relevant Acts and Rules.

It may be noted that the University is exempted from paying Excise Duty vide Government Notification No. 10/97 dated 01.03.1997 [Registration No.: TU/V/RG-CDE(710)/2010, dated 19.01.2011]. The University shall not issue C or D forms. CST and VAT may be charged at applicable rates.

18. The goods are required to be delivered at the indenting Department of GGV, Bilaspur, and must reach to **GGV within 30 days** from the date of placement of the supply order.
19. The Quantity mentioned in the bid is tentative. It may vary at the time of placing the order.
20. **Offer validity period:** The offer should hold good for a period of 180 days from the date of accepting the rates/offer. Any offer falling short of the validity period is liable for rejection.
21. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
22. The quoted goods should not be outdated and must be of standard quality, as per the desired specifications and up to the mark.
23. Bidder must have a valid vendor registration under the specific category, in the GGV. Bids of all such bidders who do not have valid registration on the last date of receipt of the tender, shall not be considered.
24. The successful bidder with quoted price as approved by university shall be considered for issue of purchase order only when the bidder fulfill all the terms and conditions laid down in tender document.
25. Period of guarantee/warranty (where applicable), minimum of one year, should be specified in the bid.
26. The benefits of the offer (if any) given by the manufacturing company in any of the products being supplied by the successful bidder, must be transferred to GGV.
27. If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Registrar, GGV, Bilaspur to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered goods per week or part thereof, subject to a maximum of 10 percent of the value of undelivered goods. Alternatively, it will also be opened to the Registrar, to arrange procurement of the required goods from any other source at the risk and expenses of the bidder.
28. No request of the bidder for any part or advance payment shall be entertained by the university.
29. **The bidder has to furnish up to date VAT and Income Tax Clearance Certificate along with the bid.**
30. **Prior to the issue of the purchase order, the successful bidder is required to furnish "Performance Security" for an amount @ 3% of the purchase order value, in the form of Account Payee Demand Draft and/or Fixed Deposit Receipts en-cashable, in favour of the Registrar, GGV, Bilaspur (C.G.), payable at Bilaspur from any nationalized/ Commercial Bank with validity period of thirty days beyond the last date of supply or warranty period (as applicable) whichever is later, as per purchase order to be released.**

31. The above deposit shall be returned/refunded (without any interest), to the successful bidder after completion of all the obligations of the GGV. The deposit shall be forfeited if the bidder fails to execute the purchase order or dishonor any of the terms and conditions of the bid/purchase order.
32. Payment will be made as per rule, after TAX deduction, as per rule through NEFT/RTGS, normally within 30 days from the date of receipt of the ordered materials in good condition or successful installation/commissioning (if applicable)/acceptance by GGV of the supplied materials or receipt of the bill whichever is later.
33. The following information must be clearly written in the Price Bid for NEFT/RTGS/ FUND TRANSFER:
 - a. Name of the Firm with complete postal address
 - b. Name of the Bank with Branch where the Account exist
 - c. IFSC CODE
 - d. ACCOUNT No
 - e. PAN No
 - f. VAT/TIN No (Required from the vendors belongs to Chhattisgarh)
34. FORCE MAJEURE: Force Majeure will be accepted on adequate proof thereof.
35. Please note that university remains closed on Saturday and Sunday.
36. No commitment to accept lowest or any bid: University shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason what so ever.
37. The bidder can modify (if necessary) the bid before the last date appointed for receipt of the bids by sending an amendment to the bid to the same address, by clearly mentioning the bid details on the sealed envelope. This additional envelope must reach before the last date and time by registered / speed post/ courier service only. No bid shall be modified after the deadline for receipt of the bids..
38. University reserves the right to make any changes, relax/alter the terms and conditions of the bid in the interest of GGV.
39. University will not be obliged to meet and have discussion with any vendor, and or to listen to any representations after opening of the bid.
40. The university reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
41. The tenderers are requested to visit the university website www.ggu.ac.in for any information/updates/corrigendum. Assistant Registrar (Store) may be consulted if required.
42. In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Vice Chancellor, GGV, Bilaspur, Chhattisgarh shall be final.
43. All legal disputes shall be subject to jurisdiction of Bilaspur (C.G.) Court.

Enquiry Ref. No: 04/GGV/store/ LTI/ Laboratory Equipments/2016

Bilaspur, Date:16-12-2016

सीमित निविदा सूचना / Limited Tender Enquiry

Annexure- A

वित्तीय बोली / PRICE BID

PURCHASE OF ENVELOPES, BARDANA, LATHTHA CLOTH

लिफाफा, बारदाना, लठ्ठा कपडा का क्रय

To,

The Registrar, GGV Bilaspur (C.G)

Sir,

I / We have perused the terms and conditions of the tender for supply of Laboratory Equipments. Our Firm hereby quote the lowest rate (FOR GGV) for supply of Laboratory Equipments, with the specifications desired in the tender document. I have read and understood, all the terms and conditions given in the tender document and are acceptable to our firm. The quoted rates will be valid from the date of acceptance of the financial bid, to a period of 180 days. The quoted rates are inclusive of all taxes, duties, octroi, packing, forwarding, unloading, installation, demonstration etc. I am attaching the VAT and Income Tax Clearance Certificate and other documents required (as per the bid document) to be submitted along this bid.

SN	Name of item	Specifi- -cation	Qty	Rate (In Rs.) Inclusive of all taxes etc.	
				In Fig	In Words
1	White Envelope	9"×4"	50,000 nos		
	White Envelope (With single colour printing on one side)	9"×4"	50,000 nos		
2	ENEVELOPE WITH CLOTH NET Printing in single colour On one side	Yellow Envelope	9"×4"	10,000 nos	
		Light Green Envelope	12"×6"	50,000 nos	
		Brown Envelope	11"×5"	50,000 nos	
		Yellow Envelope	12"×8"	20,000 nos	
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3	Envelope without cloth net	14"×11"	10,000 nos		
4	Lattha Kapda	Arj 132 cm	1,000 meter		
5	Bardana	For Packing Answer Copies	1000 Yard		
Rate of applicable Taxes as included in the above quoted rates					